



D U C K   L A N D I N G

Property Owners Association, Inc.  
P.O. Box 8296  
Duck Station  
Kitty Hawk, NC 27949

## **Home Exterior and Landscaping Maintenance Guidelines (Adopted February 2011 as a supplement to the Architectural Guidelines for Single Family Homesites, developed February 1999)**

### **I. Purpose**

The purpose of this document is to provide the Duck Landing home owner with additional information related to the care and maintenance of the exterior of his/her home, so as to comply with the intent of the Duck Landing Architectural Guidelines and the Duck Landing Covenants and By-Laws. Inspections are conducted periodically by the Architectural Control Committee (ACC) to assure that homes are well maintained and that no home adversely affects the quality, appearance and good reputation of the Duck Landing Community. Conformance with these guidelines is intended to enhance the marketability and value of homes in the neighborhood individually and collectively, and both for rental, or potential sale.

### **II. Scope of these Guidelines**

These guidelines cover the maintenance of the home's exterior and land improvements including lawns, trees, bushes, ornamental and specimen plantings. The committee does not inspect back yards but does examine portions of the homes exteriors and landscaping that are visible from the beach and beach access.

### **III. ACC Application and Approval Requirement**

Most exterior modifications/home improvement projects (additions, paving, whole-house repainting, major landscape changes etc.) require the submittal of an application for ACC approval of the project, along with appropriate deposit and application fees. The application must be approved by the ACC prior to commencement of the work by the owner. Please contact Seaside Management at 252-261-1200 if you need to request a copy of this application form, or have any questions related to the process for modifying or improving the exterior appearance of your home.

Requests for architectural approval shall be submitted to Seaside Management for approval by the ACC before construction has started. Requests shall be on the approved form and

include a complete description of the work to be done, construction drawings showing interior and exterior views, color match/material finish samples, and a copy of the plat showing the footprint of the construction, the project schedule including start and proposed completion dates and the name of the proposed contractor. A "stop work" order will be given to any contractor who starts work prior to approval by the ACC.

For all correspondence related to Architectural Review, contact Seaside Management, P.O. Box 8296, Duck Station, Kitty Hawk, NC 27949, Office: (252) 261-1200 Fax: (252) 261-1224. Applications are also available from the attendant at the clubhouse.

## **IV. Appeals**

A property owner who disagrees with the action of the Architectural Control Committee may appeal that action to the Duck Landing Board of Directors through written correspondence sent directly to Seaside Management.

## **V. Building & Landscaping Requirements**

### **1) Roofing Materials**

The home owner should hire a qualified roofer to periodically inspect roof and flashing for water tightness. The ACC's inspections will make note of missing shingles or other obvious defects for the convenience of the owner. The committee will also make note of stained or mildewed roofs for the owner's corrective action.

### **2) Siding**

Most homes in Duck Landing are clad in either painted cedar shakes, cedar clapboard or cementitious siding materials such as "Hardy Plank". These materials are occasionally loosened by the wind or are warped by water absorption. Some rusting nails and open caulking have been observed. The ACC will report these issues to the homeowner for corrective action.

### **3) Paint**

Painted surfaces should be free of peeling, cracking, blisters and other defects and severe wear. The initial paint application on a Duck Landing home will last between seven and ten years depending on the exterior siding material, proximity to the ocean and initial quality of the work, and maintenance. The ACC will report defects in paint that are visible from the street and when, in their opinion, a home needs to be repainted. We will also report staining and mildew that needs to be removed.

The Association maintains a palate of pre-approved colors for the homeowner to select from when a house is to be repainted. Some houses in Duck Landing were initially painted in colors that are not included on the palate and range widely from the families of colors in the palate. The ACC will consider colors not in the palate but it is expected that the home owner will submit color schemes that contribute to the desired effect that implementation of the standard palate would have on the overall appearance of the neighborhood.

It is also required, as stated in the Duck Landing Architectural Guidelines, that all exposed treated (green wood) columns, girders, railings, stair risers and lattice are to be painted.

Many houses did not conform to this requirement when originally painted due to the practice of allowing treated wood to “weather” before painting when the homes were built. The preferred color for columns, girders, stair risers, lattice, and railings is white. Light neutral colors that coordinate with the homes main colors are acceptable.

The ACC will not cite homes with unpainted columns, girders, railings, and lattice to be in violation of the standards during our annual inspections. It is required however, that whenever a home is to be repainted in its entirety, that previously unpainted green wood will be painted and brought into conformance with the Architectural Guidelines.

Houses that are sided with unpainted natural cedar shingles are not required to have their columns, lattice, railings etc. painted. These houses should be periodically pressure washed or chemically cleaned and sealed (all surfaces) to prevent staining and mildew.

Wood Decking should not be painted or stained. Decking should be periodically pressure washed to remove mildew and oxidation, then sealed with a water repelling product such as “Thompson’s Waterseal”.

#### **4) Landscaping**

The Duck Landing Architectural Guidelines require that each homeowner prepare, submit for approval, and execute on a landscape plan. Not all home owners did this and there is no record of who did or did not submit a plan. Never the less, it is the expectation of the ACC that all homes be attractively landscaped and meet in spirit and in practice, the Architectural Guidelines for Landscaping. When any major change is made to a home’s landscaping arrangement, a plan is to be submitted to the ACC for approval. Houses with no discernable landscaping plan are required to be brought into conformance with the Duck Landing Architectural Guidelines.

#### **5) Landscaping - Trees, Shrubs, Ornamental Grasses, Specimen plantings, Perennial and Annual plants**

Live landscaping materials are to be arranged in attractive groupings at the perimeter of the home or in “beds” placed strategically within the landscaped area. The Architectural Guidelines encourage the use of native plants and other plants well adapted to OBX coastal weather. Beds are to be mulched to keep down weeds and conserve moisture. Mulched beds are to be separated from lawn areas by a sharp edge cut with a mechanical edger or straight edge shovel. Mulched beds are to be separated from graveled areas by solid wood edging or a natural stone border (to prevent mixing of the mulch and gravel and to prevent gravel migration).

#### **6) Pruning**

Most shrubs, hedges, and specimen plants should be pruned at least annually to maintain an attractive shape and to prevent premature “leginess”.

Proper pruning will extend the life of your plants. Trees should be pruned to encourage

proper mature shape and to discourage disease. Remove dead or diseased limbs immediately. Foundation plants should be pruned so that they do not exceed the height of the lattice around the base of the home. Ornamental grasses such as “Pampas” should be cut back to near ground level every year.

## **7) Mulch**

Mulching material shall be dark double shredded hardwood mulch. Please discontinue the use red or other artificially dyed mulches. Refrain from using freshly cut bulk wood chips. Avoid the future use of oyster or other shells for mulch as current recommended environmental practice is to recycle shells to the bay.

## **8) Gravel**

Gravel is not an acceptable material for general landscaping purposes. Gravel may be used in the following specific areas: 1) Under the home where lack of sunlight prohibits plant growth 2) Around the perimeter of the house in a 3-4 foot wide border to accept rain runoff from the roof and prevent erosion 3) Along driveways to prevent rutting 4) To create required parking areas that cannot be paved due to limitations in permitted impervious area. 5) Drywells for pool filter backwash. Gravel beds should be separated from other areas by a solid wood edge or natural stone border to prevent gravel migration. Gravel should be river washed stone or pebbles, not crushed limestone or other manufactured material.

## **9) Lawns**

Lawns are to be used as a general landscape material and to fill the areas between the home, pavements, graveled areas, and live/native landscaping materials in their beds. A mixture of turf grass and native lawns on a property is desirable.

Lawns can be of two types: Type1 are warm season turf grass lawns such as Bermuda grass, centipede grass, zoysia, and St. Augustine (rare on OBX). Type2 are “natural” native grasses such as love grass, beach grass, sea oats etc. In general, Type2 lawns need less water and less maintenance than turf grass lawns. Both types of lawns need to be fertilized regularly and reseeded occasionally. All turf grasses require irrigation systems to thrive. Native lawns can thrive after they are established without irrigation. Certain types of beach grasses such as American Beach Grass have limited longevity (4 years or less) away from the natural dune environment and salt spray. We discourage their use except on barrier dunes. Away from the beach, slope protection and cover is best accomplished with ground covers such as low creeping juniper or densely planted weeping love grass.

Whether Type 1 “turf grass” or Type 2 “natural”, lawns are to be kept healthy year round, green in peak growing season, of uniform texture, and dense enough so there are no bare spots or sandy areas visible from the street. Lawns should not contain excessive weeds. Type 1 “turf grass” lawns should be mowed so their height does not exceed 3-4 inches, however, warm season turf grasses are healthiest when cut low to 2 inches or less. Type2 “natural” lawns consisting of native grasses should be cut back and raked in late winter/early spring to remove dead material and promote new growth and eliminate the fire hazard due to dry

material. Mowing is not needed or beneficial to Type 2 “natural” lawns after the re-greening period in spring. Sand spurs and other tall weeds should be removed from natural lawns periodically.

The ACC will identify deficiencies in lawns and note when additional maintenance is required.

## **10) Volleyball Courts**

Volleyball courts have become popular amenities in Duck Landing. Unfortunately, if not properly installed and maintained, they can become unsightly, and diminish the quality of our views of the neighborhood and the sea.

Guidelines for Volleyball Courts:

- 1) Courts should be located in the rear yard of the home and hidden as much as possible from view from the street.
- 2) Courts shall be installed within zoning setback limits
- 3) Court net posts shall be straight and plumb and of equal height.
- 4) Court nets shall be kept taught and well maintained, not ripped or torn.
- 5) Courts shall be about 20ft X 40ft in size. If bordered with wood or PVC pipe, borders shall be level and square.
- 6) Beach (sand) courts shall be kept weed free and raked level whether bordered or not.

## **11) Sidewalks and the Street**

To prevent accidents and limit liability, landscaping plantings, mulch, or gravel should not encroach on the street or sidewalk. Maintain plants and trees cut back one foot horizontally and seven feet vertically above the sidewalk. Grass should be edged along the sidewalks and street periodically. Sidewalk concrete and the street pavement are maintained by the association. Keep gravel and mulch off streets and sidewalks.

## **12) Flood Lights**

The Duck Landing Architectural Guidelines discourage the use of floodlights. Additionally, the Town of Duck has adopted a “Dark Sky Policy” which specifies the use of shields to prevent the transmission of up-light, side-light and glare from floodlights. If your home is equipped with floodlights, it is recommended that you install appropriate shields as well as timers, motion detectors or other controls to limit use, conserve energy, and prevent nuisance lighting.

It is not uncommon to see flood lights not equipped with appropriate run time limiting controls burn for days while renters occupy Duck Landing homes. It may be cheaper to purchase new fixtures with shields and controls than to retrofit original fixtures. Paybacks on lighting controls can be less than two years.

## **13) Garbage and Recycle Containers**

The propose of this section is to assure that garbage and recycle containers do not adversely

impact the Duck Landing experience for owners or renters by their presence or the foul odors that they may emit along the street. As of the date of this guideline, it is the responsibility of the owner, their renters, or their management companies to bring garbage and recycle containers to the curb on designated pick-up days. The Association has engaged a “roll-back” contractor to return empty containers to their designated storage locations at each property. “Rollback” is to assure that containers do not “linger” on the street more than a few hours after garbage/recycle pickup. The by-laws require that trash and recycle containers be stored “out-of-sight” so each owner is required to provide a space for containers that is hidden from view and is obvious to the “roll-back” contractor. Trash and recycle containers shall be cleaned periodically by the owners to eliminate foul odors. Containers that are damaged shall be repaired or replaced promptly by the owner. Owners are responsible for informing renters and rental agencies of their responsibilities related to refuse roll-out, pick-up and sanitation.

#### **14) Bulk Refuse**

The Town of Duck will not remove any regular trash or bulk refuse (furniture, appliances, construction material, brush, landscape material, hot tub covers etc.) that is not placed in or does not fit in an official Town of Duck garbage or recycle container. The Town schedules a special spring and fall pick up for bulk refuse. Log on to the Town of Duck website for the special bulk refuse pickup dates. If bulk refuse is left in front of your property and not picked up by the Town, the Association will notify your rental agent to pick it up or make other arrangements to have it removed, with any removal charges being the homeowner’s responsibility.

### **VI. Summary**

These guidelines are intended to benefit individual homeowners as well as the Duck Landing community as a whole. The committee strives to be fair. Their inspections reflect the condition of the property on the day the inspection is completed.

The committee understands owners may have already made plans or scheduled maintenance to correct cited items. They expect that the homeowner will accept constructive criticism and in a reasonable amount of time, take action the corrective actions specified in our property inspections or get back to the committee with an opposing opinion. The ACC is made up of volunteers from the Duck Landing Property Owners Association, and encourage dialogue, communication, input, and reasonable alternatives to these guidelines.

If the homeowner does not comply or suggest an alternative action acceptable to the ACC, the ACC has the right, after appropriate notification, to correct defects and may take action against the property owner. This action may be in the form of denial of guest privileges in the community facilities, a lien against the property, or other appropriate actions.

These guidelines were prepared by the Duck Landing Property Owners Association Architectural Control Committee.