

Reems Creek Homeowners Association, Inc.

P.O. Box 1546, Weaverville, NC 28787

www.reemscreekhoa.com

rcgchoa@yahoo.com

Welcome to the Reems Creek Golf Community!

One of the pleasures of living in a shared community is knowing that all residents have a desire for the same high quality of life. Every property is tied to a Declaration of Covenants & Restrictions (C & R's) which are legal documents recorded with the State of North Carolina. The C&R's are designed to preserve that continued high quality, to protect property values, and to insure satisfaction with what we see, hear, and experience on a daily basis.

The Reems Creek Homeowners Association (RCHOA) serves in a caretaker capacity to monitor compliance with the Covenants & Restrictions, provide architectural approval of new construction as well as exterior modifications to existing homes, and maintain relations with the Town of Weaverville.

First we need your help:

Whether you have acquired your property with the intention of building in the near future, simply plan to hold on for a while or have purchased an existing home, we ask that you please sign and return to us the attached copy of **"Acknowledgement of Receipt" (Form 1)** -- if you did not receive a copy of the Declaration of Covenants and Restrictions (1988) and its amendment of Aug. 2005 and April 2008, from your closing attorney they are available on the RCHOA website (www.reemscreekhoa.com).

If you are planning to build:

Our community is fortunate to have a cadre of residents who serve in a voluntary capacity, welcoming new residents, and assisting property owners with their construction process. From personal experience we know the comfort of having an on-site contact; most of the time we are able to provide answers to your questions, or at least point you in the right direction! To this end we have listed the current contacts on a separate page. They are also listed on the RCHOA website which is updated annually.

Thank you.

Sincerely,
RCHOA Board

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RCHOA CONTACTS

President: Tom Flournoy

706-814-3964

tomflournoy77@gmail.com

Architectural Review Committee (ARC)

Chairperson: Frank Eaton

305-975-0027

Frankeaton801@gmail.com

Builder / Architectural / Landscape Approval Process

The Declaration of Covenants and Restrictions addresses the requirements pertaining to new construction, exterior modifications, and landscaping of properties within RCGC. The first step in the building permit process is approval by the Architectural Review Committee (ARC) of Builder, Architectural and Site Plans. **You should contact the ARC Chairperson to let them know your approximate time line. The new construction guidelines are available on the RCHOA website (www.reemscreekhoa.com).**

1. Selecting a Builder

Let us know as soon as possible the name of the builder you are considering, and have that builder contact us so we can do our credit and quality check for approval. The homeowner will be required to submit a Builder Information Sheet (**Form 3**) completed by the Builder.

2. Reviewing Your Plans

At your option, you may want to let us see any early/rough sketches of plans on your home (including elevations) and landscaping plans. This helps if something requires a change, and can be more economically accommodated early in the design process, or before you buy a full set of plans.

Plans for proper drainage of the site are very important.

Given the topography of the area, and the erosion that can occur, the following points must be observed:

The Architectural Review Committee (ARC) requires that the building contractor submit a plan for proper water drainage. The ARC will review these plans for reasonableness and may require additional measures to ensure proper drainage.

It should be understood by all parties that approval by the ARC of plans, specifications, landscaping, positioning and drainage provisions shall not be deemed as engineering or architectural approval as to standards of construction and the ARC accepts no responsibility for any structural or construction defect including landscaping/erosion controls or failure to perform by the contractor.

Silt Fences are a critical element in controlling erosion (also mandatory Town/County requirements). Also, your builder will need to make provisions for surface water runoff, both during and after construction, appropriate to the topography and location of the lot.

Property owners seeking to fill in the ditches in front of their property with rock and/or utilize drainage culverts must have these plans approved by the Weaverville Public Works Department.

In order to provide final approval, the ARC will need the following COMPLETED documents:

(Please refer to **Attachment 1**: New Construction Document Checklist)

- a) Complete architectural plans showing front, rear and side elevations reflecting the final lot grading; also type and colors of exterior finishes; include materials samples and color chips. The plans must meet the minimum square footage: 1900 sq. ft. for a single level home, and 2200 sq. ft. for a multi-level home with a minimum of 1600 sq. ft. on the main level.
- b) Complete **Form 2** – Exterior and Plan details along with a color board which includes exterior paint samples and roof shingle sample.
- c) A surveyor's topographical site plan to scale showing the proposed location of the home on the property indicating specific front, side and rear setbacks. The topo site plan needs to list all trees on the lot which are larger than 6" diameter at a height two feet above grade—including species of trees. The trees which will be removed for construction shall be indicated on the topographical site plan as well as flagged on the site. Note: this is to ensure compliance with Article 12 of the C&R's. See the RCHOA website for the Tree Removal Guidelines.
- d) A topographical site plan approved by a professional engineer (PE) licensed in the State of North Carolina shall be required for any new construction. The grade of the proposed driveway shall be indicated on the site plan. Any driveway whose grade exceeds 18% shall require approval (PE Stamp) from a professional engineer licensed in the State of North Carolina.
- e) Landscaping plan for the lot noting location and species of new trees, bushes, grass areas and mulched areas. See Landscape Guidelines below.
- f) The Property Owners and Builder have the responsibility to check with the ARC and review all the plans to be sure they meet with the approval of the ARC. It is suggested this be done prior to signing any building contracts.
- g) A check from your Builder for \$5,000 payable to RCHOA is required. \$1,000 will be deposited in the RCGC HOA funds as a new construction fee; \$4,000 will be held in escrow until the successful completion of construction. (Please see Item 5 for details).

3. Builder Responsibilities

- a) The Builder must complete and sign the Builder Agreement (**Form 4**) and Builder Information sheet (**Form 3**) and submit with the \$5,000 check payable to the Reems Creek Golf Community HOA. If there are any questions, the Builder needs to go over them with the homeowner and the ARC.
- b) The Builder will stake the house layout on lot; final placement will be reviewed and measured by the ARC. Contact the ARC Chairperson for appointment when stakes are in place and all trees are marked which are planned to be removed.

Construction begins when lot clearing commences

The C&R's require all construction on a residence must be completed within 12 months from the start date unless the HOA Board grants an extension. Requests for an extension need to be submitted to the ARC in writing prior to the end of the original 12-month period. Construction activities which exceed 12 months are subject to a penalty of \$1,000 per month of delay.

4. HOA Notification of Approval to Proceed to Permitting

- a. Once your Builder and the Plans are approved, the ARC will issue a letter of confirmation for the Town of Weaverville, which initiates the permit process.

5. Final Inspection

Architectural Review Committee will conduct, at completion of construction, a final inspection of the residence exterior to ensure compliance with the original approved plans as regard to materials, color selections, etc. The exterior of the residence must be completely finished including driveways, sidewalks, drainage and the landscaping plans are required to have a time line submitted.

NOTE: The County issued Final Green Tag *is not* sufficient in itself to permit occupancy. The HOA Board must also certify the satisfactory completion prior to taking occupancy.

Providing there is no damage to the roadways (which are owned by the Town of Weaverville), or to community owned property, or excessive construction delays, \$4,000 of the Builder Deposit (Item 2g) will be returned to the Builder

Attachment 1

New Construction Document Checklist

Note: The following documents must all be submitted to the head of the RCGC HOA ARC Chairperson before a review / approval process can begin for a request for new construction within the Reems Creek Golf Community

1. Complete Architectural Plans

☐ Architectural Renderings of floor plan and exterior elevations (including final grade at the structure walls)

- Front elevation
- Left side elevation
- Back elevation
- Right side elevation

2. Topographical site plan (to scale) developed by a licensed North Carolina surveyor

☐ Proposed location of the home on the lot

- Property setbacks shown in a contrasting color
- Proposed location of driveway, including any ancillary parking / turnarounds as applicable

3. Topographical site plan (to scale) showing existing vegetation and trees

☐ Show all existing trees which are 6-inches or larger caliper

- Indicate size and species

☐ Indicate which trees are proposed to be removed for construction of structure and driveway

4. Proposed landscaping plans for the property (to be installed within 12 months of start of occupancy)

- Trees
- Beds
- Grass areas
- Mulch areas

5. Signed Acknowledgement of Receipt of RCGC Covenants & Restrictions

6. Signed golf course lot agreement (if applicable)

7. Signed Builder agreement

8. Signed Builder Information Sheet

9. Completed list of proposed exterior selections (color and materials)

- Doors, windows, siding, gutters, roofing, brick, stonework, etc.
- A color board (no larger than 24"x24") which has samples of all of the previous items

Form 1

Acknowledgement of Receipt

RCGC Covenants & Restrictions

I/We _____ acknowledge receipt of, and have read and understand the Declaration of Covenants and Restriction (1988) and it's amendments (Aug. 2005) and (April 2008) governing our property in the Reems Creek Golf Community.

Signed _____

Signed _____

Date _____ Lot # and/or Address _____

Golf Course Lot release

(For properties adjacent to the golf course)

I/We also acknowledge that the property acquired in Reems Creek Golf Community is adjacent to the golf course, and that people will be playing golf in the area directly adjacent to said property(s).

The undersigned understand(s) that players' golf balls could land on said property. If this occurs, the undersigned hereby release the Reems Creek Homeowners Association, Inc. from any liability, and holds harmless from any and all expenses and course of action, whether foreseen or unforeseen.

Signed _____

Signed _____

Date _____

Please return this completed form to:

Reems Creek Homeowners Association, Inc.

P.O. Box 1546, Weaverville, NC 28787

Form 2

Exterior and Plan Details

This form to be completed by Lot Owner or Builder
and submitted to ARC with plans and color board

DATE _____

Name of Builder _____ Lot # _____

Street Address (lot owner) _____

Attached are a full set of Site Specific Builders Plans, Topographical Site Plan and Landscaping Plan

Identify Square Footage

Lower Level _____ Main Level _____ Upper Level _____

Identify ALL Exterior Materials to be used, along with type, color and sample of each.

Shingles _____

Soffits _____

Gutters & Downspouts _____

Siding & Trim _____

Windows & Doors _____

Mail Box Description _____

Driveways, Sidewalks, etc. _____

Anything not listed, or different

Initials:

Owner _____

Builder _____

ARC _____

Form 3

BUILDER INFORMATION SHEET

To be submitted to ARC with plans

Company Name: _____

Address: _____

Phone: _____ Cell Phone: _____

NC Building Contractor License # : _____ Limited _____ Unlimited _____

Previous Building Locations of Homes:

1. _____

2. _____

References:

A. Clients

Name & Address _____

_____ Phone: _____

Name & Address _____

_____ Phone: _____

B. Banks

Name: _____

Contact: _____ Phone: _____

Name: _____

Contact: _____ Phone: _____

C. Suppliers

Name: _____

Contact: _____ Phone: _____

Name: _____

Contact: _____ Phone: _____

Initials:

Owner _____

Builder _____

ARC _____

Form 4

Builder Agreement to Build in Reems Creek Golf Community

I hereby state that I have read the "Covenants, Restrictions, Easements, Reservations, Terms and Conditions governing Reems Creek Golf Community" (The Declaration) as amended August 2005 and April 2008. Any home I build in this community will be in accordance with the standards set out in the Declaration, and if there is a violation, it will be my sole responsibility to correct said violation as soon as possible. I understand that no home may be occupied until a final exterior inspection is conducted by the Architectural Review Committee (ARC). Other requirements that I fully understand, agree to and accept responsibility for:

1. Prior to any lot clearing, I shall stake the location of the home and in conjunction with a member of the ARC mark all specimen trees which are to be preserved.
2. Silt fences will be installed and maintained until landscaping is complete. No grading will begin until silt fences are in place. Any plans to close over drainage ditches alongside roadways will require approval by the Town of Weaverville Public Works Department. I will also make provisions for surface water runoff appropriate to the topography and location of the lot.
3. There will be no trash allowed to accumulate on the lot.
4. Port-A-Johns and trash dumpster facilities will be required to be utilized on the lot, and will be my responsibility.
5. Any damage to any roadbed, asphalt, right-of-way, utility lines, property corners, the golf course, community owned property, and/or adjacent lots by my company's employees, any subcontractor hired by my company or suppliers to site will be my responsibility.
6. In order to secure that all items in #5 above are complied with, I will deposit with the Architectural Review Committee (ARC) \$5,000, payable to RCHOA as a builder permit fee. Upon completion of construction \$4,000 of this fee will be returned (no interest), provided that an inspection by the ARC shows no damage has been done to any items in #5 above, or no silt has caused damage, and if there was damage, it has been repaired satisfactorily.
7. I agree to call a utility locating company to have all utility services marked before I or any of my subcontractors dig on the road right-of-way or any recorded easements.
8. I agree to have the driveway graveled as soon as it is cut out, and will keep the gravel in said driveway in a condition that will keep mud off the public roads at all times.
9. If gravel or mud accumulates in the public road from contractors or suppliers using the driveway, I will be responsible for having the gravel and mud removed from the asphalt road.
10. The loading or unloading of any construction equipment will not take place on the asphalt roads.
11. Any dog/pets that I or my subcontractors shall bring into Reems Creek Golf Community subdivision will be on a leash and tied up at all times, and not be permitted to leave the construction site.
12. Noise from radios, etc. will be controlled to a reasonable level. I also agree not to allow any of my subcontractors' or employees to work at the site before 7 a.m. (9 a.m. Weekends) or after 9 p.m. (7 p.m. Weekends).

I understand and agree that any violations of the above rules could result in my not being allowed to build any future homes in RCGC. I also understand and agree that any violation will be enforced as identified in Article 34 of the Covenants and Restrictions.

Approved by: _____ Builder: _____ Date: _____
 (For RCHOA) Date: _____ Property Owner: _____ Date: _____

RCHOA ARC Landscape GUIDELINES for New Construction

Recognizing that all lots in our mountain community are unique one single set of stands is not feasible. Still, we are listing a number of factors that the Architectural Review Committee, and the Board, may consider depending on the topography of the lot. The Board retains the right to consider additional factors, but this list is intended to help the homeowner in initial plan submissions.

The primary objective is to have landscaping that fits with the other homes in the Community. *Reems Creek Golf Community Covenants and Restrictions requires that all new construction have a formal written landscaping plan to be approved as part of your final building and lot design.*

Considerations and Landscape Parameters:

1. No trees may be removed from the lot except as needed for construction, drainage and driveways without the written approval of the HOA Board.
2. If mature trees, other than those required for construction are removed, then the landscaping plan submitted for approval must specify the type of replacement trees to be planted. All replacement trees planted must be a minimum of 15 gallon.
3. Foundation plantings to cover at least 35% of building foundation on all sides that are visible from any street. Evergreens and/or perennial shrubs are preferred.
4. Evergreen trees to be at least 25% of total landscaping plantings (including existing plants) of the lot not covered by the building. Foundation plants are not included in this total.
5. Native plants are encouraged. A list of native trees and plants, along with those that will thrive in our climate is available from licenses landscaping contractors, the Garden Club of Weaverville
The Garden Club website is: [gardenclubofweaverville.org](https://www.gardenclubofweaverville.org).
 The Weaverville City codes includes a list of recommended species:
https://www.municode.com/library/nc/weaverville/codes/code_of_ordinances?nodeId=PTIICOOR_CH36ZO_ARTVILARE_S36-157LIRESP
6. Design should consider the difficulty of maintaining slopes, preventing erosion and the eventual mature size of the plants.
7. The size of proposed plantings and the length of time it might take for them to attain a mature appearance must be part of the total landscape plan.
8. Landscaping plans related to erosion, drainage and grading of the site must be prepared by a licensed landscaping company.
9. All landscaping and plantings must be completed within 12 months of completed construction of said building. RCHOA action may ensue if the agreed plan is not implemented within that time. The homeowner should notify the ARC Chairman upon completion.
- 10. The RCHOA Board must approve all landscaping plans in writing before construction can begin.** Any modifications to the plan must also be approved before implementation.