

Barnes Bluff Homeowners Association

Architectural Control Committee Standards, Construction Guidelines, and Administrative Procedures

Effective Date: 10/1/2026

SECTION 1 – PURPOSE

These Architectural Standards establish design, construction, and landscaping requirements for residential structures within the Barnes Bluff community. The goals of these standards are to:

- Preserve the architectural character of the neighborhood
- Protect property values
- Promote high-quality construction
- Ensure architectural compatibility among homes
- Ensure compliance with applicable building, zoning, environmental, and floodplain regulations

All construction must comply with applicable federal, state, county, and municipal regulations. Where conflicts exist between these guidelines and governmental regulations, governmental regulations shall take precedence.

SECTION 2 – AUTHORITY

The Barnes Bluff Architectural Control Committee (ACC) operates under authority granted by the Barnes Bluff Declaration of Covenants, Conditions, and Restrictions and the Barnes Bluff Homeowners Association (HOA) Board of Directors.

The ACC reviews and approves all exterior construction, structural modifications, landscaping plans, and improvements to ensure compliance with community standards.

No exterior construction, modification, or lot clearing may begin without written approval from the ACC.

SECTION 3 – ARCHITECTURAL REVIEW PROCESS

Required Submittals

Unless noted, property owners must submit the following documentation **at least 60 days prior to the intended construction start date**:

1. Oak Island-approved architectural drawings with a seal
2. Elevations of all sides of the home
3. Floor plans
4. Site plan including: • building footprint • setbacks • driveway location • drainage plan • mechanical equipment (HVAC, generators, pool) • pools and accessory structures
5. Exterior material specifications
6. Exterior color selections
7. Tree removal plan
8. Construction timeline
9. An as-built foundation survey must be submitted before framing
10. Oak Island-approved stormwater plan must be submitted prior to submitting the landscape plan
11. Landscape plan, including fence layout if needed, must be submitted 90 days before the estimated completion date.
12. A change to the approved ACC architectural plan, exterior material specification, color selections, site plan, or landscape plan must be approved before construction of the changed item.
13. \$600 application non-refundable fee

Submissions must be provided within the Review Timeline

The ACC will issue one of the following determinations within **30 days**:

- Approved
- Approved with Conditions
- Denied

Contractors must be approved before receiving final approval.

Construction may not begin until written approval is issued.

The ACC or its representatives may inspect construction at reasonable times to verify compliance with approved plans.

SECTION 4 – CONSTRUCTION REQUIREMENTS

Timeframe to Build

All improvements to be constructed shall be completed in a good and workmanlike manner within sixteen (16) months of the commencement of construction (clearing and grading of lot). Construction exceeding 16 months will be subject to a \$100 per day penalty, unless the HOA approves an exception. The HOA reserves the right to request periodic written progress reports.

Licensed Contractors

All construction must be performed by contractors licensed in the State of North Carolina and carrying appropriate liability insurance.

Construction Bond

Before lot clearing and construction, the owner must provide a **\$10,000 construction bond** payable to the Barnes Bluff HOA.

The bond may be used to repair damage to community property, including:

- Roads
- Curbs
- Gates
- Landscaping
- Utilities
- Street lighting
- Mailboxes
- Neighboring properties

*If the \$10,000 construction bond is exhausted due to repairs related to damage caused by the construction/builder, then additional funds will be required. A stop-work order will be issued until an incremental \$5,000 bond is submitted. If the property is sold, transferred, or otherwise conveyed before completion of construction, the \$10,000 construction bond shall be forfeited to the HOA and shall not be refunded or transferred to the new owner. Any required construction bond for the remaining work shall be established and submitted by the new owner before the resumption or continuation of construction.

Road Impact Fee

All new construction applications must include a **\$2,000 non-refundable road construction fee**.

Construction Hours

Permitted construction hours:

Monday – Saturday 7:30 AM – 6:30 PM

Construction is not permitted on Sundays or federal holidays.

Site Maintenance

Construction sites must be maintained in an orderly condition. Requirements include:

- Debris contained in haul-away dumpsters
- Materials stored on the construction lot
- Streets kept free of mud and debris
- Oak Island-approved construction entrance.
- The site shall not be overgrown with weeds; routine maintenance shall include weeding and/or mowing, picking up building materials, and moving to a well-maintained storage area.
- Portable restrooms should be maintained regularly and shielded from the view of the street.
- Construction of temporary concrete driveways is required on hillside lots (1–16).

SECTION 5 – SITE PLACEMENT AND SETBACKS

All homes must comply with the following setback requirements*.

Waterfront Homes - Front setback: 40 feet measured from the front-most corner of the house to the property line

Hillside Homes - Front setback: 70 feet measured from the front-most corner of the house to the property line

Side setback: 15 feet

Rear setback: per zoning regulations

The primary façade must face the street.

*Exceptions will be considered if the above makes the lot unbuildable.

SECTION 6 – ARCHITECTURAL STYLE

Homes shall reflect a style consistent with the character of the existing homes in the Barnes Bluff community.

Features include:

- Elevated construction
 - Three stories consisting of a ground floor with a westside-facing garage, a main floor, and an upper floor.
 - Covered porches
 - Symmetrical or balanced façade
 - Coastal-appropriate materials
 - Homes must be at least three stories tall.
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SECTION 7 – HOME SIZE

Heated square footage*: Suggested minimum 3500 sq ft

*The total enclosed area within a dwelling which is heated by a common heating system; provided, however, that such term does not include garages, terraces, decks, open porches, and like areas.

SECTION 8 – EXTERIOR MATERIALS

Permitted materials:

- Fiber cement siding
- Natural wood siding
- Brick
- Stone
- Stucco

Prohibited materials:

- Vinyl siding
- Aluminum siding

Mailboxes and mailbox posts shall conform to the existing Barnes Bluff mailbox standards, including the approved color: Sherwin-Williams 2136-10 Black Knight. Mailboxes and posts shall be maintained in good condition.

Approved Vendor:

Post and Pickets
(919) 772-7170
postandpickets.com

New or replacement mailboxes and posts shall conform to the established Barnes Bluff standards.

SECTION 9 – ROOFING

Approved roofing materials:

- Standing seam metal
- Architectural asphalt shingles

Recommended minimum roof pitch: 8:12. Adjustments to the pitch of the roof may be required based on height restrictions and square footage of the house.

SECTION 10 – WINDOWS AND DOORS

Windows must be vertically proportioned and consistent with traditional coastal architecture.

The front entry door shall serve as a prominent architectural feature of the front elevation and be designed to create a welcoming and visually balanced appearance.

A single entry door is permitted; however, it shall be enhanced through one or more architectural elements that provide sufficient visual prominence. Examples include, but are not limited to:

- Sidelights (one or both sides)
- A transom window

- An oversized or extra-wide entry door
- Decorative trim or substantial architectural surround
- A covered entry, porch, portico, or other architectural feature that emphasizes the entrance

The front entry shall be readily identifiable from the street and shall function as the primary focal point of the front façade. Front entrances that appear secondary in nature, such as side-oriented or recessed entries commonly associated with townhouse designs, are discouraged unless the overall architectural design clearly establishes the front entrance as a prominent and intentional feature.

SECTION 11 – FLOOD AND ELEVATION REQUIREMENTS

Foundation Design and Appearance

Foundation walls and enclosures shall be finished with durable, high-quality materials that complement the architectural style and exterior materials of the home. Acceptable materials include brick, natural or manufactured stone, fiber cement, stucco, architectural concrete, or other ACC-approved materials. Unfinished concrete, CMU, pressure-treated wood, or exposed structural framing visible from the street or adjoining properties is not permitted unless approved by the ACC.

Elevated homes shall have a finished, enclosed appearance on the front and side elevations. Exposed pilings, open foundations, or a visible "house on stilts" appearance are not permitted.

Homes in designated flood hazard areas shall comply with all applicable FEMA and local floodplain requirements. Required breakaway walls or other flood-resistant construction shall be incorporated into the overall architectural design.

The ACC may require additional treatments or screening to ensure the foundation is consistent with the architectural character of Barnes Bluff.

SECTION 12 – PORCHES, DECKS & STAIRS

Front and side porches shall be integral to the home's architectural design and have a minimum depth of 6 feet. Columns, posts, beams, railings, and trim shall be appropriately proportioned and finished with composite, fiber cement, wood, or other ACC-approved materials. Exposed structural framing or unfinished pressure-treated lumber is not permitted.

Front and side porch ceilings shall have a finished appearance. Exposed framing or structural joists are not permitted. Ceiling materials shall complement the home's architectural style.

Porch and deck flooring shall be durable, high-quality exterior materials compatible with the home's design, including composite decking, natural wood, concrete, tile, brick, or other ACC-approved materials. Pressure-treated lumber shall not be used as a finished front porch surface unless appropriately painted, stained, or otherwise finished.

Front entrance stairs shall be straight or bifurcated with no more than one landing. Multiple-turn configurations are not permitted. Stair and railing materials and colors shall complement the overall design of the home.

The ACC may require modifications to porch, deck, or stair design, materials, or detailing to ensure compatibility with the architectural character of Barnes Bluff.

SECTION 13 – DRIVEWAYS & SIDEWALKS

Driveways and sidewalks must be constructed of:

- Concrete
- Brick pavers
- Stone pavers

All driveways must be positioned on the west side of the home.

Permeable concrete or paving systems are required for hillside lots with a sloping driveway

SECTION 14 – LANDSCAPING

All yards must be fully sodded.

Permanent irrigation required for all yards.

Irrigation must remain operational after construction.

Landscape plans must include:

- Plant species
 - Tree preservation plan
 - Irrigation system
-

SECTION 15 – POOLS AND ACCESSORY STRUCTURES

Swimming pools must be:

- In-ground installations
- Code compliant
- Screened from street view.

Accessory Structures: Accessory structures, including pergolas, gazebos, outdoor kitchens, greenhouses, and fire features, require prior ACC approval.

Built-Up on Lots: Any lot containing a permanent structure shall be considered a built-upon lot and shall be subject to the applicable property maintenance requirements. A permanent structure includes, but is not limited to, a retaining wall, building, or driveway.

SECTION 16 – FENCES & RETAINING WALLS

Permitted fencing materials:

- Black aluminum

Retaining Wall:

- Raw, exposed concrete block (CMU) is prohibited

Engineered retaining walls are required over the specified height.

Drainage behind walls.

Railings where required by code.

SECTION 17 – GENERATORS AND MECHANICAL EQUIPMENT

Trashcans, generators, HVAC units, and mechanical equipment must be screened from street view using landscaping or architectural screening.

Propane tanks must be buried

SECTION 18 – SOLAR PANELS

Solar systems require approval

SECTION 19 – LOT CLEARING

No lot may be cleared without ACC and Oak Island approvals.

Evidence of intent to build must be provided before approval, and a \$10,000 bond must be secured.

Selective clearing that preserves natural vegetation is encouraged.

SECTION 20 – STORM DAMAGE

Exterior damage must be repaired within the following timeframe:

Contract for repairs: within 90 days

Completion of repairs: within 180 days

Extensions may be granted by the ACC under extraordinary circumstances.

SECTION 21- PROPERTY MAINTENANCE

All improved lots and structures shall be maintained in a neat, clean, and attractive condition.

- Front and side yards shall remain fully sodded and properly maintained.
- Required landscaping and irrigation systems shall be maintained in good working condition.
- Dead sod, shrubs, trees, and other landscaping shall be removed and replaced within a reasonable time.
- Dead, diseased, or hazardous trees shall be removed.
- Vacant lots shall be maintained free of excessive weeds, vines, underbrush, debris, and other objectionable conditions.
- Construction debris, refuse, and accumulated materials shall not be permitted on any lot.
- The street in front of the property must be kept clean on a daily basis during construction.
- During construction, the homeowner is responsible for maintaining the property in a clean, orderly, and safe condition, regardless of whether the property is occupied or the owner is absentee. The homeowner is responsible for ensuring that contractors and other parties working on the property comply with these requirements.
- If a lot is cleared of existing vegetation or otherwise disturbed in preparation for construction, and construction has not commenced within ninety (90) days of the clearing or disturbance, the homeowner shall be required to install and maintain appropriate ground cover over all disturbed areas of the lot. The ground cover shall be properly irrigated and maintained to ensure adequate establishment and continued coverage, and shall be kept free of excessive weeds, erosion, and bare areas until construction commences. The homeowner shall be responsible for all costs associated with the installation, irrigation, and ongoing maintenance of the required ground cover.

The ACC may notify the homeowner of conditions requiring correction. Unless a different timeframe is specified by the ACC based on the nature of the violation, the homeowner shall correct the condition within **30 days of written notice**. Conditions presenting an immediate health, safety, or property concern may require more immediate action.

Failure to correct a violation within the required timeframe may result in enforcement action, including the imposition of **finances or other remedies to the extent authorized by the Barnes Bluff Restrictive Covenants, applicable law, and the Association's adopted enforcement procedures**. Continued violations may result in additional fines as permitted by the governing documents and state statutes, or other enforcement action as permitted by the governing documents.

SECTION 22 – BUILDER CONSTRUCTION RULES

Contractors must:

- Parking in areas other than the immediate construction site is prohibited
- Prevent damage to roads and common areas
- Maintain clean job sites
- Prevent debris from entering drainage systems

Portable toilets must be located on the construction lot.

The homeowner is ultimately responsible for maintaining the property in a clean, orderly, and safe condition throughout construction, regardless of whether the property is occupied or the homeowner is an absentee owner. This includes maintaining the lot, controlling debris and construction materials, addressing overgrown vegetation, and complying with all applicable maintenance requirements.

The ACC may notify the homeowner of conditions requiring correction. Upon notification, the homeowner shall correct the identified condition within the applicable timeframe established for maintenance violations. The homeowner remains responsible for ensuring that contractors and other parties working on the property comply with these requirements.

SECTION 23 – EXTERIOR COLOR GUIDANCE

Exterior colors should be consistent with coastal architectural character.

Recommended palettes include muted coastal tones such as:

- Off-white
- Light gray
- Pale blue
- Muted green
- Sand or beige tones

Highly reflective or neon colors are prohibited.

SECTION 24 – EXTERIOR LIGHTING STANDARDS

Exterior lighting must:

- Be shielded or downward facing
 - Minimize light spill onto neighboring properties
 - Avoid excessive brightness
 - Outdoor lighting positioned for aesthetics and safety of property, and not to interfere with neighbors' quality of life
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SECTION 25 – TREE PRESERVATION

Existing mature trees should be preserved where feasible.

Tree removal plans must be submitted with the architectural application.

SECTION 26 – DOCKS AND WATERFRONT STRUCTURES

Any docks, piers, or waterfront structures must comply with all governmental permitting requirements and receive ACC approval before construction.

SECTION 27 – ENFORCEMENT

Failure to comply with these standards may result in one or more of the following actions:

- Suspension of construction
- Required corrective action
- Fines imposed by the HOA
- Legal action if necessary

Fines and Penalties

The HOA may impose fines for violations of these Architectural Standards in accordance with the governing documents and applicable law.

The following fine structure shall apply unless otherwise determined by the HOA Board:

- First Notice of Violation: Written warning with a specified cure period of 15 days
- Second Notice of Violation: Fine of up to \$100 per violation
- Continued Non-Compliance: Additional fines of up to \$100 per day until the violation is corrected

Each day a violation continues may be considered a separate violation.

Notice and Opportunity to Cure

Before the imposition of fines, the property owner shall receive:

- Written notice of the violation
- A reasonable opportunity to cure the violation
- Notice of a hearing before the HOA Board if required by law

Hearing Procedure

If the violation is not cured within the specified time, the owner may be subject to a hearing before the HOA Board. Following the hearing, the Board may:

- Confirm the violation
- Impose fines
- Establish a deadline for compliance
- Pursue additional enforcement remedies

Collection of Fines

Unpaid fines may be treated as an assessment against the property and may be subject to collection in accordance with the HOA governing documents and applicable law.

SECTION 28 – ACC APPLICATION CHECKLIST

Applicants must submit:

- ☐ Architectural drawings
- ☐ Site plan
- ☐ Stormwater plan
- ☐ Elevations
- ☐ Materials list
- ☐ Color selections
- ☐ Landscape plan
- ☐ Tree removal plan
- ☐ Construction timeline
- ☐ \$600 application fee

Barnes Bluff Homeowners Association

Architectural Control Committee (ACC) Application Form

BARNES BLUFF HOMEOWNERS ASSOCIATION

ARCHITECTURAL CONTROL COMMITTEE (ACC) APPLICATION FOR RESIDENTIAL CONSTRUCTION

Complete all applicable sections and submit all required documentation.

1. PROPERTY INFORMATION

Property Owner	_____
Property Address	_____
City / State / ZIP	_____
Lot Number	_____ Date Submitted: _____
Phone / Email	Phone: _____ Email: _____

2. PROJECT INFORMATION

Project Type	☐ New Construction ☐ Exterior Modification ☐ Addition ☐ Pool ☐ Fence ☐ Landscaping ☐ Dock / Waterfront ☐ Other: _____
Description of Proposed Work	_____
Estimated Start Date	_____
Estimated Completion Date	_____

3. PROJECT TEAM

Builder / Contractor	_____
License Number	_____
Builder Address / Contact	_____
Architect / Designer	_____
Landscape Architect	_____

4. PROJECT SIZE & SITE INFORMATION

First Floor	_____ SF
Second Floor	_____ SF
Total House Square Footage	_____ SF
Decks / Walks / Drives	_____ SF
Total Impervious Surface	_____ SF

5. REQUIRED SUBMITTALS — CHECK ALL THAT APPLY

- ☐ Two sets of construction documents
- ☐ Site plan (setbacks, driveway, drainage, mechanical locations)
- ☐ Floor plans — 1/4" = 1'-0"
- ☐ Building elevations — 1/4" = 1'-0" (all sides)
- ☐ Exterior materials and color samples (roof, siding, shutters, brick, trim, doors, garage doors)

- ☐ Tree removal plan — required before lot preparation
- ☐ Landscape plan — required by house dry-in
- ☐ Stormwater/drainage plan, if not incorporated into the site plan
- ☐ Fence layout, if applicable
- ☐ Construction timeline
- ☐ As-built foundation survey — required before framing
- ☐ Other supporting documents: _____

6. EXTERIOR MATERIALS & COLORS

Item	Type / Material	Color / Finish
Roofing	_____	_____
Exterior Walls / Siding	_____	_____
Exterior Trim	_____	_____
Foundation	_____	_____
Windows	_____	_____
Exterior Doors	_____	_____
Garage Doors	_____	_____

Shutters — Material: _____ Color: _____

Decks / Patios / Terraces — Material: _____ Finish: _____

7. CONSTRUCTION FEES, BOND & PAYMENT

Item	Amount	Check #	Date / Received By
Refundable Construction Bond	\$10,000	_____	_____
Non-Refundable Review Fee	\$600.00	_____	_____
Non-Refundable Road Fee	\$2,000*	_____	_____

8. CONSTRUCTION REQUIREMENTS — OWNER / BUILDER INITIALS

_____ Construction will be completed within 16 months of commencement.

_____ Licensed and insured contractors will be used.

_____ Construction activity will be limited to approved hours.

_____ The site will be maintained in a clean and orderly condition, including required dumpster and temporary toilet facilities.

_____ The owner is responsible for the conduct of all workers and subcontractors.

_____ No work will begin, and no changes will be made, without required ACC approval.

9. LOT CLEARING & GROUND COVER

_____ If a lot is cleared of existing vegetation or otherwise disturbed in preparation for construction, and construction has not commenced within ninety (90) days of the clearing or disturbance, the homeowner shall install and maintain appropriate ground cover over all

disturbed areas. The ground cover shall be properly irrigated and maintained to ensure adequate establishment and continued coverage, and shall be kept free of excessive weeds, erosion, and bare areas until construction commences. The homeowner is responsible for all costs associated with installation, irrigation, and maintenance.

10. BOND & CONSTRUCTION COMPLETION ACKNOWLEDGMENT

_____ The construction bond will be held until final inspection and approval by the Barnes Bluff HOA/ACC

_____ If the \$10,000 construction bond is exhausted due to repairs related to damage caused by construction/builder, additional funds will be required. A stop-work order will be issued until an incremental \$5,000 bond is submitted.

_____ If the property is sold, transferred, or otherwise conveyed before completion of construction, the construction bond shall be forfeited to the HOA and shall not be refunded or transferred to the new owner. Any required bond for remaining work must be established by the new owner before construction resumes.

_____ Upon final inspection by the Barnes Bluff HOA/ACC, unpaid fines and eligible HOA expenses may be deducted from the bond. Any remaining balance will be returned in accordance with the governing documents.

11. ARCHITECTURAL COMPLIANCE & ENFORCEMENT

_____ Plans comply with applicable Barnes Bluff Covenants, Restrictions, Guidelines, and ACC standards.

_____ I understand that a violation may result in enforcement action, including a stop-work order. Upon notice of a violation, the builder will provide the ACC with a plan to remedy the violation within two (2) business days.

_____ I understand that fines may be imposed in accordance with the governing documents and applicable law.

_____ I understand that unpaid fines or eligible HOA expenses may become a lien/assessment against the property when permitted by the governing documents and applicable law.

12. SITE GRADING, DRAINAGE & STORMWATER ACKNOWLEDGMENT

The ACC review does not constitute review or approval of site grading and drainage. The property owner and contractor are responsible for ensuring that construction, grading, drainage, and runoff comply with applicable requirements and do not impede drainage or runoff in street rights-of-way or onto adjacent properties. Any corrective action required as a result of the owner's or contractor's work shall be the financial responsibility of the property owner.

13. OWNER & CONTRACTOR AGREEMENT

We acknowledge and agree that the improvements will be constructed in accordance with plans and specifications approved by the Barnes Bluff ACC. We have read and understand the applicable Covenants and Restrictions and Barnes Bluff Guidelines and agree to comply with

them. We understand that construction may not begin until ACC approval and all required fees, bonds, and documentation have been received.

Property Owner Signature	_____
Printed Name	_____
Contractor Signature	_____
Date	_____

14. ACC USE ONLY

Date Received	_____
ACC Representative	_____
Decision	☐ Approved ☐ Approved with Conditions ☐ Denied
Conditions	_____
ACC Signature	_____
Date	_____

15. CONSTRUCTION / DESIGN CHANGE REQUEST

Use for changes to previously approved plans. Attach sketches, revised plans, material samples, or other supporting documentation as applicable.

Date Prepared / Received	Prepared: _____ Received: _____
Proposed Change	_____
Reason for Change	_____
Owner Signature / Date	_____
ACC Decision	☐ Approved ☐ Approved with Conditions ☐ Not Approved

16. FINAL INSPECTION REQUEST

Complete when construction is substantially complete and before release of the construction bond.

Date Prepared / Received	Prepared: _____ Received: _____
Owner / Property / Lot	_____
Requested Inspection Date	_____
Certificate of Occupancy	☐ Attached
Contractor Certification	I certify that construction is complete and conforms to the approved application and applicable Barnes Bluff Design Guidelines. Signature: _____ Date: _____

17. SUBMISSION INSTRUCTIONS

Submit completed application and all required materials to:

Barnes Bluff Architectural Control Committee
C/O LRES
1218 North Howe Street
Southport, NC 28461
910-454-0700

Applications should be submitted at least 60 days prior to the anticipated construction start date. Incomplete applications will not be reviewed.

