

**Architectural Guidelines for Single Family Homesites  
Four Seasons in Duck Property Owners Association, Inc.**

**It is the intent of these Guidelines to help in the planning, construction and maintenance of your home in Four Seasons in Duck.**

**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. The American Arts and Crafts Style of Shingle Houses from the early 1900's is of interest as well.

The Four Seasons in Duck Property Owners Association, Inc., (the "Association") has appointed an Architectural Control Committee (the "Committee"), empowered by Article Four of the Declaration of Covenants, Conditions and Restrictions, to review all construction, reconstruction/modification and/or landscape plans. Certain requirements are to be met prior to construction within Four Seasons in Duck.

*No earth-moving, clearing, site work or construction will be commenced without first obtaining approval from the Committee. The owner/owner representative of the homesite must stake the outside perimeter of the dwelling and driveway prior to requesting approval, so that a member of the Committee may make a site visit to evaluate placement on the 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 Four Seasons in Duck's standard of architectural excellence in exterior materials and design.

To the greatest 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 fishscale or triangular shakes for accent, as well as board-and-batten. Simple drop-down window shutters.

Low Country: Usually incorporate a walk-out basement, 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.

American Arts and Crafts Movement: Recessed porches and entryways, roofs with wide overhangs and exposed structural elements, such as rafter tails and vertical pillars. A close cousin of the Shingle House movement in the Northeastern United States.

**Appearance:** Because of the winding character of Four Seasons in Duck roads and intersections, houses must be aesthetically pleasing to all views. Especially critical on corner homesites. Color palette based on samples provided.

**Exterior Wallcovering:** Natural wood materials are encouraged. Preservative stains in clear or approved shades are required. Cedar shakes are the preferred siding material. Products such as "Channel Rustic" or "Hardi Plank" or equivalent will be considered on a case-by-case basis. Vinyl or aluminum siding will not be allowed.

**Exterior Trim:** Cedar trim to be supreme clear grade. All exposed finishes, including pressure- or salt-treated wood, to be painted as part of the house schedule, except for stair treads and decking. Pilings at ground level to be covered with wood lattice of checker-board pattern. Pilings that cannot be covered with lattice, to be finish grade, chamfered, trimmed with decorative wood, brick, or natural stone. Gable-end treatments important. Use of rake board and frieze board encouraged.

**Windows:** Wood frame, vinyl-clad windows. White finish preferred. 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 four-inch minimum surround casing.

**Entry:** Entry from driveway and garage or carport encouraged. Under-roof main entry portico of proper scale. Exterior entry door to be wood or fiberglass of solid or six-panel design and may include glass inserts. Main entry door may not be metal or sliding glass.

**Roofing:** Gables and hips with minimum 6/12 slopes, except as incidental to primary design. Fascia boards to be constructed of vinyl or of wood and painted. Soffits are preferred to be built of wood, but vinyl or aluminum will be considered. Fire retardant wood shakes or heavy weight (300 lb. Minimum) composition/Fiberglass architectural shingle, slate or tile. Roof colors complementary to house plan. Roof colors of yellow and gold not likely to be approved. Roof colors of red, green and blue-gray will be considered on a limited basis. No metal chimneys. Roof stacks, skylights, plumbing vents and solar panels to be placed on rear slopes and painted black or color of roof shingles.

**Porches:** Open or screened, be sure that proportions balance with floor below. No cross-bracing on exposed decks. Neither decks with handrails above nearby roof planes, nor any deck with its platform level higher than the highest interior floor level will be approved. Joist bands painted. Pickets to be nailed to rails from behind.

**Patios, terraces, pool decks and other ground level decking:** Only in-ground pools. 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 inside the pool enclosure are encouraged. 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. No floodlights or spotlights permitted. Use fixtures that will not discolor from weather.

**Parking:** To be provided as follows: 4 & 5 bedrooms = 3 spaces. 6 bedrooms = 4 spaces. 7 & 8 bedrooms = 5 spaces. 9 & 10 bedrooms = 6 spaces. Space in driveways and turnabouts may be included at the rate of 20 linear feet per vehicle. Paved driveways are encouraged. River pea gravel and shell driveways are acceptable, provided that they are edged with approved steel edging or railroad ties and include a 10-foot, paved entry apron.

**Landscaping:** Stabilization of the soil is our highest priority. Use of "Outer Banks Blend" seed is recommended. Natural plant 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. Planted berms with irrigation systems required. Low-cost "drip" systems on timers will be considered.

**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 Four Seasons in Duck Architectural Control Committee Guidelines and the Declaration of Covenants, Conditions and Restrictions for Four Seasons in Duck.
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 home plans so as not to construct repetitious designs within close proximity. Similar designs or design duplications are discouraged and are subject to disapproval without sufficient variations in exterior colors, materials, finish, trim and 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. Entire boundary lines to be enclosed with Beacon Orange webbed fencing. Significant vegetation should be protected with the previously mentioned fencing at the drip line. 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 Homesite at least weekly.

Until further notice, Plans and other materials for Committee review shall be delivered during normal working hours to the office of Four Seasons in Duck at 1177 Duck Road, Suite Six, Duck, North Carolina (ZIP 27949). An application fee of two hundred and fifty dollars (\$250.) shall accompany the application, along with a five hundred dollar (\$500.) Infrastructure Protection Fee. To arrange a pre-application or application meeting, phone Mr. Ben Bass at the Four Seasons in Duck office at 252-261-5261, or mail plans to Four Seasons in Duck at Post Office Box 8177, Duck, NC 27949.

**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.
2. Three sets of the plans of architectural quality, to include the following sheets at a minimum:
  - 1/4" scale foundation plan & section, with full framing detail
  - 1/4" scale floor plans of all interior & exterior areas
  - 1/4" scale east, west, north and 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, and any other key features.
4. Within 60 days of initial approval of house plans, landscape plan showing all aspects of planned site work; stabilization, re-stabilization, patios, terraces, lighting, decorative plantings, irrigation systems and any other proposed improvements. Landscaping must be completed prior to occupancy.
5. Specifications on building plans, to include building dimensions and square footage, detailed specifications of all materials 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 professionally rendered.
6. Specifications for fences, driveway surface treatments, bulkheads, screening structures for heating and air conditioning units, gas or propane storage tanks, Dare County-approved trash receptacles and details of any other exterior improvement or appendage. Trash receptacles must be accessible from outside the house, for potential private pickup. Fences should be constructed with materials and finishes that are complementary to the siding on 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, owner or owner's representative must stake the corners of the proposed residence and driveway on the homesite.
9. A non-refundable \$250 application fee to accompany submission package.

10. A non-refundable \$500 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.

**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 a 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 condensed 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 Four Seasons in Duck at the address above.

1. **DECLARANT** - The owner of the real property: Duck Hunt Club 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 insure the highest standards for, the Four Seasons in Duck 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 Control 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 Dare County Code, 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:
    - front property line                      25 feet
    - side property line                        10 feet
    - rear property line                        25 feet

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 as follows:

Homesites 1-38 and 74-123:	1,800 square feet
Homesites 39-51, 69-73 and 124-131:	2,000 square feet
Homesites 52-68:	3,000 square feet

- d. Utilities and Easements - All utility lines of every type must be underground. Declarant reserves easements on all lots shown on the recorded plat 15 feet wide along the street frontage, 7 ½ feet along the side lines, and 15 feet along the rear line of each lot in order to erect, maintain and use those lines and drainage ways, and in the street-side easement for pedestrian paths, landscaping and street lighting facilities.
- e. Temporary structures - No temporary structures such as a trailer, tent, shed or exposed recreational vehicle (to include boats) may be placed or kept on any Homesite, except that during the construction period, contractor(s) may use storage sheds or vehicles in the normal course of their work. Such sheds or vehicles must be placed at or behind the setback of the house. No trucks of one-ton or higher rating. Boats unable to be stored in a garage or carport, must be stored off-site.
- f. Vents, pipes or other appendages and exterior air-conditioning units or heating equipment must be screened from public view. Down spouts and gutters must not cause erosion of the soil on any Homesite. Trash and storage receptacles shall be placed in a fenced area in accordance with architectural control standards. A minimum of one Dare County-approved trash receptacle for each two bedrooms planned is required for each house, and receptacles are to be identified with the street number of the house. No fuel tanks or similar storage receptacles and/or related storage facilities may be exposed to view and/or underground storage tanks for natural gas, propane, chemicals, petroleum products or any other mineral or toxic products are allowed. No TV antenna, satellite dish over 18" in diameter, radio receiver or sender antenna, or other similar device shall be attached to or installed on the exterior portion of any Dwelling.
- g. 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 Architectural Control Committee, unless located within the dwelling footprint, within 10 feet of a dwelling, or in the path of a driveway or walkway.
- h. Pets - No animals other than a reasonable number of domestic pets (no more than three) will be allowed.
- i. Nuisances - No Owner will allow any visual, odor, noise, drainage or other nuisance to occur on his Lot that would disturb the surrounding property owners.

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- j. Discharge of firearms - Hunting and trapping of wild animals, fowl and game and the discharge of firearms and/or bows and arrows is prohibited.
- k. Motorized vehicles - Only currently-licensed vehicles will be allowed in Four Seasons in Duck. Motorized vehicles must not cause any offensive noises, and no vehicular traffic is allowed on any of the Common Properties designed for pedestrian use, other than emergency vehicles.
- l. Signs and Banners - No "For Sale" or "For Rent" signs or other signs of any kind shall be displayed in public view on any Homesite, Four Seasons in Duck dwelling, appurtenance, short or long term parked vehicle, accessory building or structure unless approved by the Declarant, who shall also from time to time provide design criteria and color schemes for approved signs. Notwithstanding the foregoing, the Declarant shall have the right to locate sign or signs indicating the location of sales and rental centers, identify model homes and their builder, any Four Seasons in Duck recreational facilities and such other informational signs of any type as may be necessary or desirable, in Declarant's sole opinion, to facilitate Declarant's plans for development and sales in Four Seasons in Duck.
- m. Mail and delivery boxes - Mail and delivery boxes, if any, must be approved by the Architectural Control Committee. The County-assigned street address must be displayed on each mail box or on some landscape appurtenance easily visible to guests and emergency services personnel. Developer will provide, and owner will use, approved signs and mountings.
- n. Residential Homesite coverage - The total nonpervious surfaces to be placed upon the Homesite may not exceed the requirements of the Dare County zoning code. Furthermore, the Architectural Control Committee shall have the right, but not the obligation, to further restrict the total coverage as it deems advisable.
- o. Suspended Walkways- No suspended walkways of any kind, or any other manmade structure whatsoever, shall be constructed in or over Common Properties, or any other place, by any one other than the Declarant.
- p. Certificate of Completion - Prior to occupancy of any Dwelling Unit, the Owner must first notify the Architectural Control 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 the Committee to see that all aspects of the Plans have been completed. Upon inspection and finding that all aspects of the Plans have been completed, to include the Landscaping Plan, the Committee will issue to the Owner a "Certificate of Completion" and the Owner may then occupy the Dwelling, subject to Dare 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 Mr. Ben Bass at 252-261-5261.

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

*Dated November 15, 1999.*