

ARCHITECTURAL GUIDELINES

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ARCHITECTURAL GUIDELINES

INTRODUCTION

Pine Island is a planned development in which manmade improvements have been designed and installed in a manner in harmony with the natural environment. Care has been taken to preserve natural features and to create Homesites which take maximum advantage of the physical features of the development. Architectural Guidelines are established so that similar care will be taken to assure that homes within Pine Island will contribute to, rather than detract from, the attractiveness of the Pine Island community.

DESIGN PHILOSOPHY

The Dwelling Units ("Homes" or "building") in Pine Island should respond to the environment, the homeowners' needs for comfort, function, and beauty, and the overall plan for the community. The Architectural Guidelines provide basic information which should be used to produce a community with a cohesive identity which reflects varied classic architecture without unduly restricting the designers' interpretation of any owner's particular needs.

ARCHITECTURAL CONTROL COMMITTEE

In accordance with the Declaration of Covenants, Conditions and Restrictions recorded in Book 311, at page 256 et seq., of the Currituck Public Registry, as it may be amended from time to time (the "Declaration"), an Architectural Control Committee (the "Committee") will review all plans for Homes and any other structure to be built in the residential community known as Pine Island, Phase 1, as reflected on the present plat recorded in Plat Cabinet E, Slides 50 through 52, of the Currituck Public Registry, and any subsequent residential phases of Pine Island platted of record and submitted to the terms and conditions of the Declaration. The purpose of the Committee is not to restrict design freedom or to make design decisions but to ensure that each of the Homes reflect the overall objectives of the entire community and that the unique natural setting of the community is preserved and enhanced.

BUILDING RESTRICTIONS

These policies concern all new construction, additions, and/or modifications of existing Homes, structures and other improvements in the community.

MAXIMUM HEIGHT

No Home or other permitted structure on a Lot ("Homesite") is to have an overall height more than forty (40) feet above the average grade of the Homesite.

MINIMUM SIZE

All Homes on oceanfront Homesites shall have a minimum of 2,200 square feet of heated living area and all Homes on interior Homesites shall have a minimum of 1,800 square feet of heated living area, as measured from exterior walls of the Home.

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BUILDING SETBACKS AND LOT COVERAGE

A. The buildable area of every Homesite is determined by the easements and setbacks shown on the subdivision plat recorded in Plat Cabinet E, Slides 50 through 52, of the Currituck Public Registry, CAMA restrictions, and the following setback requirements or as indicated by Currituck County zoning restrictions:

- | | |
|--|---------|
| 1) Front or side yard adjoining a street | 25 Feet |
| 2) Rear yard | 25 Feet |
| 3) Side yard | 15 Feet |

B. Each Homesite (Lot) must comply with the limitation on the percentage (25% as of February 12, 1993) of the Homesite which may be covered with impervious surfaces (including, without limitation, structures and paved surfaces such as walkways, patios and driveways).

In all oceanfront phases of Pine Island which are characterized by a primary and secondary dune configuration, and where Homesites have adequate depth, Homes will be located west of the 145 foot area of environmental concern or west of the secondary dune. In those areas which do not have a two dune configuration, all Homes will be located west of the 60 foot CAMA line and west of a line as shown on the plat recorded for any such phase. Notwithstanding any of the above, once a building line along any phase of oceanfront lots has been established by the construction of homes, no subsequent homes will be permitted to be located any nearer to the oceanfront than such established line in order to maintain a continuity of building setbacks within each phase.

FOUNDATIONS, PILINGS AND LATTICE

The foundation must receive the same careful attention to detail and finishes as the main body of the Home. Any concrete block foundation must be targeted and finished in an approved color. Exposed round pilings are not appropriate. The foundation may be fully enclosed or partially enclosed with lattice or siding or a combination of these treatments. Lattice may be installed in either of two ways: (1) continuous horizontal strips of 1x4 boards with 2 1/2" spaces between each board to enclose the perimeter of the building, decks and stairs as a unit; or (2) criss-cross lattice installed vertically and horizontally and framed between pilings to enclose the perimeter of the building, decks and stairs as a unit. Horizontally installed board lattice shall be finished in a color that matches the Home's color. Criss-cross lattice may be finished in a color matching either the color of the Home, the color of the trim, or white. Any gates or doors installed in the lattice shall be constructed of the same material as the lattice so that a continuous surface is maintained around the exterior of the Home.

EXTERIOR WALL MATERIALS

It is the intention of these Architectural Guidelines to achieve a harmonious environment throughout Pine Island, and to achieve such goal only wood products will be allowed to be applied to the exterior wall surfaces. A variety of wood finishes may be permitted upon review of the Committee. Wood shingles, horizontal lapped siding and board and batten sidings are appropriate. All other structures on the Homesite such as pool houses, detached garages, etc., should have the same exterior wall finish as the Home. Not permitted sidings include (without limitation): stucco finishes, metal siding, synthetic wood-like siding, exposed decorative plywood siding (such as T-111), any wood siding run at a diagonal, or any vinyl or aluminum siding covering the majority of the Home or other permitted structure. Aluminum fascia and vinyl soffitt will be considered

for trim material in addition to wood. All windows and doors must be trimmed on all sides with wood trim or other approved trim a minimum of 4 inches in width.

EXTERIOR COLOR

Color used on Homes is a dominate visual element and a major expression of the overall theme of the community. Sensitive, subtle color selections of grays or natural earth tone paints, stains and oils for the exterior body of the Home are the only acceptable finishes. Each Home or other permitted structure on a Homesite must be painted or stained in or with a color approved by the Committee. The Architectural Control Committee will offer a selection of permitted colors, other colors may be considered. Each Home should not use more than three exterior finish colors (Body of Home, trim and exterior doors). Colors for all Homes, any other permitted structure, trim, roof materials, screens, railings, etc. are to be specified on the Architectural Review Form that is to be submitted to the Committee for review and, if satisfactory, approval. Non-traditional colors will not be approved.

WINDOWS AND DOORS

Areas with major fenestration should be oriented to afford privacy while taking advantage of special views, such as open spaces, the ocean and any ponds. Windows should be carefully proportioned and located to enhance the exterior appearance and interior light quality and views. Window and door frames may have anodized aluminum, vinyl, or painted or stained finishes, in colors as approved by the Committee. Natural color aluminum finishes are not allowed. It is recommended that houses not have openings (doors and windows), which total more than 50% of the exterior wall area. In an effort to achieve adequate fenestration on each elevation of a Home, windows and/or doors should be provided for each level. All Homes must have a minimum of two entry doors which shall be hinged, either single or double entrance.

ROOFS

Roofs for every Home and any other permitted structure should have a similarity of form, materials and color which will contribute to the desired homogenous character of Pine Island. The main roof should slope equally in each direction from the roof peak. Gable and hip roofs with slopes of at least 6/12 are recommended for the main body of the Home. Not permitted are flat roofs (which constitute more than 25% of the total roof area), A-frame roofs, dome roofs, "butterfly" roofs, or shed roofs composed of only one plane as an overall roof shape for the majority of the building. Permitted roofing materials are wood shingles, wood shakes, composition shingles, and slate. Metal roofing and flashing for bow windows or other functional or decorative purposes may be permitted so long as it does not exceed 20% of the total roof area. Roofing material on all composite shingle roofing shall have a minimum weight of 305 pounds per square. The finished color of any roof material must be approved by the Committee. Shingle colors shall be in subdued grays or earth tones. Copper may be permitted to weather to a natural patina. Other metal shall be finished in a color to match the Home's shingle color to be approved by the Committee. Covered porches and any other structures on the Homesite (pool house, detached garage) should have the same roofing material and roof color as the Home. Overhangs should not exceed 30 inches unless approved by the Committee.

ROOF STRUCTURES

Ornamental or functional elements, such as balustrades, widows walks, lantern towers, weather vanes and lightning rods attached to the roofs are prohibited. All roof accessories such as vent stacks and roof vents, shall be painted to match the roof and located away from the street side elevation. All flashing shall be copper which is allowed to weather to a natural patina or copper or aluminum painted to match or blend with the shingle color. All

plumbing vents, exhaust fans, or similar protrusions through the roof shall be as low profile as possible and aligned where possible on the surfaces where more than one is required.

CHIMNEYS

Chimneys must conform to the overall building height limitations stated by Currituck County while providing adequate draft. Exposed metal flues are not permitted, and all chimney caps should be finished in a complementary finish to the Home and trim colors. Cantilevered fireplaces on walls without any decking are not permitted.

ANTENNAS

No television antenna, satellite dish, radio receiver, sender or any other similar device shall be attached to or installed adjoining the exterior portion of any Home, any other structure or located on any Homesite within the community.

MAILBOXES

A central mailbox system will be conveniently located within the Common Properties of the community to eliminate the need for individual mailboxes.

GREENHOUSES

The use of manufactured greenhouse rooms or units as a integrated element in the overall design of the Home shall be permitted with the approval of the Committee on a case by case basis.

SKYLIGHTS

Skylights and operable roof windows will be permitted provided no more than three are located in any one Home and are situated in such a manner that they are located on the sloped surface of the roof and are not installed in the peak or on any vertical surface of the roof.

DECKING

All decking shall be constructed of salt treated wood for girders, decking material, handrails and pickets. Vertical salt treated pickets of 2 x 2 or architecturally designed ballasters are permitted and other handrail details will be considered provided they conform to the North Carolina Building Code and maintain the classic architectural feeling of the community. Handrails and pickets may be painted or stained in a color to match the color of the Home or the trim of the Home. Not permitted will be decks erected above the slope of any roof surface of the Home standing on or supported by exposed, open posts and beams or any decks higher than the highest interior floor level.

Decks located at second floor levels can present a significant design challenge from an aesthetic point of view. The perimeter of any deck above the first floor level must align vertically with the perimeter of any deck or other construction underneath it, except that on one side such a deck may be cantilevered beyond the perimeter below by no more than 30". Decks above the first floor level (not counting the ground floor) may not appear to be supported by piling running all the way to the ground and such construction or plans will not generally be approved. Such decks may be approved only if it is demonstrated to the Committee that the final appearance will be consistent with the architectural style which characterizes the community.

Maximum deck coverage should not exceed 60% of the heated space of any Home or other permitted structure.

STAIRS

All stairs shall be constructed of the same materials as the adjacent decks and the handrails will match and conform to the approved handrails of the Home. All stairs between decks must be constructed within the perimeters of the decks. No cantilevered stairways will be allowed. Stairs not visible from the street will be allowed to run from the first floor elevation to grade level outside the perimeter of the deck provided they are parallel to the deck. No stair may be constructed above such a stair to provide access to an upper level deck.

HOUSE NUMBERS AND HOME NAMES

House numbers and Home names must be installed in an easily visible location near the front entrance of the Home and are to be made of antique brass, bronze, copper, or painted wood. These numbers and signs are to not be more than 12" in height and 36" in width or cover a total area of more than three square feet.

OTHER STRUCTURES

Any permitted other structure on a Homesite such as pool houses, detached carports, or garage, must be compatible with the Home. It is recommended that any such structures be of the same material and colors as the Home. Carports and garages should be connected to the Home by a covered passageway but are not encouraged. No gazebos will be allowed on the oceanfront or in any area where they interfere with visual sight lines.

FREE STANDING STRUCTURES

Structures that will not be permitted in the community or allowed on any of the Homesites are as follows: satellite dish antennas, freestanding hot tubs, fences (other than fences used for screening or in landscaping details), driveway gates or gate post or any outbuilding or other structure not approved by the Committee.

BOARDWALKS AND BEACH ACCESSES

In order to preserve the integrity of the dunes structure, all oceanfront owners must build a direct beach access to the ocean. Said access may be no more than 6 foot in width and not more than 18" above grade level. The walkway shall follow the natural contour of the land so as to prevent a trestle type effect in the walkway. Stairways up and over the dunes should be built as flush to the dunes as possible. Gazebos which interfere with sight lines from any other Home are prohibited. Sitting decks at grade levels on the top of the dunes are permissible but must be approved by the Committee. Benches will be permitted on these decks but no roofs, gazebos or other structures may be constructed above these decks. Oceanfront property owners whose Homesites are adjacent to an existing common walkway may connect a walkway from their Home to the common area walkway. All walkways must be constructed and completed prior to occupancy of the Home.

PARKING AND DRIVEWAYS

For each Home built on a Homesite, a minimum of two off-street parking spaces must be provided. They may be provided in carports or garages. It is recommended that two off-street guest parking spaces also be provided. Driveways and parking areas must be concrete or brick or concrete pavers. No clay, sand and clay or gravel drives will be permitted unless governmental restrictions would require a variance because of impervious coverage requirements on a Homesite. Garages, carports, driveways and off-street parking should be screened with planting or fencing or be located away from the front of the Home where

possible. All concrete driveways and parking areas must be finished in a natural color concrete although exposed aggregate or brick drives are permitted.

SERVICE YARDS

The service yards are to be screened from view from roads and adjacent properties by a visual barrier at least six (6) feet high, which may be a fencing material or vegetated buffer to be approved by the Committee. All HVAC equipment, propane tanks and other equipment stored outside the Home must also be screened from view. Fencing material should be consistent with any lattice treatment of the foundation of the Home and must be consistent with color and materials used on the Home. Chain link fencing is not permitted. The location of all HVAC equipment, propane tanks and other equipment stored outside of a Home must appear on the foundation plan submitted to the Committee.

LANDSCAPING

Plans for any landscaping, grading, excavation, or filling of Homesites must be approved by the Committee before site work can begin. These plans must show the ratio of the area to be covered by the Home, decks, patios, and other structures versus the area to be left in a natural state. Total impervious coverage of any Homesite shall not exceed twenty-five percent of the total area of the Homesite.

Landscaping plans must show topography, all trees larger than three (3) inches in diameter (measured 2'-0" above grade at tree base) and their approximate spread and all groupings of smaller trees and shrubs whose spread is more than twenty (20) feet in diameter, and all flowering shrubs.

No owner may remove or alter any trees or shrubs larger than three (3) inches in diameter (measured 2'-0" above grade at tree base) without prior approval of the Committee.

All landscaping plans, including (without limitation) terraces, walks, paths, outdoor lighting fixtures, fences, bulkheading, walls, pools, boardwalks, dune crossings and screens, are to be shown on the plans and are subject to approval by the Committee. All landscaping of Homesites must be completed within ninety (90) days of occupancy.

LIGHTING FIXTURES

Incandescent lighting - The standard type of light for exterior lighting shall be incandescent (including all filament type lamps, e.g. tungsten-halogen). Directional lamps with built in reflectors shall be clear or white. Lamps (light bulbs) for non-directional fixtures shall be white, inside frosted and not exceeding 60 watts.

Directional Light - The concentrated brightness of the filaments of adjustable directional lights (spot lights, flood lights, etc.) should not be able to be seen from adjacent properties.

Practically, if these lamps or fixtures are used, they shall be aimed so that the filaments are shielded from the view of windows and decks on adjacent properties.

Non-directional Lights - Non-directional light fixtures used for general lighting should have enclosures that conceal the shape of the lamp (light bulb). Enclosures should be translucent, not transparent. Ideally, positioning of exterior light fixtures to conceal the source of the light is preferable.

Light fixtures not attached to the building may not exceed a height of 24 inches above grade.

Smoke or dark colored glass for exterior lighting is recommended.

Not permitted: Mercury, metal halide, or sodium lamps in any fixture.

Lighting fixtures within twenty (20) feet of the property line on the street should be designed so that the source of light is not directly visible from such property line.

ARCHITECTURAL CONTROL COMMITTEE

POLICIES

SECTION I - STATEMENT OF PRINCIPLE AND PURPOSE

Section 1.1. A great deal of effort was given to master planning of Pine Island to ensure a thoughtful and classic coastal development. A major concern in the planning is the integration of development with its immediate environment. The Developers of Pine Island have always believed that man made improvements should, as much as possible, blend with nature rather than stand in stark contrast with it. The result is a development more pleasing to the eye and a more attractive community in which to live.

Section 1.2. In order to assure that these objectives are achieved and to assure a continuity of physical development such that future development will be compatible with existing development, Turnpike Properties, Inc. has declared and recorded a Declaration of Covenants, Conditions and Restrictions dated December 21, 1992 and recorded in Book 311, at page 256 et seq., as same may be amended from time to time (the "Declaration") applicable to Pine Island. Article Four of the Declaration establishes the Architectural Control Committee (the "Committee") and sets forth its jurisdiction, powers, obligations and the rules and regulations under which it will conduct its review of proposed improvements to the Lots (Homesites) within Pine Island. Any statements contained in this document are to condense, amplify or clarify provisions of the Declaration and the procedures set forth herein may be amended by the Board of Directors of Pine Island POA, Inc.. In the event of a conflict, the Declaration's provisions will prevail.

Section 1.3. The applicant is urged to carefully review all provisions of the Declaration prior to submitting an application to the Committee.

Section 1.4. The Committee has been established for the purpose of defining aesthetics standards of construction in Pine Island and examining and approving or disapproving any and all proposed improvements for a Homesite within Pine Island, including but not limited to: dwellings, garages, outbuildings or any other buildings, construction or installation of sidewalks, boardwalks, dune crossovers and decks, driveways, parking lots, patios, courtyards, swimming pools, tennis courts, greenhouses, awnings, walls, fences, bulkheads, exterior lights; and any exterior addition, modification or remodeling to or change or alteration to existing structures, including (without limitation) the painting or staining of any exterior surface.

The Committee approval must be obtained for dredging and fill operations, shaping of land areas and drainage, as well as removal of any trees more than three (3) inches in diameter, measured at a height of two (2) feet from the base.

Section 1.5.

The following requirements shall apply to all builders involved in construction at Pine Island, their employees, and their subcontractors, and to any person who visits a Homesite (Lot) in Pine Island.

1. General:

- (a) All activity by the builder shall be restricted to the Lot on which he is building. No vehicles shall cross the dunes at .

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(i)

any time. Beach access is restricted to pedestrians on boardwalks constructed pursuant to criteria established by and approval obtained from the Committee

- (b) Delivery and storage of materials shall be confined to the building Lot only.
- (c) Existing vegetation shall not be disturbed except as approved where necessary to construct the Home, driveway, and utilities.
- (d) A sign, with a maximum area of six (6) square feet, indicating Lot number, property owner, and general contractor, should be put up for the Building Inspector and supply companies.

2. Before Beginning Construction:

- (a) Building contractors shall locate a temporary driveway in the same location as the future permanent driveway to ensure that ingress and egress are within the building Lot only. There shall be no traffic, vehicular or pedestrian, on adjacent Lots.
- (b) Building contractors shall arrange for a suitable container for waste building materials and trash to be placed on the Lot in an approved or existing clearing without damage to existing plant materials required or designated to remain.

3. During Construction:

- (a) Building contractors and subcontractors shall be responsible for the condition of adjoining roads and roadsides.
- (b) Each builder shall be responsible for regular clean up of the Homesite. Scrap and trash too large to be put in the container shall be removed from the Homesite on a weekly basis.
- (c) There shall be a weekly clean up and stacking of the building materials by the builder.

4. At the End of Construction:

The Homesite shall be completely cleaned at end of construction and/or when building inspector gives occupancy permit, whichever is earlier.

SECTION II - ADMINISTRATION OF ARCHITECTURAL CONTROL COMMITTEE

Section 2.1. The Board of Directors (the "Board") of Pine Island POA, Inc. (the "Association") shall establish the Committee which shall consist initially of three (3) members.

Section 2.1.1. The regular term of office for each member shall be one (1) year, coinciding with the fiscal year of the Association. Any member appointed by the Board may be removed with or without cause by the Board at any time by written notice to such appointee, and a successor or successors appointed to fill such vacancy shall serve the remainder of the term of the former member.

Section 2.1.2. The Committee shall elect a Chairman and he, or in his absence, the Vice Chairman, shall be the presiding officer at its meetings.

Section 2.1.3. The Committee shall initially meet monthly, as well as upon call of the Chairman. All meetings shall be held at a place designated by the Chairman. The Committee is authorized to retain the services of consulting architects, landscape architects, designers, engineers, inspectors, and/or attorneys in order to advise and assist the Committee in performing its functions set forth herein. The Association shall pay all costs incurred by the Committee (including, without limitation, the cost of the services mentioned in the previous sentence) in performing its duties.

Section 2.2. Administrator. The Committee may appoint an Administrator, who is not a member of the Committee, to administer the day to day management of the Committee, including;

- (a) Receiving and processing all applications to the Committee.
- (b) Answering questions concerning the Committee and representing the Committee to the property owners and to the general public.
- (c) Supervision of inspection efforts.
- (d) At the direction of the Chairman, scheduling meetings and contacting members of the Association.
- (e) Preparing routine correspondence for the Committee.
- (f) Hiring and supervising support personnel for the Board, upon their express approval.

Section 2.2.1. The Administrator will report directly to the Chairman of the Committee.

SECTION III - PLAN SUBMISSION PROCEDURES

Section 3.1. Prior to commencing any construction or other work, three (3) sets of all plans, a fee of \$200.00, and a completed application form (to be provided to the applicant by the Administrator) must be submitted to the Committee.

Section 3.1.1. Plans must be submitted at least seven (7) days prior to the scheduled Committee meeting to allow the Committee enough time for a thorough review.

Section 3.1.2. Plans must be submitted to the offices of the Committee located at Pine Island.

Section 3.2. - At the discretion of the applicant, an artist's rendition or a schematic rendering of a proposed improvement may be submitted to the Committee, in order to determine suitability of a particular style or design for construction in Pine Island. The Committee will render an opinion as to whether or not a particular design would be acceptable. Because an artistic rendering is not always an accurate depiction of a design scheme, the Committee's opinion will be strictly non-binding and will be offered only in an effort to save an applicant's time and expense in pursuing a design that would ultimately be disapproved.

Section 3.3. Final plans, in complete form, must be submitted in order to gain approval to commence any construction on a Homesite, including removal of trees with a diameter greater than three (3) inches, measured two (2) feet from the base.

Section 3.3.1. Final plans must include a site plan. All site plans should be submitted in consistent scale. Unless otherwise impractical, the scale should be 30 feet = 1 inch for all submissions. Site plans must depict:

- (a) Access to streets and walkways, drives, boardwalks, dune decks and other exterior improvements.
- (b) Grading drainage plan.
- (c) Fill plan, if any (indicating run-off and tree preservation method).
- (d) Foundation plan.
- (e) Exterior lighting plan.
- (f) Location of service yards (propane tanks, HVAC equipment, etc).
- (g) Tree survey showing location and species of trees three (3) inches or larger in diameter at a point two (2) feet above ground. Indicate trees to be removed.
- (h) Site plan to scale, overlay on tree survey indicating all structures and other improvements to be included in the scheme with an indication of trees to remain and trees to be removed (at the same scale as boundary/tree survey).
- (i) Location of contractor's I.D. sign and portable outdoor toilet facilities, and temporary power pole.

Section 3.3.2. The Architectural Drawings to be submitted shall include:

- (a) Total enclosed heated/air conditioned square footage (stated by floor in case of multi-floored buildings).
- (b) Floor plans, including an exact computation of the square footage of each floor and drawn to scale with 1/4 inch = 1 foot.
- (c) Elevation drawings - all sides. Indicate existing grade, fill and finished floor elevation. (Include treatment of Home from grade to floor in elevated Homes).
- (d) Detailed drawings of:
 - (i) Typical wall section.
 - (ii) Patio wall section if appropriate.
 - (iii) Other features desirable for clarification; exterior walls, screens, pools, etc.
- (e) All Architectural Drawings must contain a North Carolina engineers stamp or be drawn and sealed by a licensed architect.

Section 3.3.3. - Each application submitted shall include materials with samples of exterior materials including shingles, fascia, soffitt, siding; and such colors and samples must be submitted at the time final plans for construction are submitted to the Committee.

Section 3.4. - Any submission that does not include all plans, materials, applications, and other items as required by this Section III, will be rejected

by the Administrator and will not be placed on the agenda until all requirements have been met.

Section 3.4.1. To receive consideration, rejected submissions must be resubmitted seven (7) days in advance of the next meeting of the Committee.

SECTION IV - ARCHITECTURAL CONTROL COMMITTEE MEETINGS

Section 4.1. Initially, the Committee will conduct regular monthly meetings on the second Monday of each month, or as designated by the Chairman.

Section 4.2. All members of the Committee shall be notified in writing, at least five (5) days prior to a scheduled meeting. The notification will contain an agenda for the meeting.

Section 4.3. The Committee may conduct special meetings, upon five (5) days written notification of date, time, and place, from the Chairman.

Section 4.4. The seven (7) day advance submission requirement may be waived, for plans submitted to special meetings, upon approval of the Chairman.

Section 4.5. The quorum requirement will have been met if two (2) members of the Committee are in attendance at any regular or special meetings.

Section 4.6 Resolutions, approvals and disapprovals of the Committee may be passed only upon majority vote of those present in person or by proxy. Proxies will not qualify to meet the quorum requirements of Section 4.5. hereinabove.

Section 4.6.1. For the purpose of passing a resolution, the Chairman may propose resolutions and vote on any resolutions.

Section 4.6.2. All decisions of the Committee will be final.

Section 4.6.3. Applicants will be notified, in writing, of all decisions of the Committee. Oral representations of any decisions will not be valid and will not represent decisions of the Committee.

Section 4.6.4. Applicants may have returned to them a copy of plans reviewed by the Committee with appropriate markings to amplify Committee comments or recommendations. Markings on plans so received will not bind the Committee to any design indicated therein but are offered only as advisory comments.

Section 4.6.5. One set of plans received will be retained by the Committee as part of its permanent records, along with color and materials samples.

Section 4.6.6. Special visual aids such as models, slides, etc. may be reclaimed by the applicant at his or her expense.