

**Architectural Guidelines for Single Family Homesites**  
**Corolla Bay Homeowners Association, Amended April 14, 2020**

**It is the intent of these Guidelines to help in the planning, construction and maintenance of your home in Corolla Bay.**

**Architecture:** This community has been designed to pay homage to the Coastal Carolina Style of architecture, which includes the Old Nags Head and related Federal Lifesaving Station Style. In addition, the Architectural Review Board is interested in the broader Coastal Carolina architecture, to include what is known in the vernacular as Low Country Style, and is welcoming of coastal-contemporary architectural elements, such as the flat top concept seen in Southern Shores. The American Arts and Crafts Styles of Shingle Houses from the early 1900's are also of interest as well.

The Corolla Bay Homeowners Association, Inc. (the "Association") has appointed an Architectural Standards Committee (the "Committee"), empowered by Article Six of the Declaration of Covenants, Conditions and Restrictions, to review all construction, reconstruction/modification and/or landscape plans. The Architectural Standards Committee members are Fred Vollat and Lauren Garrett. Certain requirements are to be met prior to construction within Corolla Bay.

***No earth-moving, clearing, site work or construction will be commenced without first obtaining approval from the Committee.*** The Owner of the homesite must stake the outside perimeter of the dwelling prior to requesting approval, so that a member of the committee may make a site visit to evaluate placement of homesite and to assess conservation measures.

The Committee may bar any proposed new construction or changes to existing homes on purely aesthetic grounds, where in its sole judgment, such action is required to maintain Corolla Bay's standard of architectural excellence in exterior materials and design.

To the great extent possible, we shall strive to preserve the natural characteristics of the land, and to honor the indigenous plant and animal life.

Architectural Style Discussion:

- Nags Head and Lifesaving Station: Typically feature wraparound porches with wide overhangs, ship's watch, tower room, multi-tiered roofs, often with dormers, and scrollwork at gable ends. Cedar shake, often mixed with fish scale or triangular shakes for accent, as well as board and batten. Simple drop-down window shutters.
- Low Country: Usually incorporate a walk-out ground-level floor, where the kitchen and dining areas historically would have been housed. Full covered porches across the front and rear of the house at all but ground level. Coastal-contemporary elements and rooflines may also fall into this updated category of style.
- American Arts and Crafts Movement: Recessed porches and entryways, roofs with wide overhangs and exposed structural elements, such as rafter tails and vertical pillars. Interior use of built-ins and exposed timber frames. A close cousin of the Shingle House movement in the Northeastern United States.

**Appearance:** Because of the winding character of Corolla Bay roads and intersections, houses must be aesthetically pleasing to all views. Especially critical on corner homesites. Color palette based on multiple shades of earth tones and white are suggested, with other colors and shades considered as well.

**Exterior Wall Covering:** Natural wood materials and preservative stains in clear or subtle earth tone shades are encouraged, but not required. Cedar shakes, hardi-plank, and LP Smart Siding are recommended as the preferred siding material. Aluminum siding will not be allowed.

**Structural Features:** Exterior walls preferred as #2 salt-treated 2" x 6" construction, with #2 spruce 2" x 4" construction on the interior. Exterior deck joists and girders should be 2" x 8" minimum; and painted in the trim color per the plans. O.S.B. sheathing for exterior walls or roof sheathing is permitted. Termite pre-treat all house pilings and under concrete slab-on-grade. Pilings as per plan to be painted in the trim color, except for pilings in the crawl space, which are unfinished. Underpinning, if applicable, should be 7/16" CDX unfinished at a minimum.

**Exterior Trim:** Cedar trim to be supreme clear grade, or LP smart board. Exposed finishes, including pressure or salt treated wood, suggested to be painted as part of the house schedule, except for stair treads and decking. Pilings at ground level can be covered with wood lattice of checkerboard pattern; or painted in the trim color. Lattice, if applicable, should be a salt-treated material, painted in the trim color. Gable-end treatments are important to the community appearance, such as rake board, frieze board, and LP Smart siding being encouraged. Shutters, if applicable, can be in aluminum and have a powder-coated finish.

**Windows:** Wood frame, vinyl-clad windows, or high quality all vinyl with a white or bronze finish strongly preferred, according to building code. If applicable, grilles patterns in Colonial, No Grille, Prairie, or Top Down are acceptable. Baked-on finishes or extruded aluminum by Anderson, Pella and Marvin will be considered. Lower quality, all-vinyl frames will not be approved. Windows and doors shall have a one-by-six-inch minimum surround casing.

**Entry:** Entry from driveway and garage or carport required. Under-roof main entry portico of proper scale. Exterior entry door to be wood or fiberglass of solid or six-panel design; full lite sidelights are acceptable. Main entry door may not be metal or sliding glass. Sliding glass doors may be used on the front elevation, with optional grilles; however, if located on the ground floor of the front elevation, they should be shielded from view from the street. Garage doors must be insulated and white, with glass in the top panel, with remotes.

**Roofing:** Gables and hips with minimum 3/12 slopes, except as incidental to primary design. Fascia boards to be constructed of painted wood or LP Smart board. Soffits should be built of wood, hardi-plank, or LP Smart board only. Fire retardant wood shakes, composition/fiberglass architectural, or approved asphalt shingle only (*composition/fiberglass shingle must have a 10-year, 110 mph wind warranty, 40 year minimum*), slate or tile. Roof colors complementary to house plan and should be taken from the standard color selection of the shingle manufacturer. No metal chimneys. **Roof stacks, skylights, plumbing vents and solar panels are preferred, if possible, to be placed on rear slopes and painted black** or the color of shingles, to be aesthetically pleasing to the eye from the street.

**Porches:** Open or screened, be sure that proportions balance with floor below. Joist bands recommended to be painted. Wooden painted pickets to be nailed to rails from behind; white vinyl handrails and pickets are also acceptable.

**Patios, Terraces, pool decks and other ground level decking:** Only in-ground pools are allowed in Corolla Bay. Pools and hot tubs are not to be visible from the street at an observation point at the center of the home. Pool plans to show placement, details of fencing and landscaping. Planting areas to be provided inside the pool enclosure are recommended. Outdoor sound systems to be limited, to avoid disturbances.

**Lighting:** Restrained and subtle. Ground level lighting is to be confined to covered fixtures mounted not more than 24 inches above grade. Porch and deck lighting also covered and subdued. **Floodlights or spotlights permitted in certain instances.** Preference is to use fixtures that will not discolor from weather.

**Parking:** To meet Currituck County zoning requirements and location must be approved by the Architectural Standards Committee.

**Landscaping:** Stabilization of the soil is our highest priority. Use of “Outer Banks Blend” seed is recommended. Natural plan materials to be disturbed as little as possible and restored if disturbed. A landscaping plan, using native plant materials and other proven salt-tolerant decorative species is required. **Irrigation systems are required.** Low-cost “drip” systems on timers will be considered. Landscaping plan must be submitted for approval prior to the start of clearing homesite.

**As part of the building process, Owners should be aware of the following requirements, among others, for which they alone are responsible.**

1. Preparation of Application and Plans in compliance with Corolla Bay Architectural Control Committee Guidelines and the Declaration of Covenants, Conditions and Restrictions for Corolla Bay.
2. Compliance with all laws, codes and local ordinances.
3. Determination of environmental restrictions, drainage, grading and surface disturbance requirements and all surface and subsurface soil conditions.
4. Determination of the structural, mechanical and electrical integrity of the house, along with all other technical aspects of the proposed design that can only be determined by competent architects, engineers, contractors, and other similar professionals.
5. Determination of accuracy of all stakeouts and surveys.

**Other considerations:** Applicants should select building sites and house plans so as not construct repetitious designs within a close distance of one another. Similar designs or design duplications are discouraged and are subject to disapproval without sufficient spacing from the similar home design with variations in exterior colors, materials, finish, trim and/or detailing.

All work will be done during the hours of 7 a.m. to 7 p.m. The use of drugs or alcohol or playing of loud music is strictly prohibited on any construction site. Unleashed dogs are not permitted. The Owner is responsible to see that the contractor cleans up the site of day-to-day litter **each day** and to see that particular care is taken to prevent any unnecessary damage to existing vegetation. The Declaration of Covenants, Conditions and Restrictions require job site debris to be removed from the Home Site at least weekly.

Until further notice, plans and other materials for Committee review shall be delivered to Seaside Management, Inc., PO Box 1465, Kitty Hawk, NC 27949. A non-refundable application fee of Five-hundred dollars (\$500.00) shall accompany the application.

In order to make a submission of house plans for Committee approval, the Committee requires that the following be submitted or completed:

1. Building Application and Client/Builder Registration Form showing landowner's and contractor's complete name and address, including phone number and email address, and any other information as required, including, but not limited to, the names and telephone numbers of two (2) Owners of comparable properties previously constructed by such Contractor and a minimum of two (2) financial references for the Contractor.
  
2. Three sets of plans, of architectural quality, sealed by a North Carolina licensed architect or structural engineer to include the following sheets at a minimum:
  - ¼" scale foundation plan & section, with full framing detail
  - ¼" scale floor plans of all interior & exterior areas
  - ¼" scale east, west, north & south elevation drawings
  - enlarged details of any exterior items not clearly presentable at plan scale.
  
3. Legal survey of homesite and a site plan showing the building setbacks, driveway with turnaround area, lot coverage calculations and any other key features.
  
4. Landscape plan showing all aspects of planned site work, stabilization, re-stabilization, patios, terraces, lighting, decorative plantings, irrigation systems and any other proposed improvements.
  
5. Specifications on building plans, to include building information and square footage, detailed specifications of all material used in construction and finishing and colors of stain to be used on exterior surfaces, foundations, windows, doors and trim. Samples of paint and roofing material must be included. Cottage signs will be permitted in size and character appropriate to the house and must be of sandblasted wood construction, professionally rendered.
  
6. Specifications for fences, driveway surface treatments, bulkheads, screening structures for heating and air conditioning units, gas or propane tanks, Currituck County approved trash receptacles and details of any other exterior improvements or appendage. Trash receptacles must be accessible from outside the house, for potential private pick-up. Fence height shall not exceed 60" and should be constructed with materials and finishes that are complementary to the siding of the house.
  
7. Note that mirror image, reversed, or marked-up plans with penciled in changes will not be accepted.
  
8. Prior to delivery of plans, a registered surveyor must stake the corners of the proposed residence of the lot.
  
9. A non-refundable \$500.00 application fee to accompany submission package.
  
10. A refundable \$2,000.00 infrastructure protection fee to accompany submission package for the purpose of repairing any damage to common properties, such as curbs, sidewalks, light poles, fire hydrants, fences, etc.

Construction of all improvements must be completed within nine (9) months of the date that the Committee grants an applicant approval. After receiving an Occupancy Permit, Owner/Agent is to send a request for site inspection. If approved, payment will be returned within 30 days. Declarant and/or its affiliated companies are exempt from the payment of the application fee and the infrastructure protection fee.

**After the Plans are approved:** Two sets will be returned, marked approved by the Committee, allowing the applicant to apply for necessary construction permits. The Committee will hold one set of approved plans in its permanent files. If the plans are not approved, all sets will be returned to the applicant with a letter indicating the reason or reasons for non-approval. If approval with conditions is granted, and construction then begins, the conditions shall be deemed accepted by the owner and the conditions imposed shall become fully part of the approved plans.

**For convenience, some key points of the Declaration of Covenants, Conditions and Restrictions:**

Pertinent dwelling design and construction procedures are considered below (This summary is not intended to supersede or substitute for the recorded Declaration). A complete copy of the Declaration and the Bylaws may be obtained from Seaside Management, Inc.

1. **DECLARANT:** The owner of the real property: Soundfront at Corolla Bay, LLC., a North Carolina Limited Liability Company.
  
2. **PURPOSE:** It is the purpose of the Declaration to provide for the careful and tasteful development of, and to ensure the highest standards for the Corolla Bay community, as well as to provide for the maintenance of the common facilities, road, etc.
  
3. **RESIDENTIAL USE:** Homesites may be used only for single family residential purposes. No unit of ownership or ownership interest may be subdivided to permit "Time Sharing" and no lot may be re-subdivided unless the two parts are to be recombined with the adjacent lots.
  
4. **ARCHITECTURAL CONTROL.** The Declarant or the designated Architectural Standards Committee shall approve any and all plans for dwellings, fences, walls, driveways, landscaping or other improvements and exterior additions or alterations to existing dwellings, including clearing and site work on the property before any work whatsoever is commenced on any homesite.

**5. SPECIFICATIONS.**

- a. Maximum building height per Currituck County zoning ordinance, but subject to further limitations by the Committee.
  
- b. Building locations – Declarant may adjust site location of the dwelling to protect natural aspects of the site. However, minimum setbacks are to be based on Currituck County zoning ordinance. Note: Setbacks shown on any recorded plat shall control.

c. Minimum Size – each dwelling shall contain minimum square feet of heated and air-conditioned living area of 2,000 square feet.

d. Vegetation – Trees measuring three inches or more in diameter at a point two feet above ground level, and any flowering trees or shrubs above five feet in height may not be removed from any homesite without written approval from the Committee, unless located within the dwelling footprint, within 10 feet of a dwelling or in the path of a driveway or walkway.

e. Certificate of Completion: Prior to occupancy of any Dwelling Unit, the Owner must first notify the Committee by way of filing the requisite Certificate of Compliance with the Committee, in order that an inspection may be made by a representative of that Committee to see that all aspects of the plans have been completed. On inspection and finding that all aspects of the plans have been completed, the committee will issue to the Owner a “Certificate of Completion” and the Owner may then occupy the Dwelling, subject to Currituck County approval.

Please take the time to become familiar with these Guidelines, the Declaration and the Bylaws. If you have any questions whatsoever about any of the items mentioned herein, please contact Caitlan Driver or Jeff Shields of Seaside Management, Inc.

***This is a condensation of the Declaration of Covenants, Conditions and Restrictions. Please read the document in its entirety.***