

Palmer's Island Club

Property Owners' Association, Inc.

Environmental and Architectural

Policies and Procedures

Revised by Benjamin Cahoon, AIA
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PALMERS ISLAND ENVIRONMENTAL AND ARCHTECTURAL POLICIES AND PROCEDURES

I. CONSTITUTION AND AUTHORITY

Article Four of the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS as recorded in Book 511 at page 175, Dare County Public Registry, provides for the establishment of a Committee "in order to provide and maintain certain standards as to harmony of external design and location in relation to surrounding structures and topography."

In accordance with Article Three of said Declaration, where necessary, enforcement of the Covenants including everything contained in Article Four shall be by appropriate civil proceeding against any attempt to violate them.

II. RESTRICTIONS

All restrictions and the use and rights of the Association and Owners as contained in Article Four, Section 2, subsections "a" through "t" of the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS as recorded in Book 511 at page 175, Dare County Public Registry, shall apply; and to which specific reference is hereby made and incorporated herein as part of these architectural guidelines.

III. COMMITTEE, MEMBERS AND OPERATION

The Palmer's Island Club Environmental and Architectural Review Committee is a standing committee of the Palmer's Island Club Property Owners Association as provided for in Article 9, Section 1 of the By-Laws of the Palmer's Island Club Property Owners' Association.

Members

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Policies and Procedures

The members of the Committee will uphold the Policies and Procedures established. From time to time, they may expand or elaborate on the basic guidelines as need and case requires.

Review Process

The Consulting Architect shall review projects and advise the Committee as to any deviation from these policies and procedures. The Committee shall meet periodically to review projects and to discuss matters pertinent to architectural and site improvements. Members will also receive and review projects on a per case basis as the need arises. Sets of plans and site plans and other relevant materials will be distributed to members of the Committee who will respond to projects based on recommendations of the Consulting Architect, and on conference with other members of the Committee. The Committee shall approve or deny all projects.

IV. SUBMISSION PROCEDURES

Each lot owner is initially and ultimately responsible for seeing that plans for a building project are submitted to the Consulting Architect and approved by the Committee and that the house and site improvements are carried out as approved according to the plans. Only when plans are approved by the Committee may construction begin. Upon completion of the project a letter of compliance will be issued.

1. Preliminary Review and Site Approval

At the end of Preliminary Design, a site plan, floor plans, elevations, sections and outline specifications should be sent to the Committee via the Consulting architect for review, prior to completion of full working drawings. Three sets of preliminary plans should be sent to the Consulting Architect. These preliminary drawings should show roof configuration, pitches and materials; exterior siding and trim materials; door and window type, size and frame color. All drawings should have the name of the property owner on them. The Consulting Architect shall review the submittal and evaluate its compliance with the Policies and Procedures.

2. Survey and Site Plan

Three copies should be included in the submittal. The survey and site plan should show the location of the house or addition, drainage system, septic field, pool, driveway, parking and other site improvements. The diagram of the house should show proposed steps, boardwalks and decks. It is in each owner's interest for the survey to show the ground elevation and flood insurance zone. It is the owner's responsibility to see that all setback lines and easements are in compliance with the Dare County Zoning Ordinance and CAMA requirements.

At the Applicant's request the Committee and the Consulting architect will meet on the lot to review the location for the house and site improvements.

An accurate stakeout of the lot should be done showing boundaries and location of proposed improvements. Representatives of the Committee will inspect and approve the on-site stakeout and actual location of the house on the lot. This review ensures that the building will relate harmoniously to neighboring structures, both present and those to be built in the future. The final site plans should include a landscaping and restoration plan providing for the re-establishment of vegetation to prevent erosion and promote enhancement of the property. (See Sec. V. b.7 Clearing and Restoration Plan.)

3. Approval of Final Plans

After submission and response to preliminary documents, the Owner/Applicant shall submit the following to the Committee via the Consulting Architect for its action:

Detailed Architectural and Structural Construction Floor and Roof Plans
Building Elevations, Sections, and Details
Specifications
Final Site Plan

The Consulting Architect shall review the submittal and evaluate its compliance with the Environmental and Architectural policies and procedures. When the Committee finds that the plans and specifications conform to the Environmental & Architectural Policies and Procedures written approval will be given for the proposed work. If requested a letter will be sent to any lending institution requiring written proof of approval and compliance. One set of project plan documents will be retained as a permanent record.

All projects must receive written approval from the Committee before application is made for a Dare County Building Permit. Site clearing and grading may begin after approval of the stakeout. Approval of a project shall be valid for one (1) year. Extension may be given at the discretion of the Committee.

4. Inspection

There will be periodic inspections of the project during construction to ensure compliance with the plans as approved. A final inspection of the completed project will be made to see that everything has been done according to the plans. Prior to this, an as-built survey should be submitted to the Committee for its review and records. Upon receipt of this and satisfactory final inspection of the project, a letter of compliance will be issued to the Owner.

5. Penalties for Failure to Observe

It should be expressly understood that failure to comply with these Policies and Procedures may cause delay of project beginning and/or completion as well as penalties for failure to observe. Penalties for non-observance include warnings to builder to comply with violations within five (5) days as well as immediate stopping of construction.

V. GUIDELINES FOR THE PROJECT

The construction of a beach property has a twofold aspect. First, the design and specifications of the building and second, the modification of the site required to accommodate the improvements. Beach homes are not built out of basic need, but out of dreams and longings to be near the sea, close to nature and to lead a genteel life. The design of the house, its relationship to the environment, and necessary adaptation of the site should be sensitive to these factors. The form and style of a beach home will reflect life at the beach rather than that of a suburban or city residence. As much as possible, the surrounding land should be retained in its original state.

A. Design and Specifications

1. Style

Elements of the shingle style as seen in the houses of the Hamptons on Long Island and Newport, Rhode Island, have been incorporated into the emerging Palmer's Island style. The richness and variety of the shingle style in turn of the century beach houses reflects a beach lifestyle reminiscent of the Gatsby era, which the committee would like to see maintain.

3. Configuration, Shape and Form of the Building

Observation of the Old Nags Head Beach cottages and the mainland farm plantation homes, from which they are derived, shows that each house has its particular individual character while bearing an affinity with surrounding homes. This is because designs were based on simple shapes with add-ons or pop-outs and ups to accommodate changes in family needs. The basic shape was a square or rectangle, sometimes with an additional wing to give an "L" shaped effect. Two story houses were predominant and a popular method was to incorporate the second floor within the high pitched roof by adding and pushing out dormers, usually large shed dormers, to give plenty of head room.

Two story buildings with the living area on the upper floor are particularly suited to Sanderling since maximum views of ocean and sound can be obtained on the upper level. The Old Nags Head style can be successfully adapted to this, but care must be taken to see that decks and porches on the upper level are balanced by decking configurations on the first level.

Dimensions

The width of the house should be in proportion to the width of the lot. Houses on rectangular lots less than 128' may not be more than 70' wide including decks. This prevents the excessive mass of houses blocking views and skyline and maintains proportional space between properties. Minimum area of interior space shall be 3000 square feet of living or heated area. As to maximum area, the Committee reserves the right to determine whether a house is too large for the lot.

Similar Design

Because of the desirability of varying, unique designs within the overall appearance of the community, the building of identical designs on contiguous lots is not permitted.

3. Exterior Characteristics

a. Roof Profile

Roof lines and pitches are one of the most important features both of the individual houses and of the overall aspect of the community.

Roof pitches typical of the Old Nags Head Cottages rise 7-1/2" vertically for each 12" of horizontal dimension. This roof height is sturdy in high winds, cooler in summer and aesthetically pleasing. The 7-1/2 over 12

roof pitch is the minimum overall standard for all house designs at Sanderling. Variation in roof line is desirable and encouraged.

Roof types are predominately gable and hip, often with dormer features. (For example, the First Colony Inn, the Croatan Inn, etc.). Interacting gable and hip configurations as well as differing pitches add variety and character, particularly to larger houses.

To sustain a balanced overall look, massing of a two story house under a single span is only permitted where the dimensions are 24' x 28' or less. Where there are several roof levels, then the Committee, at its discretion, may permit modification of 7-1/2 over 12 for the main roof.

Roof extensions over decks to shade outdoor living areas are encouraged. Alternatively, attached low pitched shed roofs may be added over porches.

Overhangs: Broad roof overhangs on the eaves and sides are encouraged to reduce sun penetration, to shade windows, and to make possible venting through the eaves so that there is good air circulation in the roof without possibility of leaks.

Materials: Roof shingles must be cedar.

b. Windows

Function: The size and location of windows and doors are important for views, ventilation and light as well as for overall design. Careful attention to the positioning of doors and windows in the structure can result in maximizing views and reducing heating and air-conditioning costs. East facing windows will get maximum ocean views, direct morning sun and shaded afternoon sun. Northern windows let in light without direct sun. While they are good for cross breezes in summer, large glass areas are cold in winter. West facing glass areas get most direct sun and can be uncomfortably hot during summer. South and east sides are therefore best for large windows. Because of this, living and dining areas are best located on the eastern or southern side of the house. First and second floor windows should line up to maintain conformity in the appearance of the house.

Size and type: The minimum size of window permitted is Andersen 2446 or equivalent; except bathrooms and kitchens. Living and dining areas should have 2846 and preferable 2852. Long windows combined with a set of glass doors reduce the need for several sets of sliding glass doors, which are the source of tremendous heat gain and loss. Windows shall be double hung or casement.

Materials: Wood frame, vinyl clad windows of the Anderson type are the preferred variety. White or bronze finish is permitted. Windows of anodized aluminum are not recommended or encouraged. Double or triple insulated windows with moveable screens are recommended.

Doors: Main entrance to structures must be by regular swing door. Elsewhere French doors or atrium doors are required. Sliding glass doors are not permitted.

c. Exterior Finishes

Siding materials, trim, ornamentation: Exterior finish shall be wood. Materials may be cedar, fir, juniper or pine. Cedar shingles give the authentic Old Nags Head look. Horizontal lap siding, either cedar or juniper, is also a traditional method. Cedar or fir veneer 4' x 8' plywood is permitted. Cedar board and batten is also permitted as exterior covering. Joints must be trimmed and flashed. Corners must also be trimmed. Combinations of cedar shakes and horizontal siding, typical of some old Coast Guard Stations will be permitted at the discretion of the Committee.

Trim: Windows and doors shall have a 1" x 4" minimum surround casing. Color may be white. Any other ornamentation must be approved by the Committee. Siding and other trim colors must be approved by the Committee.

d. Piling Enclosure

Pilings should be covered with salt treated wood. This should be 1" x 4" horizontal lattice. Where pilings are enclosed for garage space, rooms, etc., they should be expressed; that is, the space between the pilings should be enclosed on the inner side of the piling. Lattice should come to the bottom of the siding. Doors made of lattice over parking openings are encouraged.

e. Entrance Steps and Areas

Entry to the house should be on the south or west side since these are more protected from the north and east winds. The entrance steps and deck can also add character as well as function to the overall design. A shed roof and gable over the entry is permitted.

Porches: screened, open, full screening, partial screening. Porches and decks on the second floor may not overhang the first floor without proper balancing on the first floor.

f. Decks

Decking provides much used outside living space. It also adds interest and ornamentation to the exterior of the building. Beneath all upper decking, there shall be installed lower decking or lattice. No bracing of upper decks is permitted. Benches are permitted, but not along the whole of one side. Horizontal members are the predominant method of railing for decks. Vertical pickets are also characteristic. Other design arrangements of deck railing will be considered upon submission of plans. Dune decks may be no more than 12' x 12'.

g. Name Signs

Sandblasted wood with bleaching oil in a manner similar to the Sanderling development signs. The name of the house may be in the Palmer's Island color. (Blue).

h. Garbage Racks

Must be large enough for three (3) garbage cans and must have solid walls with bleached cedar shingles in keeping with the houses.

i. Exterior Lighting

Low driveway lighting is recommended. Lighting of entrance ways and parking areas is important. No floodlights are allowed on the house, and yellow lights are not permitted. Security type mercury vapor/sodium vapor yard lights are expressly prohibited. Lighting on dune decks also prohibited.

B. Site Modification

The Committee evaluates house location on the basis of orientation, relationship with neighboring properties and existing substantial shrubbery.

1. Setback lines: The Dare County Building Code requires that houses be 10' from the sides of lots and 25' back from the street. In most cases, the house should be twenty percent (20%) of the lot length from the rear property line.

Oceanfront: The Committee has established houses on Lots 3 & 5 as the median front line for houses and decks. In determining the final setback of each house from the ocean, the Committee considers the mass of the main roof and the predominant east decks.

2. Location of a House on the Lot:

Building Orientation: Careful observation of the lot and scrutiny of the plat will show ideal location for view potential, privacy, in relation to existing and future houses on nearby lots. Enjoyment of open air and light breezes should be considered. The orientation and angle of a house should be in conformity with surrounding properties.

3. Septic System and Drainage Field:

After locating possible site of the house, care should be taken by owners, builders and surveyors as to where the septic system and drain field should be placed so as to preserve as much vegetation as possible. Every effort should be made by contractors to protect mature shrubbery on the lot. Under no circumstances may vehicles or machinery use adjoining lots during construction.

4. Driveway and Parking Spaces

Each house must have a firm driveway composed of gravel with a border of salt treated wood consisting of double 2 x 6 's; or concrete on the condition that the exposed surfaces are of exposed aggregate or are stamped and stained to simulate other materials. Curved driveways are encouraged to maximize privacy and increase the natural appearance of the roadways. Each house must have parking for at least two cars. A parking area beside the house screened by shrubs adds maneuverability for vehicles. A driveway entrance from the road is not to exceed 12' in width. This may extend to a parking area for more cars adjoining the house.

5. Location of Swimming Pools and Pool Construction

Swimming pools may not be located between the east side of any house and the shoreline. The easternmost portion of any pool located on the north or south side of any house may not be closer to the shoreline than the east side of the house. For the purposes of this provision the east side of the house will be the easternmost point of a deck attached to the house, excluding steps or stairs. The rim of any pool may not exceed the surrounding grade by an average of more than 24". This average shall be the average of not less than the measurements at the (4) comers or for irregular shaped pools at the centers of the north, south, east and west sides.

Pool lighting, landscaping, music, etc. should respect neighbors.

6. Walks and Dune Decks

Walks and decks should be constructed of treated lumber. Plastic decking is prohibited. Dune decks shall not exceed 12' in any dimension or 144 square feet. Walks and stairs shall not exceed 4' in width. Decks and walks shall not be more than 30" above grade at any point. Railing and bench backs shall not exceed 36" height above deck or walk floors. All CAMA requirements shall be complied with.

7. Clearing and Restoration Plan

A plan showing areas to be cleared and shrubbery to be moved must be submitted with preliminary plans and site plan. A restoration plan showing stabilization of the lot and installation of landscaping appropriate to the surroundings must also be submitted. The latter plan may be completed seasonally after completion of the house.

8. Committee Rights

The Committee has the absolute right to select and modify the sitting of every house and swimming pool so that each owner will have maximum benefits of view and privacy.

C. Regulations for Builders

1. All contractors who perform services in Palmer's Island are required to be licensed in North Carolina.
2. General: During the entire construction period the Contractor shall have limited use of the premises for construction operations, including partial use of the site.
 - a. Contractor shall confine operations at the site to the area on which work is indicated. Portions of the site beyond areas on which work is indicated are not to be disturbed. Conform to State and local rules and regulations affecting the work.
 - b. Do not unreasonably encumber the site with materials or equipment. Do not encroach on adjacent properties or rights-of- way. Confine stockpiling of materials and fill to an area approved by Owner. Do not place fill or stockpile materials in parking area.
 - c. Coordinate parking and work in and around existing structures with the Owner. Parking of construction or service vehicles in the right-of-way must be limited to the shoulders.
 - d. Protect existing vegetation (especially on dunes) from damage during construction.
 - e. Consideration toward neighboring properties is required. Confine construction work to the hours between 7 a.m. and 7 p.m.