

DESIGN GUIDELINES



Sweet Grass

BLOWING ROCK, NC

A Waterfront Group Property

Revised December 15, 2017



Sweet Grass
BLOWING ROCK, NC

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CHAPTER 1 - INTRODUCTION

1.1 BACKGROUND

SweetGrass is a planned community located in Watauga County, North Carolina. The property within SweetGrass is subject to the SweetGrass Community Association (SGCA) Charter, which provides for standards of architecture, site planning, maintenance, use and conduct to preserve and enhance the overall community. The SGCA Charter establishes SweetGrass Community Association, Inc., a North Carolina nonprofit corporation (the "Association"), whose members include all property owners in SweetGrass, as the entity primarily responsible for administering the SGCA Charter and the standards of maintenance, architecture, conduct, and use established pursuant to the SGCA Charter. Chapter 5 of the SGCA Charter establishes procedures for application and review of plans for proposed landscaping, structures, improvements, play equipment, and other items that homeowners might want to place on their property in SweetGrass.

1.2 PURPOSE

The Waterfront Group SweetGrass a limited liability company ("Founder"), as the developer of SweetGrass, has established these Design Guidelines for SweetGrass to provide guidance to homeowners planning to build on their lots or planning improvements and modifications to their existing homes to facilitate the review process. However, these Design Guidelines are not the sole basis for decisions on architectural and aesthetic matters. Please refer to the SweetGrass Style and Architectural Vision Booklet for additional guidance.

These Design Guidelines are not meant to discourage new lot owners from building their homes or owners from beautifying and improving their existing property. On the contrary, new builds or exterior improvements can contribute positively to neighborhood property values and aesthetics. The intent is to protect all homeowners with a strict process for assuring that new builds, modifications and improvements are:

- a. consistent with the harmony of exterior design in SweetGrass;
- b. located appropriately with regard to surrounding structures and topography; and
- c. of high quality materials and workmanship.



1.3 GOVERNMENTAL REQUIREMENTS

Homeowners shall comply with these Design Guidelines in addition to the requirements of Watauga County and any other applicable government ordinances, building codes, and regulations. To the extent that any other government ordinance, building code, or regulation imposes a more restrictive standard than the standards set forth in the SGCA Charter, these Design Guidelines or the SweetGrass Style and Architectural Vision Booklet, the government standard shall control. To the extent that any government standard is less restrictive, the SGCA Charter, these Design Guidelines and the SweetGrass Style and Architectural Vision Booklet (in that order) shall control.

1.4 INTERPRETATION

In the event of a conflict between these Design Guidelines, the SweetGrass Style and Architectural Vision Booklet and the SGCA Charter, the SGCA Charter shall control. In the event of conflict between these Design Guidelines and the SweetGrass Style and Architectural Vision Booklet, these Design Guidelines shall control. Capitalized terms used in these Design Guidelines and not otherwise defined in this document shall have the same meaning as set forth in the SGCA Charter.

1.5 AMENDMENTS

The Founder may amend these Design Guidelines so long as it has any reviewing authority under the SGCA Charter. Thereafter, the Design Review Committee ("DRC") appointed by the SGCA Board of Directors may amend them. Amendments shall not apply retroactively to require modification or removal of work already approved and completed or in progress. It is the responsibility of owners to ensure that they have the most current edition of these Design Guidelines.

CHAPTER 2 - ARCHITECTURAL REVIEW PROCESS

2.1 REVIEW AUTHORITY

Architectural control and design review is handled by either the Founder or its designee, or the DRC appointed by the Association's Board. The Founder has exclusive authority over architectural review during the Development and Sale Period, as defined in the SGCA Charter. The Founder may delegate authority over certain aspects of review to



the DRC, and either of them may use architects, engineers, or other professionals to assist in such review.

2.2 APPROVAL REQUIREMENT

Unless otherwise specifically stated in Chapter 5 of the SGCA Charter or in these Design Guidelines, all plans and exterior materials for proposed improvements, additions, exterior modifications and decorations, reconstruction, landscaping, play equipment, outdoor furniture, and lawn accessories and similar items visible from outside of the home must have prior approval. Where these Design Guidelines specifically allow an owner to proceed without prior approval, such allowance shall only be effective so long as the owner complies with the requirements of the applicable guideline.

Projects submitted to the DRC must comply with all applicable building codes, zoning regulations, and the requirements of all agencies and municipalities having jurisdiction over the project. It is the responsibility of the applicant to obtain all necessary permits and inspections. Regulatory approvals do not substitute for review and approval hereunder, and vice versa.

2.3 PROJECT TYPES

2.3.1 New Construction/Large Project

The New Construction/Large Project is for new construction, and/or any improvement that requires structural changes.

2.3.2 Home Improvement/Mid-Size Project

The home improvement/mid-size project request is required for owners proposing temporary structures and non-structural improvements after completion of the initial construction of the home on the home site. Examples include but are not limited to, garages, decks that do not require structural changes, fences, storage sheds, playhouses, etc.

2.3.3 Small Project

The small project request is required for owners proposing to make any changes to the home and/or garage exterior paint/stain color, or that do not alter the exterior of the home itself. Examples of the later include, but are not limited to fountains, patios, walkways, etc.

2.4 SUBMITTALS

Requests for approval of proposed work must be made by submitting a completed Exhibit A, Project Application; an acknowledgement of Exhibit B, Construction Agreement, and



the required survey and site plan; Architectural floor plans and elevations; landscape/hardscape plans as identified below.

Submittals for approval of other items must include drawings, pictures, or other information sufficient for the DRC to properly consider the application. Failure to provide adequate information may result in denial of the application.

Color samples and photographs assist the DRC in rendering its decision and expedite the review process. The DRC may require the submission of such additional information as may be reasonably necessary to consider any application.

Applications for approval of new home construction, additions or modifications to structures and improvements on any Unit must be accompanied by a PDF of ALL of the following (See Chapter 4 for more information):

2.4.1 Survey and Site Plan

A survey and site plan, drawn to scale no less than 1" = 20', showing all of the following:

- a. Property lines, setbacks and easements.
- b. A footprint of the house and driveway, sidewalks, deck, patio, retaining walls, etc.
- c. Finished floor elevation relative to existing/proposed grades.
- d. Existing trees more than six (6") inches in diameter at breast height (DBH) and other existing large clumps of rhododendron or mountain laurel.
- e. All proposed improvements dimensioned to properly locate them from the house or property line.
- f. Proposed grading (min 2-foot contours), drainage and erosion controls (NOTE: A minimum of double rows of reinforced silt fence are required along all streams and lakes.).
- g. The septic tank and drain field.

2.4.2 Description of the Materials and Finishes

See Sections 2.9 and 2.10.

2.4.3 Construction Detail

See Sections 2.12, 2.13, 2.16, 2.18, and 2.21.

2.4.4 Architectural Floor Plans and Elevations

Architectural floor plans should be a minimum scale ¼" = 1'-0" and must show all rooms, walls, windows and all dimensions. The architectural elevations be a minimum scale 1/8" = 1'-0", representing the view of all exterior sides of the proposed home. Wood and/or stone elements of all exterior walls shall be accurately and specifically depicted or designated.



Elevations must delineate existing and proposed grade levels. All exterior component materials must be defined for specific material type and colors.

2.4.5 Landscape/Hardscape Plan

See Sections 2.11, 2.12.6, 2.14 and 2.25. A scaled (min 1" = 40') landscape plan must identify all proposed plant material, including placement, number, size of trees and plants. Also show mulched and grass areas of proposed landscape additions or modifications.

2.5 SCOPE OF REVIEW

These Design Guidelines are intended to facilitate the review process, but are not the sole basis for decisions on architectural and aesthetic matters. Compliance with these Design Guidelines does not guarantee approval. In reviewing each application, the DRC may consider any factors it deems relevant. Decisions may be based on purely aesthetic considerations. Each owner acknowledges that determinations as to such matters are purely subjective, and opinions may vary as to the desirability and/or attractiveness of a proposed addition or modification. The DRC is not responsible for ensuring compliance with codes or structural integrity of approved work.

2.6 TIMING

The timing of review of applications and notification of applicants shall be conducted as described in Section 5.3 (b) of the SGCA Charter. Specifically, the DRC shall notify the Applicant via an email from the Property Management firm of their determination on any application not later than 30 business days upon determination of a completed application with all required documentation.

2.7 RESPONSIBILITY FOR COMPLIANCE

The DRC is not responsible for ensuring compliance with state and local building codes. Each owner is responsible for obtaining all necessary building permits from Watauga County or Building and Zoning Department, and other government approvals that may be required for proposed modifications or additions. Additionally, owners are responsible for locating underground cables and wires prior to any modification requiring digging.

An applicant is responsible for ensuring that all the applicant's representatives, including the applicant's architect, engineer, contractors, subcontractors, and their agents and employees, are aware of these Design Guidelines, the SweetGrass Style and Architectural Vision Booklet and all requirements imposed by the DRC as a condition of approval.



2.8 OBSERVATION

Periodic field observation may be conducted by the DRC, the SweetGrass Board members and Property Management Representative for every residence under construction.

Field observation shall be limited to the exterior of the structures and the grounds surrounding them. Interior designs which meet minimum finished living space requirements are the sole concern of the homeowner.

2.9 MATERIALS

Native or indigenous materials must be used in the construction of homes including:

2.9.1 Roofs

Subject to DRC approval, 50-year, five-tab architectural or dimensional shingles may be used, although cedar shakes or pressure-treated pine shakes are preferred roof treatments within SweetGrass. In addition, for certain home styles, an accent roof of standing seam metal or metallic shingles in metallic color finishes may be allowed. Examples of permitted colors are aged copper, weathered gray, copper, and silver galvalume.

2.9.2 Exterior Finishes

Natural materials such as wood or stone must be used for the exterior of the home. Exterior finishes may include native bark shingles, board and batten, or board on board in true wood or fiber cement products (such as James Hardie) materials. Fiber cement shingles siding (such as Hardie Shingles) is allowed on all styles except Old Blowing Rock style. Stone veneers with mortar joints "flush or full" style may be used with prior DRC approval.

2.9.3 Foundations

Foundations must be veneered in native stone (preferred), cultured stone or with stucco used elsewhere on the structure and must cover all exposed concrete or concrete block foundations. When stucco is used, it must be sufficient depth to conceal mortar joints in the underlying material and must be painted in neutral or earth tone colors compatible with colors on the exterior of the structure. Side-facing foundations shall have a minimum of 60% stone (preferred), cultured stone, or stucco. To soften the appearance of side-facing stucco foundations, a minimum 60% of the stucco surface must be obscured by



landscape shrubs or trees (given an adequate size and growing period). Refer to SweetGrass Style and Architectural Vision Booklet for specific foundation design considerations and prohibitions, pages 2 and 25 respectively.

2.9.4 Chimney

The primary chimney shall be built of hand-cut, hand-laid natural stone (preferred) or high-quality stone veneers. Thin cut natural stone may also be used on chimneys.

2.9.5 Retaining Walls

Retaining walls will be made of natural materials or materials identical to the structures to which they are attached. Free standing retaining walls shall not be constructed of wood such as landscape timbers or railroad ties. The use of cast blocks, brick, or stucco covered freestanding site walls is not permitted. Walls shall be stoned faced or natural boulders.

2.9.6 Windows, Shutters and Doors

Generally, windows shall be vertically proportioned in traditional single-hung, double-hung or casement styles. Windows on side and rear elevations shall be consistent with those on the front elevation. Grills shall be permanently attached to the outside of the glass. With single- and double-hung windows, use of non-divided lower sash is permitted; however upper sash and or transom lites shall have divided lites. Exterior components of all windows (frames, sashes, grills) shall be painted. Metal clad wood windows are permitted, if such window manufacturers offer appropriate colors. All windows (on all sides of the home) shall be trimmed with a 3 ½ inch minimum-width trim.

Shutters, if used, must be appropriately sized to cover the entire window whether they are functional or only decorative.

2.9.7 Deck Support Posts

Deck support posts shall be of a thickness and proportion commensurate with the size of the home and the height of the deck so as not to require cross bracing. Uncovered steel support posts are not permitted.

2.10 COLORS

The *SweetGrass Color Collection* as defined in the SweetGrass Style and Architectural Vision Booklet emphasizes woodland and mountain inspired colors (browns, grays, tans and greens) that are generally understated. The color collection provides ample selection of accent colors to give each home the correct "color liveliness." **Note: All referenced paint numbers may have changed over time. Please use referenced paint colors as a guide for selecting proposed house paints.**



The color collection encourages color schemes respectful of the traditional cottages in the Blowing Rock area. Most of these homes feature unstained bark shingles with white trim. Painted traditional cottages tended to be medium to dark colors, also with strongly contrasting trim. The color collection also provides colors for more monochromatic approaches where trim colors have less contrast. All color schemes must be approved by the DRC. Additional colors will be considered upon review. **Submit color chips of all proposed paints and stains with your project application for approval by the DRC.**

The *SweetGrass Color Collection* is structured in the following three-color categories:

2.10.1 Base Color

This is the home's primary color. This is the color that the siding or logs will be painted or stained.

2.10.2 Trim Color

The color for the home's window and door trim and when appropriate, the roof trim components.

2.10.3 Accent Color

To be used in limited ways. Appropriate accent components are window sashes featured doors and shutters.

2.11 LANDSCAPING

Refer to the SweetGrass Style and Architectural Vision Booklet.

Landscaping plans should be designed to blend in with and enhance the beauty of the natural surroundings. Particular attention will be paid to homes that can be viewed from roads within SweetGrass.

Indigenous trees and shrubs are strongly recommended.

If natural barriers between homes do not exist, it is the mutual responsibility of homeowners to provide landscaping which provides privacy to both.

No construction or landscaping modification shall be approved which would result in offsite water runoff that would cause damage to adjoining property, the SweetGrass road system or common property. Compliance is also required with applicable Federal, State and county ordinances, with particular reference to Watauga County Ordinance 70.13.



Well heads visible from any road must be obscured with appropriate landscaping. Any amount remaining in the Construction Deposit will be released only after the approved landscaping has been installed.

2.12 OTHER

2.12.1 Roof Eaves

Roof eaves must overhang exterior walls. A minimum of 20" is required for Old Blowing Rock style and a minimum of 14" is required for American Shingle Style and Mountain Rustic style.

2.12.2 Driveways

Driveways connecting with paved SweetGrass roads must be paved within one (1) year of completion of a new residence. Driveways should follow the natural topography and shall be kept narrow, with a maximum width of 12 feet.

Finish materials for driveways include: concrete pavers, exposed aggregate concrete, asphalt pavement, crushed pea gravel and stained concrete. No white or bright colors are permitted. Concrete pavers and pea gravel must be an earth tone. Crushed pea gravel driveways are only permitted if the finish slope is less than five per cent (5%).

- a. Crushed granite or limestone or a crusher run is not permitted as the finish driveway material.**
- b. Required parking is not permitted in the right-of-way.**
- c. Large formal auto courts are not permitted.**

2.12.3 Well and Septic

Well and septic tank with drain field location permits must be obtained from the Appalachian District Health Department before site preparation begins and copies provided to the DRC. Any deviation from the approved permitted locations requires approval from both the Appalachian District Health Department and the DRC.

2.12.4 Gutters

Gutters are required to be half round with round downspouts.

2.12.5 Garages

Garages must be built as accessory structures that are **fully detached or semi-detached**.

All garage doors must have single garage doors. To keep the scale appropriate for architectural styles found at SweetGrass, double-wide garage doors are **not** permitted.



Garage doors shall complement the style of house in color and materials. Garage doors must **not** directly face any SweetGrass road.

Story-and-a-half garages, which allow for storage or living space above, will be allowed, provided the overall building has a scale lower than the peak of the main home.

Eaves should generally be low to de-emphasize the garage structure.

With semi-detached garages, the face of the garage must be located behind the mid-point of the main house, unless topography dictates otherwise. Garages may be attached to the main house with covered walkway, provided the walkways are integral in the design of the building. For additional guidance refer to page 19 of the SweetGrass Style and Architectural Vision Booklet.

2.12.6 Erosion Control

Erosion control is an important aspect of the building process. Erosion control sediment fencing must be installed **before** any lot clearing, material deliveries or construction begins. A double row of sediment fencing is required on the downhill side of the entire disturbed site and/or in any other circumstance as required by Watauga County. The main job of a sediment fence is to pond sediment-laden water behind the filter fabric which must be trenched into the ground at the downhill edge of a disturbed area with no daylight showing beneath. Trenching the fabric in (either with compacted soil or gravel) allows it to filter out 85% of the suspended sediment. If the fabric is not placed a minimum of 8" below the surface, sediment-laden water will be able to escape beneath the bottom edge severely limiting it's filtering capacity. Be sure to install all sediment fences correctly.

No off-site erosion or sediment is permitted.

2.12.7 Rubbish and Sanitation

Each construction site is required to have a commercial **dumpster** and a **job toilet** for use of the workers. The toilet should be outside of the street right-of-way and placed in an inconspicuous location with the door facing away from the street and neighboring homes.

2.13 SIGNS

Home signs must be approved by the DRC. An address sign is required as a minimum and must comply with all applicable government ordinances. The address may be on the home if the numbers are visible from SweetGrass named roads. All others must be placed at a location which may be seen by emergency vehicles from a SweetGrass



named road. Signs will be made of wood, routed or sand blasted and left neutral or painted/stained in subdued colors (browns, grays, cedar, etc.) Signs may not be larger than 24 "x 12 and height not more than 36" off the ground.

2.14 TREES

The cutting of mature trees is strictly regulated before, during and after construction. The Association recognizes that each homeowner desires the best possible view from their property. To insure no clear-cutting and that proper consideration is given to the adjoining homes and common areas, DRC approval is required to cut any tree whose diameter at breast height (DBH) is six (6") inches or more, large clumps of rhododendron or mountain laurels, unless located within ten (10') feet of a proposed building, or within a proposed driveway or walkway. Exceptions include damaged trees or trees which must be removed because of a potential danger.

Homeowners wishing to remove or limb (**topping trees is not allowed**) trees will mark the trees or limbs to be removed and submit a written request to the DRC. The DRC will examine the area and the homeowner(s) will be informed in writing of their decision. Logs cut and retained must be kept out of sight of SweetGrass roads.

Should a lot owner remove any tree or vegetation without prior written DRC approval, said lot owner shall be liable for damages which may include fines and/or legal action. For trees removed or destroyed without the DRC's approval, the Association may, at the lot owner's expense, enter the property and install new trees as necessary to replace removed or destroyed trees.

2.15 PLAY YARDS

Play yards shall be made of high quality wood structures (plastic play yards are not permitted) in keeping with the general ambiance of SweetGrass. Any slides attached must be dark green. Play yards are permitted only permitted on Estate lots. Play yards shall only be in the rear or side yards and shall be 100% obscured from any primary roads, as approved by the DRC.

Play yards shall be landscaped with mature vegetative landscaping where the same is visible from any other SweetGrass owner. The landscaping plan is to be approved in writing by the DRC prior to the commencement of construction of the play yard.



2.16 EXTERIOR LIGHTING

Selection and placement of fixtures, and selection of light source types, should be done with care. Exterior illumination of architectural features such as columns, entries, chimneys and landscape features is not allowed.

Exterior lighting shall be installed in a manner that will not cause unnecessary light spill distraction, nuisance or be unsightly. Lights shall be directed toward the house or ground and limited in wattage to 2,000 lumens. Ganging wires shall be properly buried beneath the grade. High-pressure sodium lights and mercury vapor lights are strictly prohibited.

Colored lenses on low voltage lights, colored light bulbs, fluorescent and neon lighting are not permissible. Incandescent, low voltage incandescent, metal halide, quartz and natural gas lights are acceptable.

Lighting may not be installed on the privacy fence or patio/pool fence.

2.17 OUTDOOR FURNITURE

No furniture shall be used, stored or kept on the exterior portions of any lot except on patios, decks or porches. A reasonable amount of furniture designed and intended for outdoor use in white, black, or earth tone colors may be placed on patios or decks without prior approval. Placement in other outdoor locations will require approval by the DRC.

2.18 POOLS AND SPAS

Above-ground pools are prohibited. However, smaller, prefabricated, spas or hot tubs may be installed above ground on decks or patios with prior approval. Above ground spas or hot tubs, visible from public view or from other lots, shall be decked or skirted (except when placed on a patio) and screened with landscaping to hide all plumbing, heaters, pumps, filters, etc.

Privacy screens for pools or spas shall be set back a minimum of twenty (20') from rear property lines and shall not exceed thirty feet (30') in width parallel to rear property lines. Maximum privacy screen height shall not exceed eight feet (8') above existing grade. Screening material shall be masonry compatible with the residence, wood fence with finished side out, or other screening material approved by DRC. Swimming pool appurtenances, such as rock waterfalls and slides, shall not be over six feet (6') in height. Skimmer nets, long handle brushes, pool chemicals, filters, pumps, heaters, plumbing, etc., shall not be visible from public view.



Pool walls shall not encroach on utility easements. If pool plumbing is required in utility easements, contact local utility companies before digging. Wood or concrete pool decks may be placed on utility easements with permission from the utility company, but all improvements within utility easements are subject to removal by utility companies.

Pools and spas may **not** be drained onto open space or any other property.

2.19 EQUIPMENT LOCATION AND SCREENING (ESTATE LOTS ONLY)

Where practical, all exterior pool or spa pumps and filtration equipment and ground-mounted mechanical equipment shall be located in a side or rear yard and, in the absence of complete yard fencing, must be screened from street view and neighboring property by landscaping or by material and color compatible with the design of the residence. Where possible, design should include niches or offsets in which to tuck mechanical equipment.

Shrubs or vines shall be placed in front of screens. Hedges may be used for screens if plants are mature enough and spaced close enough to provide adequate screening at the time of planting. Staggered spacing of shrubs for hedges makes a good screen.

Extreme care shall be taken in location of condensers to avoid noise infiltration to nearby bedrooms and other "quiet" zones. Sound insulating material may be required for added equipment such as pool pumps and heaters.

On corner lots, every effort should be made to place air conditioners and equipment in the rear yard.

2.20 TOYS, TOOLS, AND LAWN EQUIPMENT

Toys, bicycles, and other portable play equipment, tools, and landscaping materials and equipment must be stored inside the dwelling, garage or other approved structure or container when not in use.

Sprinklers and hoses must be coiled and stored out of view from streets and neighboring property when not in use.

2.21 STORM DOOR AND STORM WINDOWS

Storm doors and storm windows must be full-view glass or screen; storm doors with wood, aluminum, or similar solid panels on the lower part of the door are not acceptable. Storm doors with retractable glass panels to convert to screen doors are the preferred option.



2.22 WINDOW AIR CONDITIONERS

Window air-conditioning units and window fans are **not** permitted.

2.23 ITEMS NOT COVERED

Matters not covered in this document cannot be construed as authorization to execute by a property owner must be provided by the DRC. When in doubt, contact the DRC or the SGCA Board for resolution.

2.24 EXCEPTIONS

Variances and/or deviations from compliance with any of these Design Guidelines and procedures above may be permitted if the DRC determines that circumstances such as topography, natural obstructions, hardship, aesthetic or environmental considerations justify such a variance. However, the DRC is not obligated to grant a variance. During the Development and Sale period, variances require the written consent of the DRC or the SGCA Board. Any exception granted shall be confirmed in writing and shall be considered unique and will not establish a precedent for future decisions.

2.25 RIGHT-OF-WAY

The right-of-way consists of the road adjacent to each lot and the strip of land on each side of the road.

Owners may not build or construct any structure or permanent parking in the right-of-way. Furthermore, to facilitate snow removal and grounds maintenance, Contractors shall keep all construction vehicles, materials, trailers etc., off of the right-of-way. Owners may not undertake any project in the right-of-way including landscaping that would affect drainage, safety, maintenance, or aesthetics without obtaining prior written approval from the DRC. Impacting the right-of-way during construction without written approval will incur the peril of having to restore the right-of-way to its original condition at owner's expense.

Any approved plantings within the right-of-way will be the sole responsibility of the owner including, but not limited to, typical maintenance requirements within the Community, replacements or repair due to road construction, utility work or snow removal operations.



Sweet Grass
BLOWING ROCK, NC

CHAPTER 3 – CONSTRUCTION FEES AND SCHEDULE

3.1 NEW CONSTRUCTION/LARGE PROJECT

Construction of a Single-Family Home

3.1.1 Construction Deposit

\$2,500 due upon approval of final plans

3.1.2 Impact Fee

\$2,000 due upon approval of final plans

3.1.3 Architectural Review Fee

\$500 due with application

3.1.4 Field Change Request Fee

\$75 per occurrence

3.1.5 Separate Landscape Plans

If landscape plans are submitted separately from the construction plans there will be an additional \$125 review fee.

3.2 HOME IMPROVEMENTS/MID SIZE PROJECT

Structural Improvements, including garages, decks, porches, retaining walls, and significant changes to the existing structure such as shape, additions, and roof work (except for regular maintenance):

3.2.1 Construction Deposit

\$1,500 due upon approval of final plans

3.2.2 Impact Fee

\$500 due upon approval of final plans

3.2.3 Architectural Review Fee

\$500 due with application

3.2.4 Field Change Request Fee

\$75 per occurrence



3.3 SMALL PROJECT

Minor changes to the exterior of the home including, exterior paint/stain color changes, siding revision, shutters, or changes that do not alter the exterior of the home itself. Examples of the later include, but are not limited to fountains, walkways, etc.

3.3.1 Construction Deposit
\$1,000 refundable

3.3.2 Impact Fee
\$0

3.3.3 Architectural Review Fee
\$250

CHAPTER 4 - SUBMITTAL PROCESS

4.1 REQUIRED DOCUMENTATION

Project applications may be completed and submitted on-line at the SweetGrass web-page which is accessed via the Blue Ridge Professional Property Services web-site (<http://www.brppservices.com>) or emailed as a PDF file to John Thompson, the SweetGrass Property Manager, at john@brppservices.com. Project applications must include the following:

- **Exhibit A - Project Application.** Complete all required information.
- **Exhibit B - Construction Agreement.** This must be completed and acknowledged by both the owner and general contractor.

In addition to completing both exhibits, the Applicant must also include PDF files containing a survey and site plan; architectural floor plans and elevations and; a landscape/hardscape plan.

4.2 REQUIRED DEPOSITS AND FEE CHECKS



Required fees, as identified in Chapter 3, and Section 3.4, may be paid on-line when the Project Application is submitted, or the fees can be paid by check, made payable to the SweetGrass Community Association, Inc., and mailed to:

Blue Ridge Professional Property Services, LLC
Attention: Lilly Suarez
P.O. Box 2201
Boone, NC 28607

PLEASE NOTE THE FOLLOWING:

- The DRC will not begin the 30-business day review period until both completed exhibits with required supporting documentation and applicable fees have been received.
- **Absolutely no construction is allowed until all fees have been paid in full.**

4.3 CONSTRUCTION DEPOSIT

This deposit is due upon approval of final plans and will be held in escrow throughout the duration of the project in a non-interest-bearing account. The deposit may be refunded if there are no accidents caused by any party involved in the construction process and no design violations have occurred. However, if there is a need to administer/process a violation in accordance with Section 8.1 of the SGCA Charter, the associated costs will be deducted from this deposit.

4.4 ARCHITECTURAL REVIEW FEE

This fee is due with the project application. The fee covers the cost of processing and reviewing an application through the required steps. It also includes assistance to owners submitting an application, document control, the potential cost of review by an architect, engineer, landscape architect, etc., if required and necessary, construction observation and final project administration. Any unused portion of this fee will be refunded upon project completion.

4.5 IMPACT FEE

This fee is non-refundable and is due with the project application. It is required to cover impacts/damage to the existing road network.



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**THIS COMPLETED PROJECT APPLICATION MUST BE APPROVED BY
THE DESIGN REVIEW COMMITTEE BEFORE CONSTRUCTION OR
INSTALLATION CAN BEGIN**

EXHIBIT A - PROJECT APPLICATION

APPLICATION FOR ARCHITECTURAL APPROVAL OF NEW HOME CONSTRUCTION OR
MODIFICATIONS

APPLICANT INFORMATION

*Name: _____

Application Date: _____ *Lot Number: _____

Address of Lot (if known): _____

*Mailing Address: _____

*E-Mail: _____

GENERAL CONTRACTOR INFORMATION

*Name: _____

*Address: _____

*E-Mail: _____ *Phone Number: _____

*License Number: _____

***Required information**

PROPOSED CONSTRUCTION TYPE (check all that apply)

_____ New Home Construction _____ Home Addition _____ Landscaping _____ Deck

_____ Home Color Change _____ Tree Removal _____ Spa _____ Play Structure

_____ Other (please explain): _____



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STYLE OF HOME (check appropriate style)

_____ Old Blowing Rock _____ American Shingle Style _____ Mountain Rustic Style

ARCHITECTURAL FLOOR PLANS

If applicable, please attach an electronic PDF file of Architectural floor plans of the proposed home/addition to a scale of 1/4" = 1'-0".

ARCHITECTURAL ELEVATIONS

If applicable, please attach an electronic PDF file of Architectural elevations of the proposed home/addition to a scale of 1/8" = 1'-0" foot.

SURVEY AND SITE PLAN

If applicable, please attach an electronic PDF file of a survey and site plan prepared by a professional survey/engineering firm drawn to a scale no less than 1" = 40' showing all of the following:

- Property lines, setbacks and easements
- A footprint of the house and driveway, sidewalks, deck, patio, retaining walls, etc.
- Finish floor elevation relative to existing/proposed grades
- Existing trees more than 6 inches in diameter at breast height (DBH) and other existing large clumps of rhododendron or mountain laurel
- Proposed improvements dimensioned to properly locate them from the house or property line
- Proposed grading (min 2-foot contours), drainage and erosion controls (Note: a minimum of double rows of reinforced silt fence are required along all streams and lake)
- The septic tank and drain field

LANDSCAPE/HARDSCAPE PLAN

Include a landscape plan showing the type and proposed location of all planting materials, retaining walls, walkways and turf grass.

SQUARE FOOTAGE OF HOUSE

Heated: _____

First Floor: _____

Unheated: _____

Second Floor: _____

Total: _____

Basement: _____



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HOME EXTERIOR MATERIALS AND COLORS

SIDING MATERIAL:

Manufacturer: _____ Color/Stain: _____

Type/Name: _____

EXTERIOR TRIM MATERIAL:

Manufacturer: _____ Color/Stain: _____

Type/Name: _____

ROOF MATERIAL:

Manufacturer: _____ Color: _____

Type/Name: _____

FOUNDATION MATERIAL:

Manufacturer: _____ Color: _____

Type/Style/Name: _____

WINDOWS:

Manufacturer: _____ Color: _____

Type/Name: _____ Fixed Exterior Grills: _____ Yes _____ No

Shutters: _____ Yes _____ No

DOORS:

Manufacturer: _____ Color/Stain: _____

Type/Name: _____



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GARAGE DOOR (if applicable):

Manufacturer: _____ Color/Finish: _____

Type/Style: _____

DRIVEWAY:

Material: _____ Color: _____

DECK/STOOPS:

Type/Material: _____ Color: _____

EXTERIOR CHIMMNEY(S):

Manufacturer: _____ Color: _____

Type/Material: _____

Expected Construction Start Date: _____

Expected Construction Completion Date: _____



EXHIBIT B - CONSTRUCTION AGREEMENT

To maintain a level of peacefulness in the SweetGrass community, Contractors must abide by the work rules. If a Contractor violates the rules, the DRC has the right to remove the Contractor from the property or issue a stop work order.

CONTRACTOR INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

CONSTRUCTION LOCATION

ADDRESS (if known): _____ LOT NUMBER: _____

LOT OWNER: _____

JOB SUPERINTENDENT: _____

PHONE NUMBER: _____

CONTRACTOR WORK RULES

1. Owner and Contractor have read and agree to the terms and provisions of the SGCA Charter, SweetGrass Design Guidelines and the SweetGrass Style and Architectural Vision Booklet. Failure to comply with these documents may result in the reduction of the Construction Deposit.
2. The project will be completed as described by the drawings, plans and specifications approved by the DRC.
3. Contractor is responsible for the conduct of all workers performing services on this project at all times working at his direction.
4. Any changes from the originally submitted plans and specifications affecting the exterior to the home or the site submitted must be approved in writing by the DRC prior to implementation.
5. Contractors may not use the main SweetGrass entrance off Holloway Mountain Road.
6. Work hours are from 8:00 AM to 6:00 PM Monday to Saturday.
7. **NO WORK MAY BE PERFORMED ON SUNDAY.**
8. The speed limit is 15 miles per hour and the Contractor shall be responsible to ensure his workers comply.
9. Contractors are not allowed to perform maintenance on any equipment or vehicles while it is in the SweetGrass community
10. Contractors must clean-up the site at the end of each work day and will not leave behind any trash or unnecessary debris. A commercial dumpster and job site toilet shall be placed in conformance with these Design Guidelines.
11. Contractors are not allowed to use any community amenities for any reason



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CONSTRUCTION AGREEMENT (cont'd)

12. Contractors are not allowed to use any community power source, such as the Lake House.
13. Contractors are not allowed to wash equipment, including concrete trucks, at the job site
14. Contractors shall maintain erosion control devices so that no storm water run-off is discharged into the community lake or community creeks.
15. Prior to beginning any site clearing, it is the responsibility to the Contractor to install and maintain erosion control devices with these Design Guidelines and in accordance with all local, state and federal requirements.
16. Contractors shall ensure that all food, food products and packaging are properly disposed of on a daily basis. No food shall be thrown on the ground or into any existing vegetation.
17. Contractors shall keep adjoining roads clean and clear of any construction materials, debris or residue on a daily basis. Failure to control mud and mud build-up on roads is grounds for DRC ordered clean-up at Owner's expense.
18. Contractors shall maintain a gravel base on all driveways and/or any on-site parking areas at all times to eliminate the need for on-street parking.
19. All workers and vehicles are subject to search to help prevent theft of materials and equipment.
20. To facilitate snow removal and ground maintenance, Contractors shall keep all construction vehicles, materials, trailers etc., within the property boundaries.
21. Contractors shall be responsible for any repair of road frontage and the road right-of way including asphalt, grading and/or turf establishment after construction.
22. Contractor shall install a sign at the job site identifying their company, address and contact information.
23. Contractor shall immediately remove all signage from property after issuance of the Certificate of Occupancy.
24. Contractor shall be responsible for the re-establishment of a healthy stand of turf for any area within the road right-of-way impacted during construction.
25. Construction must be completed within twelve (12) months of commencement unless a variance is granted by the DRC. Failure to complete within the specified time frame may result in the forfeiture of the Construction Deposit.

SCHEDULE OF FINES

The following is a schedule of fines, which may be imposed daily and are legally assessable. Liens may also be filed and enforced. Fine amounts are subject to change at the sole discretion of the Founder during the Development and Sale Period, as defined in the SGCA Charter, then afterward by the Design Review Committee (DRC), subject to approval by the SweetGrass Board of Directors. Fines may be issued at the one-day fee after serving the first notice of alleged violation in writing as required by the SGCA Charter. Reasonable time for correction will then be allowed before daily fines are imposed. Fines shall be doubled upon issuance of the second notice of alleged violation. Fines shall be tripled upon issuance of the third notice of alleged violations.

1. No Dumpster: \$500.00
2. Littered Site: \$500.00
3. No Erosion Control: \$500.00
4. No temporary sanitation (job-site toilet): \$500.00
5. Parking in right-of-way: \$500.00
6. Building Material in right-of-way - Subject to cost of repair: \$500.00
7. Damage to right-of-way: \$500.00
8. Parking on adjacent property: \$500.00



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9. No job sign: \$500.00
10. Damage to small trees, vegetation or natural areas: \$500.00
11. Unauthorized removal or destruction of trees six (6") inches and larger at breast height (DBH) – per tree: \$500.00
12. Unauthorized plan change (minor): \$1,000.00
13. Unauthorized plan change (major): Revocation of SweetGrass Permits and Forfeiture of all funds remaining on deposit.
14. Unauthorized finishes: Revocation of SweetGrass Permits and Forfeiture of all funds remaining on deposit.
15. Incomplete or non-complying landscaping: Forfeiture of all funds remaining on deposit.

Please enter the Lot Owner's and Contractor's name to confirm that each party has read and acknowledges the Construction Agreement

Lot Owner Acknowledgement: _____

Contractor Acknowledgement: _____