

# POPLAR RIDGE

## DESIGN AND DEVELOPMENT GUIDELINES

3/19/2024



# INTRODUCTION

## **Location**

Poplar Ridge is a planned residential community located in the southern portion of Buncombe County, North Carolina, between Asheville and Hendersonville. The community is being developed by WPB Poplar Ridge LLC, (the Developer).

## **Purpose of Design and Development Guidelines**

These Design and Development Guidelines serve as a minimum set of design principles and standards for the community. They outline, illustrate, and define design objectives to achieve a high quality of appearance and the desired character of the Poplar Ridge neighborhood. These guidelines are applicable to all Poplar Ridge Property Owners (Property Owners), or Property Owner retained architects, home designers, engineers and contractors engaged for any design or construction within Poplar Ridge.

## **Authority**

These guidelines are established by and may be modified by the Poplar Ridge Homeowners Association Board of Directors, (the Board), as permitted in the Poplar Ridge Declaration of Covenants, Conditions and Restrictions, Article X Section 2(a). The application, interpretation and enforcement of these guidelines shall be conducted by the Board.

## **Process**

The basic criterion for the development of Poplar Ridge is contained in these Design and Development Guidelines. An important goal is the setting, design, and construction of homes in an integrated, cohesive and quality fashion. Any planned construction within Poplar Ridge should comply with these guidelines and will require prior approval. Property Owners will submit plans for review and approval prior to commencing any construction on their property, any work that changes the exterior appearance of an existing property or any modification of property features described in these Design and Development Guidelines.

These Design and Development Guidelines supplement other documents requiring compliance, such as the Declaration of Covenants, Conditions and Restrictions. Because the Design and Development Guidelines are subject to change, it is always advisable to ensure you have the latest copy with any updates or amendments. Furthermore, most of the lots in Poplar Ridge fall within the Buncombe County Steep Slope and/or Protected Ridge Overlay Districts, which come with their own separate requirements for development. At all times, those and any other local government ordinances will strictly govern all construction and development in Poplar Ridge, and any conflict between such ordinances and these guidelines will be resolved in favor of the more stringent requirement.

The Poplar Ridge Homeowners Association can be contacted as follows: Poplar Ridge HOA c/o R and P Property Managers, Inc., 8 Glenn Willow Drive, Unit 14, Arden, NC 28704; Phone: 828-699-7011, email: [prhoa@rpmgrs.com](mailto:prhoa@rpmgrs.com)

# DESIGN AND DEVELOPMENT GUIDELINES

## General Purpose and Intent of Guidelines

The Design and Development Guidelines for Poplar Ridge provide a framework for coordinated development and integration of various site aspects to create a cohesive pleasant community.

## General Lot Standards

Poplar Ridge is in Buncombe County and is subject to Buncombe County subdivision regulations, and all prevailing codes and ordinances (together, the "County Requirements"). Should there be any County Requirement which is more restrictive than these guidelines, and for which a Property Owner wishes to obtain a variance, it would be fully incumbent upon the Property Owner to seek and pay all cost related to such variance request. Lacking a properly issued variance, then the County Requirements would apply. That said, Poplar Ridge presently resides in Buncombe County's R-LD Zoning District, and the below setbacks and minimums meet or exceed the applicable County Requirements as they exist today.

Lot size: 1.0 acres to 5.76 acres  
Front yard: 25' (from right-of-way)  
Side yard: 15'  
Rear yard: 25'

## Dwelling

Size - The square footage requirements set forth below are for enclosed heated floor area and are exclusive of the areas in unheated basements, vaulted ceiling areas and attics, unheated porches of any type, attached or detached garages, and unheated storage areas, decks, and patios. Basement is defined as any space below grade regardless of whether it is day lighted or not, though any such basement area which is heated, finished space shall count towards the minimum square footage.

Any dwelling erected upon any lot shall contain not less than the following heated floor areas:

	<b>Minimum Total Heated Area</b>	<b>Minimum Ground Floor Heated Area</b>
1 story	2000 sq. ft.	2000 sq. ft.
2 story, 2 ½ story	2300 sq. ft.	1300 sq. ft.

Maximum Height - The maximum height for a house is two and one-half (2 ½) stories above ground. Greater heights on rear and side elevations may be allowed for steep topography or similar reasons but note that County Requirements also include maximum height restrictions that may be limiting.

On houses that have more than one side visible from roads, consideration shall be given to making all exposed elevations attractive and confirming with the intent of the Design Guidelines.

## **Driveways**

*Layout Requirements* - An asphalt or concrete driveway from the street pavement to the garage is required. The driveway is to meet flush with the street pavement edge. Driveways are not to be in setback areas other than to traverse to the street. Driveway is to be a minimum of 10 feet wide. Houses may have a second driveway so long as it also meets the requirements.

*Use of Specialty Paving Materials* - The use of granite pavers/sets, colored concrete, concrete pavers and brick pavers is allowed. The use of stamped concrete or specialty paving materials is allowed but is subject to a specific approval, so a submission must be made by the Property Owner which includes all color, pattern and design – all of which must coordinate with and complement the architecture.

*Alternative Driveway Designs* - Alternative driveway designs such as motor courts, circular drives, etc., may be used to provide additional visual interest. Any driveway design shall not cover more than 30% of the front yard. The remaining 70% must be maintained for grass and landscaping.

The driveway cannot abut the main building foundation except as necessary to enter the garage.

Driveways may be formal, straight, or symmetrical; in a more naturalized setting an informal layout may be appropriate. Where buildings are set back a considerable distance from the street the incorporation of a meandering driveway layout is encouraged, especially for the purpose of saving trees.

Driveways should be graded in such a fashion as to minimize the grade. A maximum 20 percent maximum grade may be use, but any driveway having a 15% of great grade must be designed by a licensed civil engineer so that considerations such as line-of-sight, safety during inclement weather, transitions between low slope areas (particularly in the approach to the roadway) are adequately addressed. Any deviation must be pre-approved.

## **Walks - Surfacing and Layout**

Walks shall be built from the street or driveway to the front door or other entrances. Walks should be a minimum of 42 inches wide.

Walks shall be surfaced in concrete with joints every three feet, brick pavers, concrete pavers, flagstone, or slate. Steps must incorporate the same material used in the walk. Gentle curves and radii should be used for walk layouts, avoiding angles or sharp curves. Manholes, valve and water meter boxes and cleanouts shall not be located within the walkway.

Property Owners are encouraged to incorporate elements such as walkway lighting and similar furnishings along with landscaping to provide an integrated design along the complete walk.

### **Garages**

The placement of garages and driveways has a significant effect on the overall streetscape aesthetics and on the architectural interest of each specific building. For that reason, certain garage placements are encouraged.

Side loaded garages (attached or detached) are preferred. Where detached garages are front-loaded, they should be set back from the plane of the main building's front elevation.

A minimum of a two-car garage is required and must be attached or detached on the main level. A garage in the basement is permitted, but this is in addition to the primary garage.

Garages must be enclosed on all sides. Other than porte-cochere described below open sided carports are not allowed.

A porte-cochere is allowed provided it does not extend past the front of the major building façade if positioned to the side and is constructed of the same building materials as part of the house. A porte-cochere may be positioned at the front of the house in addition to a garage. It should be carefully integrated into the building design.

### **Grading and Drainage**

Property Owners and Contractors are responsible for conducting all clearing, grading and construction operations in a neat, orderly, timely way. Streets are to be left clean and free of dirt and debris. Any work previously done within road shoulders, ditches, rights-of-way, common areas, other lots, etc., which is damaged during construction shall be promptly repaired, such as cable cuts, street paving, right-of-way grading, drainage, and landscaping. Road shoulders and ditches are to be put back to their original condition before any house is occupied.

Clearing of any trees greater than 4" in diameter at 60" above the ground, is prohibited within the required setbacks. If said trees are cut, the Property Owner will be required to replace cut trees with 2" caliper trees on a 3 for 1 basis.

*Positive Drainage Requirements* - Property Owners are responsible for providing positive drainage away from the house for each lot and not concentrating and discharging storm water as a point source. Property Owners are responsible for attempting to use and preserve natural drainage ways to the extent possible.

Roof drainage must be managed so as to not create an erosion or drainage problem on the principal lot or adjacent lots. Gutters and down spouts must provide positive drainage away from the building with either sheet flow or piped to drainage facilities.

1. During site work and house construction, Property Owners are responsible for maintaining the site, this includes:
  - Providing and maintaining rock ballast mud mats for equipment/vehicle access to/from the roadway.
  - Maintaining erosion and sediment run-off controls.
  - Staging materials and operating/parking equipment so as not to block or damage the roadway and/or existing vegetation/trees.
  - Restoring any damage caused by contractors, subcontractors, or vendors to roadways, shoulders, ditches, culverts, underground utilities, and other facilities that are part of the common property.

2. Lot Drainage:

Property Owners are responsible for providing proper site drainage both during construction and upon completion. If surface drainage will flow onto adjacent lots, adequate erosion controls are the Property Owner's responsibility.

When routing or creating drainage from the lot, Property Owners will provide any controls needed to avoid runoff and/or erosion problems. This includes appropriate connections to natural drainage.

A natural drainage way traversing a lot will be assumed by the Property Owner to continue to carry runoff water after construction of homes within the development. As such, the Property Owner is responsible for maintaining or re-routing any natural drainage ways traversing the lot in the process of grading the lot and siting the house. Additionally, the Property Owner will consider the extent of upstream runoff possible when re-routing and/or maintaining the natural drainage course through the lot.

Special Grading Situations - In general, graded slopes greater than 3:1 (33% grade) should be broken with retaining walls or terraces. If the height is excessive, multiple retaining walls should be used, separated by a planting area. Slopes greater than 3:1 (33% grade) may be allowed in special conditions and must be approved.

Swales are to be graded shallow but wide to slow run-off. Steep abrupt cuts are to be avoided. Transitions back to natural grade should be smooth.

Berms are to be graded in gently undulating, "naturalistic" shapes, rather than as straight mounds with steep slopes. Berms should not be higher than 48" from the street. In no case should a berm be placed in such a way as to obstruct the sight triangle of any street or the sight triangle for a driveway entering a street.

Lot grading may not alter grading within the street right-of-way. Smooth transitions should be made throughout.

### **Tree Protection**

The protection of healthy stands of mature trees throughout the project is a high priority to the overall design concept; therefore, Property Owners are to save areas of trees within individual lots whenever feasible.

Clearing is limited to trees outside the building envelope that are 8" and smaller in diameter. Approval is required on the site plan for removal of any trees 8 "and larger diameter. If approval is not obtained, and trees are removed, the Property Owner will be required to replace cut trees on a 3 to 1 basis as designated by the Developer. All references to diameter assume measurement five feet above the ground.

No trees, underbrush, or natural vegetation shall be removed from any of the setback areas, except what is necessary for the driveway to pass through the front setback. If any natural vegetation is removed from the setback areas, the Property Owner will be required to plant natural materials as a buffer to the satisfaction of the Developer.

### **Architecture/Building Design**

Traditional forms, materials, and details will best exemplify the character of Poplar Ridge, and invoke an enduring, timeless quality.

Two key principals should guide the architectural designs for homes at Poplar Ridge:

1. Style of house should be consistent throughout.
2. Building materials and detail should be consistent with the chosen building style.

Architectural design should aspire to a community aesthetic, that is, to aspire to complement the other homes in the community.

General Responsibility - The construction of any masonry walls or other structures within a street right-of-way is not allowed.

The Property Owner is responsible for individual site development and maintenance including the area within the street right-of-way (between the back of the street pavement edge and property lines).

Streetscape and Site Massing - The Property Owner is encouraged to create a visually interesting streetscape through the use of varied façades, elevations, materials, colors and arrangements along the street. Front elevations should have a minimum of three vertical planes. The front elevation is defined as whatever elevation is most visible from the street.

Foundations - Crawl space type foundation systems and basements will be used; slab on grade construction is not permitted for principal dwelling. It is intended that the main floor level of homes appear to be elevated at least two feet above the ground.

Elevation and Façade Articulation - It should be assumed that the houses will be seen from all angles and that there will be a continuity of colors, materials, and details on all elevations. However, priority should be given to those sides that are visible from streets and walkways. The most articulated elevations should be those that are in public view.

No material change shall occur on an outside corner. The technique of “shirt fronting” of masonry veneer is not permitted. Masonry and other veneer materials must turn corners and run to the nearest inside corner or a minimum of four feet if an inside corner does not exist.

Fireplaces and Chimneys - Chimneys should be used as a design element with following considerations:

The height of the chimney should be in proportion to the roofline. Chimneys, which barely peek above the roof, are not visually bold enough and therefore are unacceptable.

No exposed metal chimney flue or power vents will be permitted, though an exception is available for those on the rear of the building or if they match the roofing color. If the rear of the building is facing/visible from the street, then those vents/pipes must also be painted to match the roof. Broad, massive chimneys are encouraged, and small, spindly shaped ones will not be approved. Ornamentation through detailing is encouraged. The chimney must be brick, stone, or stucco. Chimneys clad with siding are not permitted. All chimneys should be capped or surrounded with a complimentary to the character of the house.

Entrances - The Property Owner is encouraged to incorporate front porches or a formal stoop in the design as a transition from outdoors to indoors.

Window Openings - Care should be given to the size, type and organization of all windows. Scattered windows tend to create awkward, face-like shapes and should be avoided. Window placement should be carefully designed to create a balanced composition. They should be sized to be “in scale,” and fit the elevation.

Roof Articulation - Minimum slope on all roofs should be a 6 in 12 pitch. A combination of roof pitches may be used if they are integrated with the design of the house. Roof style should be consistent with style of house. Roof slopes below 6 in 12 pitch may be considered based on the style of the house but will require special approval.

Front-facing gables are particularly unattractive when placed over the garage door and should be avoided. Gutters and downspouts should be painted to match trim or other adjacent material. Copper drains and gutters are acceptable.

Changes in roof geometry are best when accompanied by offsets in plane. The roof shall have a minimum of three roof planes facing the street, with any exceptions considered on a case-by-case basis.

Overhangs of 6" or more must be used on the eaves and rakes. Overhangs must be boxed in to avoid exposing the ends of rafters, with any exceptions considered on a case-by-case basis.

The roofs, as an expressive design element, should be kept as visually unobstructed as possible. Vent stacks and other necessary roof protrusions shall be located away from the public view, on the backside of the roof unless this location conflicts with local code requirements. All vent stacks and counter flashing must be copper or painted to match roof color.

*Garage Treatment* - Garages should be de-emphasized in the overall design of the house so as not to detract from the appearance of the house as a whole. When attached, garages should be well integrated with the overall house design and should not compromise the symmetry of the house design. Detached garages should be entirely consistent with the integrity of the architectural style of the house.

*Garage Door Treatment* - All garage doors are to be a four-section design and of a color that matches the adjacent wall or trim. Windows are encouraged. No reflective film or foil is permitted on windows. Any exceptions will be considered on a case-by-case basis.

Treatment of detail on garage doors should be consistent with the overall character of the house. This may be accomplished with windows along the top of the garage door and by breaking up the mass with paneled construction, or with the use of two single doors divided by a column. This breaks up the expanse of the door into appropriately scaled architectural elements.

*Exterior Treatment and Materials* - It is preferred that natural materials are used for exterior treatment. Materials should be used with restraint with regards to both color and diversity of materials, generally favoring soft neutral tones. The intent is to create a continuity of materials through the community. In general:

1. Samples of finished materials may be requested for approval by the committee.
2. Horizontal (lap type) is the preferred wood siding.
3. Log homes are prohibited.
4. Waney-edged siding is prohibited.
5. Plywood and particleboard siding are prohibited.
6. Hardiplank or equal siding may be used but must be of the highest quality and be finished in a noticeable wood grain texture.
7. Materials should be used to emphasize planes and volumes. When dissimilar materials adjoin, care should be taken to avoid the look of applied facing. Change in material should not occur on a diagonal.

8. All wood must be painted or stained excluding decks. Naturally weathered wood may be considered on a case-by-case basis.

The following exterior materials may be used on buildings:

Brick - Medium to dark ranges in earth tone colors are preferred, although colors outside the earth tone spectrum may be acceptable. Brick may be painted.

Stone - May be used except as a thin veneer or as small-disjointed areas of the façade. May be fieldstone, cut stone or equal. Avoid excessively variegated stone color.

Wood Siding - Stained in earth tone colors if cedar; painted in neutral colors if pine or smooth cedar.

Stucco - Only concrete masonry-based stucco is permitted.

Cedar Shingles/Shakes - No artificial substitutions permitted unless pre-approved.

Wood Windows - Stained or painted. Vinyl and/or aluminum clad windows and sliding doors are acceptable if the color and finish are consistent with the house. No plain aluminum is allowed.

Roof Materials - The color of roofing throughout the community shall be consistent. Architectural grade asphalt or fiberglass shingles are to be used. Acceptable shingles are Elk-Prestique II, Certainteed-Horizon, and Georgia-Pacific Summit or equal. Natural roofing materials such as slate, tile or shake are acceptable. Flat asphalt or fiberglass shingles are not permitted. Property Owners may submit alternative materials or colors for pre-approval.

Exterior Colors - The following exterior colors equal to Behr Premium Plus Exterior Color Combinations, have been pre-approved, any other color must be submitted for approval:

Ultra-Pure White 4050, Dreamworld PEC-9, Creamer PEC-34, Planca PEC-23, Charleston Belle PEC-32, Burlap PEC-42, Burgundy Mist PEC-12, Oriental Ivory PEC-48, Seagreen PEC-5, Dusk PEC-28, Garden Topiary PEC-45, Wagon Trail PEC-57 and Minuteman PEC-1

HVAC Equipment - No rooftop or window HVAC equipment is permissible. Condensers or other external HVAC equipment located on the side of the house must be screened from view with mature shrubs, opaque wood or masonry screens or other compatible building materials.

Accessory Structures - All accessory structures must be approved. The accessory structures that may be allowed are greenhouses, gazebos, trellis shade structures, detached garages, in-ground pools and cabanas. Other accessory structures will be considered on an individual

basis, provided that there shall be no structure built, placed or functioning on any property as a dog kennel, chicken coop, or other farm or domestic animal housing.

Aluminum screen rooms, structures incorporating some type of corrugated roofing materials, and storage sheds will not be allowed. External TV antennae and/or satellite dishes over 24" in diameter are not permitted. Any satellite dish must not be visible from any road.

Accessory outdoor equipment such as garbage cans and cooking grills should be kept enclosed at all times when stored. Acceptable screening methods should be used as necessary. Clotheslines are discouraged and must not be visible from the street.

### **Lighting**

Exterior residential lighting for Poplar Ridge shall be designed to convey a warm, inviting atmosphere and aid in providing nighttime security. Care is to be taken in placing fixtures, selection of fixtures and types of light source.

General Responsibilities - Private lighting installed on individual lots shall not cause distraction, nuisance, or excessive spillover light to other lots. Decorative fixtures must be of high-quality materials and workmanship and be in scale and style with the residence.

General Design Standards - Sodium vapor lights are prohibited. Incandescent, low voltage incandescent, metal halide and quartz lights are acceptable.

Fixtures for security lights are to be located so as to be as unobtrusive as possible in order that they are not visible from the street or other lots. It is recommended that they be mounted on a structure. Pole-mounted security lights on exterior property lines are prohibited.

Colored lenses on low voltage lights, fluorescent, neon lighting, and colored light bulbs are only permitted as decorative lighting during the traditional Christmas holiday season.

Exterior illumination to accent street address numbers, architectural features such as columns, entries, chimneys, and landscape features are allowed. Spotlights are to be concealed from direct view and directed to prohibit light spillover onto adjacent property.

Driveway and walk lighting should be soft and strategically placed within landscape areas.

### **Pools and Spas**

Portable or permanent aboveground type pools are prohibited. In-ground swimming pools and small above-ground spas or hot tubs are permitted, provided above-ground spas incorporate skirting and landscaping, and provided all appurtenances (i.e.: specialty features, sliding boards, skimmer nets and other long-handled devices, pool chemicals, filters, pumps, heaters, plumbing, etc.) are screened from public view.

Maximum privacy screen height is not to exceed six (6) feet above existing grade. Fencing material must be with masonry wall (compatible with the residence), or other approved

screening material. All state and local codes pertaining to swimming pools and spas must be met.

### **Furnishings and Materials**

Flags - No flagpoles are to be located on residential lots visible from plain view. Flags may be displayed with flag staffs attached to residences. No more than two flags are to be exhibited on any residence at one time and flag etiquette is to be observed. Advertising flags are strictly prohibited.

Fences and Walls - It is the intent of these guidelines to ensure compatibility of fence/wall design throughout Poplar Ridge by providing direction to homeowners for a harmonious use of fence/wall details and materials. Approval of all fencing/walls is required.

A 2" x 4" wire mesh may be mounted on the inside of the rail fences to secure pets. Any wire must be vinyl coated either green or black. Fencing must not be directly on the property line, but otherwise within the established lot setbacks and it is the intent of this guideline to minimize the visibility of any fencing from the street. Therefore, fencing should not extend closer to the roadway than the front façade of the house. That said, a detailed plan for the installation of any fencing should be submitted, and any deviation to the foregoing will be considered on a case-by-case basis, with the aesthetics taking priority in the decision.

Masonry walls such as brick, stone, or stucco should be designed as an extension of the architectural design of the home. These wall designs should be simple yet possess enough detail to avoid the appearance of uninterrupted panels.

Fence or wall sections should run horizontally with change in grade being taken up at the column with regular steps in the fence or wall. Fence/wall height should be consistent. Minor variations (up to 4 inches over a 12-foot run) can be taken up gradually by evenly spreading the change in height between the pickets. A split rail or other rustic type of fence may be run on sloping terrain without regular steps in the fence.

Connecting walls will not be permitted unless the design and construction is identical, or if the connecting wall is a professionally built boulder or stone wall. Connections must be made only at columns.

Fences built within side and rear setbacks must be setback from the property line a minimum distance equal to the height of the fence, but not within areas of utility easements. The removal of trees larger than 4" is prohibited where the fence is constructed in within the required setback.

Only masonry walls consistent with the architectural design of the house will be permitted in the front yard. All masonry walls must be set within the setback envelope. Gates may be installed and shall be designed to be compatible and complementary to the wall/fence design.

Should existing trees or other obstacles require adjustment to the fence location, the fence shall always be shifted in the direction of the private side.

**Garden Ornaments** - Garden ornaments are not acceptable within public view. Ornaments deemed unacceptable will be required to be removed. In general, painted wood or plastic ornaments are unacceptable; stone, cast metal or ceramic ornaments are preferred.

Decorations for holidays are acceptable but must not be in place more than 30 days prior to an event and must be removed 15 days after an event.

Planters of clay, wood or glazed ceramic are acceptable -- especially encouraged for displaying seasonal flowers. Plastic containers are unacceptable.

**Mailboxes** - Mailboxes will be provided by and installed by the Property Owner. Mailbox, posts, and lettering are to be purchased from:

Walpole Woodworkers, Inc.  
P.O. Box 151  
Walpole, MA. 02081  
(800)-343-6948 x 604  
Phone: (508)-668-2800  
Fax: (508)-668-7301  
Sales@walpolewoodworkers.com

Mailbox: #276180 – The Strong Box - Black  
Post: #261900 – The Madison with Flower Box – White  
Lettering: Font - Baskerville  
Color - White  
Layouts - #3 Both Lines (provide them with the correct street address and house number)

The front of the mailbox post is to be set 32” from the edge of the asphalt. The top of the horizontal post that the mailbox sits on is to be 40” above original grade.

### **Landscape Treatment**

The landscape treatment for Poplar Ridge is intended to be a unifying element in the design of the overall community, helping to create a keen sense of place. While landscape design throughout common areas will tend to be naturalistic (flowing lines and use of more indigenous plant material), the design for individual lots should be appropriate to the architectural style of the house and to the scale of the lot.

**General Responsibilities** - Maintenance of common open spaces, rights of way, and public features is the responsibility of Poplar Ridge Homeowners’ Association, Inc. The Property Owner is responsible for the initial landscaping and maintaining all areas on his property. The Property Owner is to adhere to these guidelines upon and after initial installation. All landscaping, sidewalks and driveways shall be completed prior to occupancy of the house or within 1 month of the final CO inspection by Buncombe County. The Property Owner is ultimately responsible for all of their contractors.

*Minimum Shrub Requirement* – A minimum of (20) 5-gallon shrubs and (40) 3-gallon shrubs shall be provided in mulched planting areas. A minimum of 75% of the required shrubs shall be in the front yard.

All planting beds are to be mulched with four inches of pine straw, or mulch (hardwood or bark mulch is acceptable). The mulch bed shall be maintained full depth and with a crisp edge at all times. No gravel or rock of any size or color is permitted for use or substitution for shrubs, ground cover, mulch, or lawns.

Lawns or acceptable alternative ground cover must be installed and maintained to a high quality. Sod installations are recommended. The area from the edge of the road to the ditch line shall be put back in sod so that the road shoulders may be mowed and flow together from one lot to another.

Dead plant material that was planted to satisfy the minimum landscape requirement must be replaced by the Property Owner immediately, as weather conditions permit.

*Screening Requirement* - All meters, air conditioning units, etc., are to be placed away from public view, preferably in rear or fenced side yards. Meters, air conditioners, etc., must be screened by structures or by plant material when in potential view of other structures or views from adjacent yards. Shrubs or vines should be planted in front of built screens.

Hedges may be used for screens if plants are mature enough and spaced closely enough to provide adequate screening. Screening with plants is to be accomplished with the initial installation, not assumed growth at maturity. Staggered spacing of shrubs for hedges makes a good screen.

*Plant Bed Edges* - Some types of plant bed edging are not in keeping with the overall landscape effect. Plant bed edging should be done in such a way as to fit in with Poplar Ridge's overall visual quality. Brick, stone or metal edging is preferred, while railroad ties or lumber are not.

### **Utilities**

Property Owner is responsible for the installation and connection of all utility services to the house from the connection points in the vicinity of lot lines. Right of Ways are to be repaired and put back to their original condition immediately after the installation of any utility.

Property Owner is responsible for all applications, permits and fees associated with the house construction and provision of utilities services from the lot-line stub outs.

## **NOTICE AND SUBMITTAL PROCEDURES FOR PLAN REVIEW**

1. The basic criterion for the development of Poplar Ridge is contained in these Design and Development Guidelines. An important goal is the setting, design, and construction of homes in an integrated, cohesive, and quality fashion. Any planned construction within Poplar Ridge should comply with these guidelines and will require prior approval by the Board.
2. Construction Deposit: Before any construction can begin the Property Owner must pay to Poplar Ridge Homeowner's Association a construction rule compliance deposit of \$10,000.00. Any fines assessed due to violation of construction rules described herein will be deducted from this deposit. At the end of construction any remaining balance of this deposit shall be returned to the Property Owner.
3. Road Impact Fee: Before construction begins the Property Owner must pay a non-refundable road impact reserve assessment of \$7,500.00 to the Poplar Ridge Homeowner's Association. The Board of Directors at its sole discretion may reduce this fee based on the scale of the proposed construction.
4. Plan Review Fee - New Construction: Property Owner will submit plans for review and approval prior to commencing any work. The non-refundable fee for reviewing and approving construction of a new home is \$5,000.00 and shall be payable to the Poplar Ridge Homeowner's Association to pay for the time and cost associated with the review process. Approval will be from the Poplar Ridge Homeowner's Association. NOTE: Should a Property Owner wish to obtain a Preliminary Plan Review prior to finalizing their design then such Preliminary Plan Review Fee would be \$1,500.00, which amount would be credited against the \$5,000.00 Plan Review Fee. Such a Preliminary Review is not required, but is strongly encouraged, and may well help the Property Owner and their professionals avoid wasted time and cost in the final design stages.
5. Plan Review Fee – Modification to Existing Property: Property Owner will submit plans for review and approval prior to commencing any work that changes the exterior appearance of an existing property or any modification described in these Design and Development Guidelines. The non-refundable fee for reviewing and approving modification of an existing property is \$1,000.00 and shall be paid to the Poplar Ridge Homeowner's Association. Approval will be from the Poplar Ridge Board of Directors.
6. Site Plan: The Property Owner will submit a site plan for review and approval for all new construction and any modification to an existing property that changes the lot. Said plan shall include the following:
  - A minimum scale of 1" = 20'
  - Lot lines, setback and easement lines and overall site grading and drainage
  - House, garage, terraces, patio, sidewalks, and driveway locations
  - Indicate the material of all sidewalks and driveways.

- Erosion and sediment runoff controls during construction
  - Special grading/landscape features and screening (walls, fencing, shrubbery)
  - Location & Design details of landscaping walls and fences (if any)
  - Size and location of all drainage culverts.
7. Architectural Plans: Property Owner will submit architectural/construction plans for new construction showing:
    - A minimum scale of 1/8" = 1'
    - Floor plans for each level, with square footage of all levels noted.
    - Exterior elevations of all sides
    - All exposed exterior finish materials noted on elevation.
    - The pitch of all roofs shall be noted.
  8. Samples and Specifications of certain materials may be requested for review and approval.
  9. If the submittal is for a modification of existing property, plans shall show all architectural details and elevations proposed to be modified along with all exterior finishes.
  10. All submittals shall be signed and dated by the Property Owner.
  11. Written approval or disapproval will be made within 30 days.
  12. The Review Fee shall be included with the review submittal. Fees for additional submittals and/or variance requests will be billed on a time and material basis.
  13. Any elements of the design or construction that have not been approved in writing will be required to be corrected.
  14. The approving entity in its sole and absolute discretion shall have the right to resolve any dispute developing from these guidelines and clarify any interpretation thereof.

## **NOTICE AND SUBMITTAL PROCEDURES FOR REQUESTING VARIANCES**

1. The written request for a variance as to any item and/or those that are noted as requiring a case-by-case consideration shall include all maps, drawings, or other information required.
2. The request shall be signed and dated by the Property Owner.
3. Written approval or disapproval will be made within 30 days subject to the Declaration of Covenants, Conditions and Restrictions.
4. All legal and professional fees incurred to review and render a decision on a variance will be charged to the Property Owner.

## CONSTRUCTION RULES AT POPLAR RIDGE

1. Applicability: These rules are part of the Design and Development Guidelines and thus are not strictly limited to construction activity. These rules shall apply to all Property Owners and any reference herein to an owner shall also apply to the owner's builder and subcontractors. While at Poplar Ridge, all Property Owners, builders, contractors, and subcontractors shall abide by these rules and such other rules as the Board may establish from time to time.
2. Construction Rules: All Property Owners and their contractors are expected to work in compliance with the following rules and the Poplar Ridge HOA Board may assess fines for violation of these rules. Prior to assessing these potential fines, the Board will conduct a hearing with the Property Owner in accordance with the North Carolina Planned Community Act. At any time that the compliance deposited is depleted the Property Owner must stop construction until a new, additional, and non-refundable \$5,000.00 deposit is paid.
3. Construction Compliance Deposit: The Construction Compliance Deposit may be used for any of the following purposes:
  - To pay for the cost to repair any damage to the roadways or common areas caused by a Property Owner, or their builder, contractor or subcontractor not repaired by the responsible Property Owner.
  - To complete any landscaping shown on the final plans which is not completed within the required time.
  - To pay for the cost of completing any improvements so that they are in accordance with the approved final plans if the Property Owner fails to complete such improvements.
  - To pay for the cost of restoring or replacing any trees, other vegetation, grades, or other natural features improperly removed, altered or destroyed by the Property Owner in violation of these guidelines.
  - To reimburse Poplar Ridge Homeowners' Association, Inc., for its cost of cleaning any significant amount of dirt, concrete, etc., left by the Property Owner on any street if the same was not immediately removed by the Property Owner.
  - To pay for the cost of enforcing any other requirements of Poplar Ridge Homeowners' Association, Inc., under these guidelines.
  - To pay for any fine levied due to construction rules violation.

4. Construction Hours and Noise: All construction activities must be conducted from 7:30 a.m. until 5:00 p.m. Monday through Friday, and 8:30 to 4:00 on Saturday. All construction vehicles and workers are expected to exit the neighborhood within one half hour of the end of construction activities. No work is to be done on Sundays or Holidays. Any construction activities conducted or access to Poplar Ridge after these hours must be scheduled with the Developer twenty-four (24) hours in advance. No loud radios or distracting noises will be permitted during construction.
5. Domestic Refuse: At least one (1) lidded trash container must be located at all times inside each residence under construction. All domestic refuse, such as food scraps and packaging, cups, plates, napkins, and similar items which at any time exist in the residence of on the lot, must be placed in the trash container. The trash container shall be emptied regularly, and its contents properly disposed of off the lot and outside Poplar Ridge.
6. Interior Construction Debris: All parties are strongly encouraged to frequently clean up and remove rubbish and construction debris located within the walls of a residence.
7. Exterior Construction Debris: With regard to all construction debris located on a lot outside the walls of a residence, by the end of each day on which work occurs on the lot, all lightweight, blowable construction debris, such as roofing paper, insulation bags, foam sheathing, polyethylene, etc., must be placed in a steel dumpster unit provided by a trash disposal company and located on the lot. By the end of the day on each Friday, all non-blowable construction debris, such as wood scraps, shingles, brick bands, drywall, bricks, and masonry blocks, must be gathered and placed in the steel dumpster. The dumpster must be emptied, and the debris hauled away on an as-needed basis and before it is filled to overflowing.
8. Burning: The burning or burial of construction debris or vegetation is prohibited.
9. Excess Natural Materials: Excess rock, topsoil and similar materials must be offered first to the Developer prior to their removal from Poplar Ridge. No such materials may be removed from Poplar Ridge without the prior approval of the Developer.
10. Silt Fences: Silt fences and/or other devices for sedimentation control shall be installed where necessary to prevent silt from getting off property or into existing ditch lines. If sediment gets off site or into a road ditch, it is to be promptly removed and the affected area restored to its original condition or the Developer at the expense of the Property Owner will correct it.
11. Trailers: No construction office trailers may be placed, erected, or allowed to remain on any lot or in any other area in Poplar Ridge.
12. Construction Access: During the time a residence or other improvements are being built, all construction access shall be confined to the approved driveway for the lot, with

the single exception being for equipment requiring special access, such as a crane for instance.

13. Gravel Drives: Prior to commencement of construction on any lot, Property Owner shall provide at the approved driveway location a gravel drive with a minimum of five (5) inches of #5 crushed stone base from the paved street to the house under construction. This is to be replaced as needed during construction to prevent mud from getting onto the road.
14. Parking: All vehicles must be parked so as not to impede traffic or damage vegetation. No construction vehicles may be left parked on any streets within Poplar Ridge overnight. Construction vehicles may be left on a lot overnight only if additional use of the vehicle will be made the following day.
15. Miscellaneous Practices: The following practices are prohibited at Poplar Ridge:
  - Changing oil of any vehicle or equipment.
  - Allowing concrete suppliers and contractors to clean their equipment other than on the property where the work is being done and concrete has been delivered to.
  - Carrying and/or discharging any type of firearms.
  - Careless disposition of cigarettes and other flammable material.
16. Pets: Builder, contractor or subcontractor's personnel may not bring pets into Poplar Ridge.
17. Common Areas: Without approval of the Developer, contractor and subcontractor personnel are not allowed in the common areas and no construction access will be allowed across the common areas.
18. Accidents: The Developer shall be notified immediately of any accidents, injuries, or other emergency within one hour of the occurrence.
19. Portable Chemical Toilets: An enclosed and regularly serviced portable chemical toilet must be provided at each residence under construction, in as inconspicuous a location as possible.
20. Speed Limits: The established speed limit within Poplar Ridge is twenty-five miles per hour (25 mph) for all vehicles.
21. Property Damage: Any damage to streets, road shoulders, drainage inlets, streetlights, street signs, mailboxes, walls, fences, etc., must be repaired by the Property Owner to its original condition. If any telephone, cable TV, electrical, water or other utility lines are damaged, the party causing such damage shall report the

matter within thirty (30) minutes to the Developer and the respective utility company and shall bear any cost incurred in connection with repairing such damage.

22. Failure to Abide: Failure to abide by any of the above rules may result in the loss of a contractor's privilege to work within Poplar Ridge on a temporary or permanent basis.

23. Signage: The only signage that is allowed during construction is that of the General Contractor.

This Design and Development Guidelines document was reviewed and approved by the Poplar Ridge Homeowners Association Board of Directors on **March 20, 2024**.

Matthew Parrinello

A handwritten signature in black ink, appearing to read 'Matthew Parrinello', is written over a horizontal line.

President  
Poplar Ridge Homeowners Association  
Board of Directors