

SNUG HARBOR PROPERTY OWNERS ASSOCIATION
1241 SNUG HARBOR ROAD
HERTFORD, NC 27944

SUBJECT: ARCHITECTURAL CONTROL POLICY AND PROCEDURES		
PRESIDENT: Toni Cacace-Beshears		EFFECTIVE: 10/15/2023
SECRETARY: Christine Camilleri		APPROVED: 8/23/23
POLICY NUMBER: ARC01	DIVISION: ARC – Architectural	LAST REVISION: 10.01.2022

References:

- (A) Article VI, Architectural and Aesthetic Control of the Amended Declaration of Covenants, Conditions and Restrictions of the Snug Harbor Property Owners Association dated December 20, 1995
- (B) Article I, Section 3. Applicability of Bylaws, Amended and Restated Bylaws of Snug Harbor Property Owners Association dated December 9, 1998.
- (C) Article IV, Section 2. Member in Good Standing, Amended and Restated Bylaws of Snug Harbor Property Owners Association dated December 9, 1998.
- (D) Perquimans County Deed Book
- (E) Perquimans County Map Book
- (F) Perquimans County Zoning Ordinance 57

1. POLICY:

- a. It is the policy of the Snug Harbor Property Owners Association (SHPOA) Board of Governors to manage architectural issues in accordance with the requirements of references (a) through (d), the information found in references (e) and (f), the mandates of reference (g)m and the procedures described herein.

2. PROCEDURES:

- a. The SHPOA Board of Governors shall:
 - i. Elect a board member to chair the Architectural Control Committee.
 - ii. Resolve issues which the Architectural Control Committee cannot.
 - iii. Dispose of requests for variances from references (a) through (d).
 - iv. Establish standard fines and penalties for violations of SHPOA Covenants and Bylaws.
- b. The Architectural Control Committee Chairperson shall:
 - i. Appoint an Architectural Control Committee composed of at least three property owners in good standing per reference (c).
 - ii. Post the names and contact information of Architectural Control Committee members that will provide Building Applications to property owners.
 - iii. Report the status of all Architectural Control Building Applications projects the Board of Governors at each Regular Meeting.

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ARC001

Lot Owner's initial here to signify having read this page _____

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- iv. Assign a member of the Architectural Control Committee as liaison between the Architectural Control Committee and the applicant.
 - v. Inform the applicant of the approval or disapproval of their Application within thirty days of its submission to the Board of Governors.
 - vi. Determine causal factors of any failure to act on an application within fifteen days and make proposals to correct those factors to the Board of Governors.
- c. Architectural Control Committee Members shall:
- i. Validate Lot Ownership via reference (c).
 - ii. Validate applicant is a “member in good standing” in accordance with reference (c).
 - iii. Validate Lot Size via reference (c).
 - iv. Issue in sequential order Architectural Control Building Applications and log in to whom issued, the Section, Lot Number, and date.
 - v. Copy and file entries made Architectural entries made to Architectural Control Building Applications.
 - vi. Establish liaison between the Architectural Control Committee and assigned applicant.
 - vii. Meet with the applicants, if available, and other Architectural Control Committee members at the job site to determine if the application is in accordance with references (a) and (f).
 - viii. Confer with other Architectural Control Committee members and the Committee Chairperson to determine if the application is in accordance with reference (a) to meet the requirements.
 - ix. Recommend either approval or disapproval of each application to the Committee Chairperson.
 - x. Monitor the progress of open projects and report causes and proposed remedies to resolve the lack of any progress.
 - xi. File completed Architectural Control Building Applications.
- d. Applicants shall:
- i. Be a member in good standing.
 - ii. Submit the Architectural Control Building Applications with an accurate sketch on the Plot Plan.
 - iii. Maintain liaison with their Architectural Control Committee representative.
 - iv. Submit the Architectural Control Building Applications with a Progress Plan.
 - v. Submit a copy of County permit to the Architectural Control Committee.
 - vi. Inform their Architectural Control Committee member of any unforeseen delays and provide a copy of their plans to overcome the situation.

3. Attachments

Architectural Control Building Application on GREEN PAPER and Work Sheet.

4. Construction Timeline Requirements

Each Applicant, once their permit is approved, must comply with the following timeline for construction completion requirements:

Architectural Control Policy and Procedures

ARC001

Lot Owner's initial here to signify having read this page _____

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- | | |
|--|----------|
| a. Home Construction Exterior Completion | 1 Year |
| b. Garage Exterior Completion | 1 Year |
| c. Home Addition Exterior Completion | 1 Year |
| d. Shed Completion | 6 Months |
| e. Decks | 6 Months |

An extension request of the construction timeline may be presented to the Snug Harbor Property Owners Association Board of Governors at any regularly scheduled meetings.

5. Garages, Storage Sheds, and Workshops:
Mobile Home Trailers, Truck Bodies, Campers, Truck Shells, Commercial Containers and Farm or Industrial Metal Buildings or Quonset Hut type are unacceptable for use as storage sheds are unacceptable for use as storage sheds, garages or workshops.
6. If this policy is not adhered to you will be subject to an assessment.:
 - a. Fine will be implemented if a 60 day compliance is not met. The fine will be \$100. If still not met at 60 days then assessments will be at \$25 a week till compliance is met.
 - b. If a structure is built without obtaining an architectural application from us, approved, and building permit obtained, from the building inspections office, then a fine of \$100 will be assessed and an assessment of \$25 a week thereafter until proper application and permits are obtained by SHPOA office. (October 2023)

Lot Owner's signature here signifies that you have read this document in its entirety and promise to comply with the Snug Harbor Property Owners Association Architectural Control Policy and all its procedures.

Signature _____

Lot Owner Printed Name _____

Lot _____ Date _____

SNUG HARBOR POA
ARCHITECTURAL CONTROL BUILDING APPLICATION AND WORK SHEET Owner's Initials _____

This form, together with the Progress Chart and Plot Plan (see the reverse side of this form) establishes a record of each Building Application issued to property owners by SHPOA, submitted to SHPOA by the property owner for review and approval, and its disposition. It assists the Board of Governors in determining whether or not the proposed building plan conforms to the simple requirements of the AMENDED DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS dated December 20, 1995 and AMENDED AND RESTATED BYLAWS OF SNUG HARBOR PROPERTY OWNERS ASSOCIATION dated December 9, 1998.

SHPOA Office Administration

File Number	Date Entered	Section	Lot(s)	Owner Y/N	In Good Standing Y/N	Deed Book Number/Page	Plat Book Number/Page
	/ /			/	/	/	/

Applicant

Last Name _____ First, _____ Construction Project Street Address, _____ Owner's Mailing Address: Street _____ City _____ State ____ Zip _____ Phone () - Cell () - _____ Email _____ Project Type: (circle one) Homes: New Conventional. New or Used Modular / Double Wide / Mobile (VIN) _____ Various: Garage / Storage Building / Bulkhead / Pier / Addition to Existing Structure / Septic System. Other: (Please Describe _____) I have read and will comply with the attached Policy and Procedure for Architectural Control. Initial____ I understand that the thirty day requirement for disposition by the Architectural Control Committee begins upon submission by me of an accurate sketch of my project's "footprint"(square feet and shape with dimensions) in relation to the property's boundaries, set-backs, existing structures, waterways, septic fields, streets, etc Initial_____
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Architectural Committee
architectureshpoa@embarqmail.com

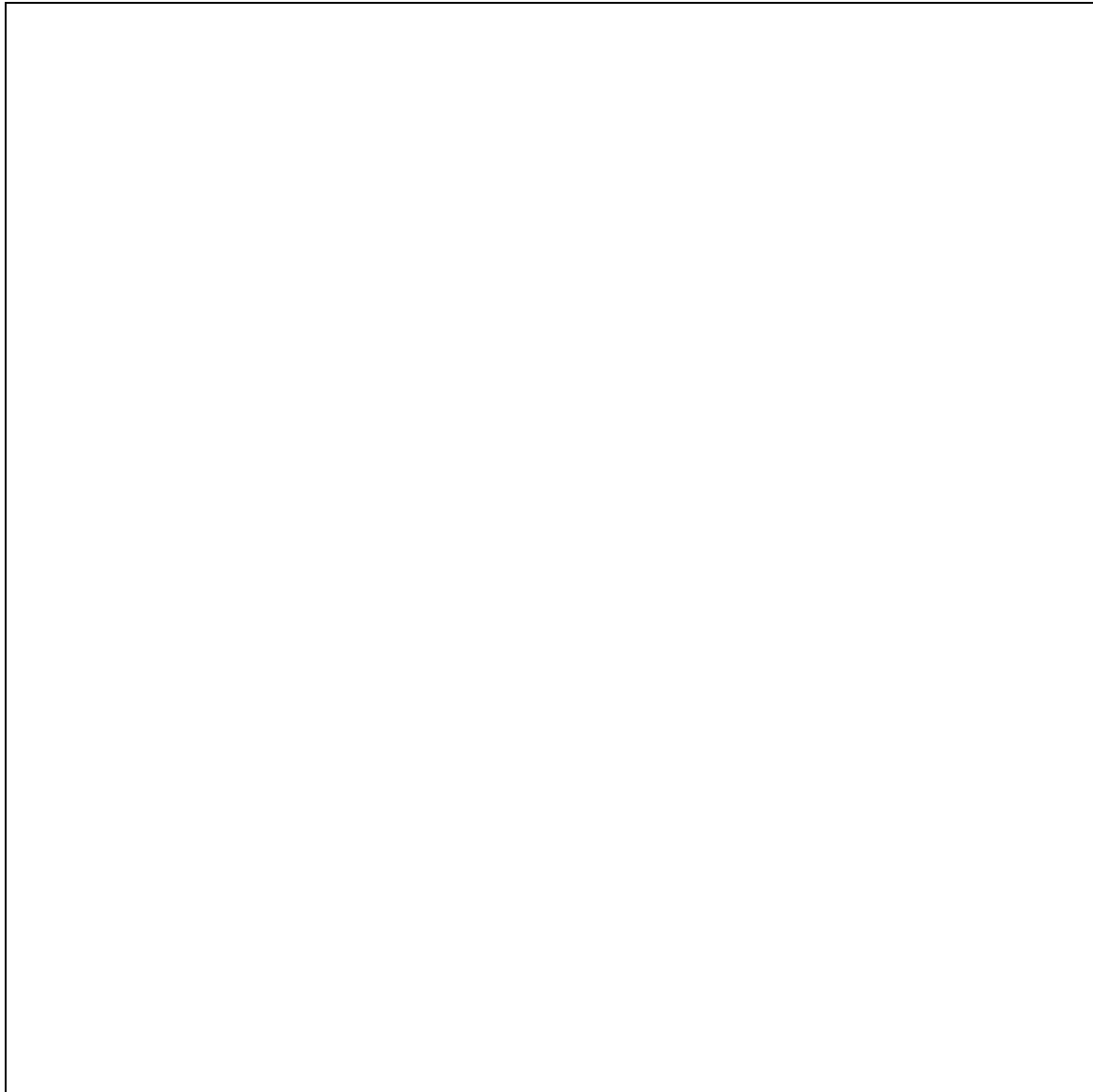
Chair: _____ Ph _____ Mbr: _____ Ph _____ Mbr: _____ Ph _____ Mbr: _____ Ph _____ Site Visit Scheduled Date ____/____/____ and Time _____ Applicant Notified Y/N On site Y/N

The project described in this application **COMPLIES/ DOES NOT COMPLY** with the requirements cited in the Architectural Control Policy and Procedures and is **APPROVED/ NOT APPROVED**
 You may resubmit your project when the following deficiency is corrected, or you may challenge the decision of the ACC at the next Regular meeting of the SHPOA scheduled for ____/____/____. Call (252) 426-5172 to be placed on the agenda.

CAMA- (252) 264-3901
 Zoning- (252) 426-2027
 Inspections- (252) 426-8293
 Health Dept. - (252) 426-2100

Plot Plan Received ____/____/____
Lot Dimensions Verified Y/N Map Book_____Page_____ Owner's Initials_____

In accordance with reference (a), please provide an accurate sketch of your project's "footprint" (square feet and shape with dimensions) in relation to your property's boundaries, set-backs, existing structures, waterways, septic fields, streets, etc.



What are the start and completion dates in your progress plan? ____/____/____

What are the major steps for measuring progress and the estimated dates of completion?