

Minutes from Club Villas Board Meeting 10/3/17

- Roll Call: in attendance were John Higgins, Mike Ramsaran, Jennifer Connell
- Scheduled first HOA meeting for 10/16/17 at 7:30pm, location TBD. Will hand deliver flyers to all homeowners. Agenda for the HOA meeting will be based on order of meeting set forth in the Clubhouse Villas bylaws.
- Interim Architectural Committee appointed and new committee members will be established at the first HOA meeting. Interim members are John Higgins, Mike Ramsaran and Jennifer Connell. Article V of the Club Villas Covenants were reviewed as were guidelines from the Town of Wake Forest on when permits are required. Architectural Committee is to discuss structures, fences, etc. once approval from the Town of Wake Forest has been received and copy given to the committee.



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Inspections

FAQs

Commercial Permits & Inspections

How many sets of plans are required for review?

Decks & Porches

- Residential – 2 sets - 1 hard copy, 1 digital
- Commercial – 3 sets
- Commercial/Health Department - 4 sets

Divisions

Express Residential Plan Review

Can I submit building construction drawings before my site plan has been approved?

FAQs

- Yes. In this way, reviews may run concurrently and hopefully not delay any projects.

Fees & Refund Policy

Do my plans have to be drawn to scale?

- Yes, we prefer nothing less than 1/8 scale.

Forms & Applications

Why do I need a permit?

Overview

- The purpose of a permit is to enforce minimum consistent requirements of nationally recognized good practices by providing a reasonable level of life safety and protection of hazards to all parties involved.

Permits

Pools & Hot Tubs

How much will my permit cost?

Staff Directory

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Required
Inspections

- There are many variables that affect the cost of permits. The cost of permits starts at \$50 but can sometimes be as much as \$100,000 or more. Permit cost can be based on the number of trades (building, electrical, plumbing or mechanical), the total square footage of the project, the number of bedrooms, the total cost of the project, the type of project and a variety of other things. Many times we cannot tell how much a permit will cost until a thorough evaluation of the project is made.

How can I make payment for a permit? Do you accept credit cards?

- We accept cash, check, and credit cards. Credit cards are kept to a \$1,000 maximum charge.

When is a permit required for an accessory building in my yard?

- A development permit will almost always be required for an accessory building.
- A building permit is required when your building is larger than 12 feet in any dimension or if it is more than one story. A permit is required if your building has electrical installed regardless of its size.

Do I need a permit to install a fence?

- Yes. Complete the Development Permit Application and submit two (2) copies of the survey / plot plan of your property showing where the fence will be located on your property. Once the application is approved by Zoning, we will contact the applicant back and at that time they will be able to come back into the office and make payment.



Do I need a permit for a storage building?

- Yes - depending upon the size stipulates the type of permit required.
- If all sides of the building are 12' and less, a Development Permit is the only thing that is required. Complete the Development Permit Application and submit two (2) copies of your survey / plot plan of your property showing where the storage building will be located. Setback requirements are 10' from rear and side property lines.
- If one side of the storage building is larger than 12', complete the Development Permit Application, submit two (2) copies of the survey / plot plan of the property showing where the storage building will be located on the property (setback requirements are 10' from rear and

side property lines), and two (2) copies of the building plans showing how the storage building will be built.

- Once the plans have been approved by the Residential Plan Reviewer and signed off in Zoning, we will contact the applicant back with the costs.

Is a permit needed to install a swimming pool (above or underground)?

- Yes. Complete the permit application for swimming pool and submit two (2) copies of the survey / plot plan showing the location where the pool will be placed on the property. Once the application has been approved by the plan reviewer and signed off in Zoning, we will contact the applicant back with the applicable fees.

Is a permit needed for special events?

- Yes. Contact the Wake Forest Police Department and complete the [Special Events Permit Application](#).

I have a Wake Forest address, so do I come to the Town of Wake Forest for my permit?

- Although you may have a Wake Forest address, we only cover the areas inside the city limits of Wake Forest and ETJ. If you are unsure whether you are inside the city limits, contact our office prior to coming in and we'll be glad to let you know which jurisdiction you are in.

I am the owner of my home and live in the home. Am I allowed to be my own contractor of work that I would like to have done?

- Yes. As long as you own the home and don't rent it out, you can serve as your own contractor. There is one stipulation: you will need to live in the home for one (1) year after the work is completed.

Do I need a permit to build a porch / deck / sunroom?

- YES – complete the Development Permit Application and submit two (2) copies of your survey / plot plan showing where the construction will be, as well as submitting two (2) copies of the complete building plans.

Do I need an architect to draw these plans?

foreclose the lien against the Lot. No owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Common Properties or abandonment of his Lot.

The lien herein granted unto the Association shall be enforceable pursuant to Article 2A of Chapter 45 of the General Statutes from and after the time of recording a Claim of Lien in the Office of the Clerk of Superior Court in the County in which the Property is located in the manner provided therefore by Article 8 of Chapter 44 of the North Carolina General Statutes, which claim shall state the description of the Lot encumbered thereby, the name of the record owner, the amount due and date when due. The claim of lien shall be recordable any time after thirty (30) days after the due date of the assessment or any installment thereof and the lien shall continue in effect until all sums secured by said lien as herein provided shall have been fully paid. Such claims of lien shall include all assessments which are due and payable when the claim of lien is recorded, plus interest, costs, attorneys' fees, advances to pay taxes and prior encumbrances and interest thereon, all as above provided. Such claims of lien shall be signed by an officer or agent of the Association. Upon full payment of all sums secured by such claim of lien, the same shall be satisfied of record.

Section 10. Subordination of the Lien to Mortgages and Ad Valorem Taxes. The lien of the assessments provided for herein shall be subordinate to the lien of any institutional first mortgage or deed of trust and ad valorem taxes on said Lot. Sale or transfer of any Lot shall not affect the assessment lien. However, the sale or transfer of any Lot pursuant to such mortgage, first deed of trust, or tax foreclosure or any proceeding in lieu thereof, shall extinguish the lien of such assessments as to payments which became due prior to such sale or transfer, but shall not abate the personal obligation of the prior owner. No sale or transfer shall relieve such Lot from liability for any assessments thereafter becoming due or from the lien thereof.

Section 11. Exempt Property. Any portion of the Property dedicated to, and accepted by, a local public authority and any portion of the Property owned by a charitable or non-profit organization exempt from taxation by the laws of the State of North Carolina shall be exempt from the assessments created herein. However, no land or improvements devoted to dwelling use shall be exempt from said assessments.

ARTICLE V

ARCHITECTURAL CONTROL

No site preparation (including, but not limited to grading, elevation work, landscaping, sloping or tree work) or initial construction, erection or installation of any improvements, including but not limited to, buildings, fences, signs, walls, bulkheads, screens, landscaping, plantings, equipment, swimming pools, or other structures shall be commenced, erected, placed, altered or maintained upon any lot, until the plans and specifications showing the nature, kind, shape, height, materials, exterior colors, siding, location and elevations of the proposed improvements relative to their existing and future septic field disposal areas, landscaping or plantings shall have been submitted to, and approved in writing by, as to harmony of external design and location in relation to surrounding structures and topography, an Architectural Committee composed of no fewer than three (3) persons and no more than six (6) persons appointed by the Declarant through and until the date that is five (5) years after commencement of development of the Subdivision, or such earlier date as determined by Declarant in its sole discretion; initial construction on all Lots shall be reviewed and approved by the Declarant until the sale of the final Lot in the Subdivision by the builder to a consumer-occupant Lot owner. After such dates, the Architectural Committee shall be composed of no fewer than three (3) persons and no more than six (6) persons, and shall be appointed by the Board. In the event the Architectural Committee fails to approve such submission made by any Lot Owner within thirty (30) days after said plans and specifications have been received by the

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Committee, approval will be deemed to have been approved. Any plans and specifications that contain inaccurate or missing data or information when submitted shall not be deemed to be approved notwithstanding any prior approval by the Committee.

Upon request, the Association, on behalf of the Architectural Committee, shall provide any Owner with a letter stating that any such work, plans and specifications, landscaping or plantings have been approved, and the letter may be relied upon by third parties.

Approval or disapproval by the Architectural Committee of such plans, location or specifications may be based upon any grounds, including purely aesthetic and environmental, which in the sole discretion of the Committee, it shall deem sufficient. Neither the Association, Board, nor the Architectural Committee shall be responsible for any defects in the plans and specifications submitted to it or in any structure erected or improvements made on any Lot.

The Board and the Architectural Committee, or their appointed agents, shall have the right, at their election, but shall not be so required, to enter upon any of the Lots during site preparation or construction, erection, or installation of improvements to inspect the work being undertaken and to determine that such work is being performed in conformity with the approved plans and specifications.

The Architectural Committee shall have the power to grant, and may allow, variances of, and adjustments of, the restrictions established herein in order to overcome practical difficulties and prevent unnecessary hardships in application of the restrictions contained herein; provided, however, that variances or adjustments are done in conformity with the intent and purposes hereof; and, provided also, that in every instance such variance or adjustment will not be materially detrimental or injurious to other Lots in the immediate neighborhood. Variances and adjustments may be of the height, size, and setback requirements, pursuant to the terms herein, but shall not be limited thereto. No variance shall be permitted if it violates governmental minimum standards. Notwithstanding the foregoing, Declarant shall have the power to grant the above variances and adjustments so long as Declarant has the authority to appoint members to the Architectural Committee.

In the event of the grant of any variance in the restrictions established herein, the Declarant for so long as the Declarant has the authority to appoint members to the Architectural Committee, and thereafter the Association on behalf of the Architectural Committee shall execute a document acceptable in substance to the Association attesting to such grant and the specific nature thereof in form suitable for recording, so that the Lot Owner may record the document in the Registry of the County in which the Lot is located. Such document shall be prepared at the cost of the Lot Owner and shall be binding upon the Declarant, the Association, its successors and assigns, and other Lot Owners and may be relied upon by third parties to evidence the variance approval.

Any purchaser of a lot or institution financing a lot shall rely on the foregoing statement.

The Association, so long as Declarant has authority to appoint members to the Architectural Committee, shall defer architectural approvals and grants of variances to Declarant unless Declarant has voluntarily relinquished control of the Association.

ARTICLE VI

ANNEXATION OF ADDITIONAL PROPERTIES

Section 1. Annexation of additional property, except as provided in Section 2 of this Article VI, shall require the assent of two-thirds (2/3) of the Class A membership and two-thirds