

ARCHITECTURAL CONTROL COMMITTEE
THE CAROLINA CLUB OWNERS ASSOCIATION, INC.

COMMITTEE RESPONSIBILITIES

- The Committee shall be composed of a minimum of three (3) persons, appointed by the Association. The Committee may designate a representative to act for it. In the event of death, resignation, or removal by The Association of any member of the Committee, the Association shall have full authority to designate a successor. Unless otherwise approved by the Association, neither the members of Committee nor its designated representative shall be entitled to any compensation for services performed pursuant to this covenant. The Associations' Board of Directors shall keep, or cause to be kept, a list of the names and addresses of the persons who form the Committee and a list of the names and addresses of any designated representative of the Committee, and such a list shall be available to any Owner. When vacancies on The Architectural Control Committee occur, the Committee and Board of Directors shall work in cooperation to appoint new members from among interested Owners.
- The Committee will provide, enforce, and maintain certain standards as to harmony of exterior design and location of the improvements on the Lot in relation to surrounding structures, natural features, and topography.
- The Committee will provide any lot owner, upon request, the New Construction Application packet.
- The Committee will not approve any plans received until the complete New Construction Application along with the Five Hundred (\$500) Dollar deposit has been received.
- The Committee will authorize, with conditions, or deny in writing the construction, alteration, exterior addition, and improvement of any dwelling unit, fence, wall, driveway, patio, building or other structure, and any clearing or site work upon any lot within thirty (30) days after receipt of the complete Plans Packet including the required deposit.
- The Committee will keep on file the original New Construction Application, one set of the approved plans, and any attachments required at time of application.
- The Committee shall have the absolute and exclusive right to refuse to approve any such Plans which are not suitable or desirable in the opinion of the Committee for any reason, including purely aesthetic reasons.
- The Committee shall not approve any plan where the roof exceeds forty (40) feet in height measured from the finished grade or original grade, whichever grade is lower.

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- The Committee, in the exercise of its discretion, shall not approve the location of dwelling unit or garage or carport on any lot intended for use as a site for a single family detached dwelling within twenty five (25) feet of the front or rear lines of such lot, or within fifteen (15) feet of the side lines of such lot. The Committee may vary the building setback lines recited in the paragraph, so long as such variance does not cause the revised setback requirement to be less than that set by Currituck County at the time.
- The Committee will be responsible for insuring that continuous and final job site cleanup necessitated by the actions of the contractors, subcontractors, and their workers during the construction of any improvements on The Carolina Club Subdivision be completed.
- The Committee will complete a follow-up check list as each approved application progresses to insure that the improvement is being, and has been followed as submitted with the original New Construction Application Packet.
- The Committee will note in the applicant's file, the actual start date of the improvement and that the approved improvement along with the Landscape Plan as submitted is completed within one (1) year.
- The Committee will refer to and recommend enforcement of the AMENDED AND RESTATED DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS for THE CAROLINA CLUB OWNERS ASSOCIATION, INC., ARTICLE FIVE, Section 1 – 35 for a more detailed description of the Committee's duties and responsibilities.
- The Committee will be responsible for notifying the responsible person/firm of any non-conforming signs and the removal of those signs if necessary.
- The Committee will be responsible for regular observations of vacant lot maintenance including storm damage, and will notify the Property Manager of lots needing attention.
- A meeting of all committee members should be held on a timely basis (monthly).

If any discrepancies to the above are noted by the committee, it should be brought to the attention of the Property Manager and a letter would be sent to the offending lot owner. If no response is received, the matter should be taken to the Board of Directors and a decision would be made as to how to handle the situation.