

COVE CREEK CLUB

ARCHITECTURAL POLICY

INCLUDING

COVE CREEK DESIGN GUIDE

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PREFACE

This Design Guide is provided to orient Cove Creek lot owners to the numerous opportunities, considerations and requirements in the planning, design and construction of their home at Cove Creek.

The suggestions herein will help residents maximize the value of their investment and enjoyment in living here, but will maximize the aesthetic and economic values of the community as a whole.

COUNTY GOVERNMENT REQUIREMENTS SHALL TAKE PRECEDENCE WHERE COVE CREEK POLICY CONFLICTS WITH COUNTY REQUIREMENTS.

DESIGN PHILOSOPHY

Building a home and living at Cove Creek should be an experience of special pleasure and satisfaction. The community has been carefully planned to preserve and enhance the natural beauty and opportunities offered by its unique coastal setting. As in all finer residential communities of enduring beauty and value, Cove Creek seeks to achieve an overall sense of visual harmony between the built environment and natural environment. Thus, as a variety of different homes are built to meet their particular owner's needs they will harmonize with each other enhancing the charm and beauty of what is already a beautiful area and bring additional value to every home within the community.

Homes at Cove Creek should be designed to readily blend into the landscape rather than compete with nature or neighbors for attention. Every residence should be carefully located to take advantage of scenic views and climatic conditions, as well as to provide an attractive streetscape and privacy of outdoor living areas in relationship to neighboring homes. Exterior materials and finishes will be of subdued earthen hue colors that complement those of the natural landscape at Cove Creek. Typical speculative houses or houses typically found in tract housing development are discouraged.

Among the pleasantries of the shore that we seek are openness – fields with clusters of trees, the harmony of nature, the water, the marsh, the wildlife, the changing moods of seasons, the sky, all a change of pace from the hustle, bustle and urbanization of the western shore.

When arriving at Cove Creek, one is struck with the openness. This feeling should be preserved. Openness is not plainness. Openness allows the sunshine, the breezes and long vistas. The architecture or "look" of homes in an open space takes on more importance than when the same homes may be nestled into hilly or wooded sites.

The important elements of the developed landscape have two primary features. First, the most dominant architectural element will be the roofs of the houses. The next will be the colors – these are the colors of nature that exist there through the various seasons of the year. These are the soft greens of the summer marsh to the golds, tans and golden browns of winter; the gray of driftwood; the deep rich browns of wet tree trunks; the silver gray of the gum and white oak; the gray and soft blues of water and sky. These colors are part of the natural background. The homes and buildings of Cove Creek should not

intrude but harmonize and rest comfortably within the natural colors of the landscape.

DESIGN CONTROLS & PROCEDURES

A. Intent

Property owners are encouraged in the design of their home to achieve the ultimate living environment they desire, limited only by certain design controls on the exterior appearance of their home that are deemed mutually advantageous for all residents. These design controls serve to establish a basic compatibility between neighboring properties and the landscape, assuring every property owner that over time his residence will become increasingly attractive, livable and valuable. These design controls are found within the restrictive covenants that are a part of every lot deed conveyed at Cove Creek.

B. Architectural Control Committee

The Covenants of Cove Creek provide that the declarant or the developer has the right and obligation for architectural control. This right and obligation may be transferred to the Board of Directors of Cove Creek who in turn may assign such responsibilities to an Architectural Control Committee (ACC). In the final operation such a committee is the logical organization to handle these affairs. For simplicity, these guidelines will only refer to the ACC as the review authority, though in the early stages of development such authority may still remain with declarant, developer, or Board of Directors.

The Cove Creek ACC will administer design controls at Cove Creek and provide guidance to property owners for the exterior of houses. The ACC serves to aid property owners in discovering unique opportunities of their individual homesites, and to foster careful design that will assure visual harmony between the home, its site and neighboring properties. It does not seek to restrict tastes or individual preferences, but rather to avoid harsh contrasts in the landscape. Whenever an owner proposes to build on his lot or to add onto or refinish the exterior of any improvement already constructed on his lot, he must follow the required submittal and approval procedures of the ACC. Thus, the ACC serves every property owner not only as a resource of helpful and practical information, but also as an assurance that the high quality and value of the community will be maintained.

C. Submission Review Procedures and Cost

Submission Requirements For All Applications

- **Submissions/Applications shall be one (1) single Adobe PDF document in an 8-1/2" x 11" format and shall include all items required for the ACC to review and approve your application. Please remember your application is being reviewed over the Internet and therefore your digit submission must be all inclusive!**
- *Applications are to be e-mailed to the Cove Creek Club office. Applications can be scanned into the Adobe PDF format at stores such as Kinkos or in the Cove Creek office.*
- **All applications shall clearly indicate the colors, materials, plantings, etc. to be used in the proposed improvement. Indicate each item by providing a workable link to the URLs (internet address) of a manufacturer's web site of each specific color, material, or photo of the planting from an Internet landscaping site. Photos should be used to convey existing conditions.**

PLEASE NOTE: You must submit a fully working document since the Committee members will be reviewing your application over the Internet. When a member is reviewing your application and clicks on a URL link it must connect to the referenced Internet site. We suggest you start with a Microsoft Word document. Include a specific description of what you are proposing and paste the URL links into the document and then convert to a single Adobe PDF document for submission.

- Please note the submission requirements under each category and in the landscaping section.
- **Incomplete or inconsistent applications with these requirements, pursuant to CCC policy, shall not be reviewed. CCC shall not be responsible for applicant delays due to incomplete or improper applications.**

Review, Approval and Expiration of Applications

Review and approval of applications shall be expedited through the digital format submission. For more complex applications the ACC will meet as needed.

Approval of a submitted request expires if the work is not started within six months of the approval date.

Submission Categories

The application and review process is segregated into three categories:

- Category One Improvements:
 - Maintenance of existing houses;
 - New landscaping less than an area of 500 square feet; and
 - Decks, porches, patios, driveways, docks, less than an area of 100 square feet.

Procedure

- There is not a cost associated with the review of the proposed work.
- All applications shall be submitted using the Architectural Application Form found in the Appendix of this guideline.
- Category Two Improvements:
 - Finished construction work greater than 100 square, but less than 750 square feet, to existing properties, including but not limited to, additions to houses/structures or free standing structures;
 - Decks, porches, patios, driveways, docks greater than 100 square feet; and
 - New landscaping greater than an area of 500 square feet.

Procedure

- There is not a cost associated with the review of the proposed work.
- All applications shall be submitted using the Architectural Application Form found in the Appendix of this guideline.

- No clearing, storing of materials or other construction work, except the staking out of work, shall commence on any property until approval has been granted by the ACC.
- Category Three Improvements: For finished construction work greater than 750 square feet to existing properties and the construction of new houses and/or buildings.

Procedure

- There is a plan inspection fee in an amount of one hundred dollars (\$100).
- All applications shall be submitted using the Architectural Application Form found in the Appendix of this guideline.
- No clearing, storing of materials or other construction work, except the staking out of work, shall commence on any property until approval has been granted by the ACC.

Essentially, the Category Two and Three Improvement submittal and review process is as follows:

1) Prior to preparing for submittal to the ACC, the property owner and his architect should become acquainted with the design guidelines herein and the restrictive covenants.

2) The owner and/or his architect shall submit to the ACC plans and specifications for the proposed improvement, accompanied by a plan inspection fee as stipulated in the aforementioned paragraph. The submittal shall include copies of the following:

Paper Plans – 2 copies each of a complete set

- Full set of plans at a minimum scale of 1/8" = 1'-0". Including four elevations, two sections, color and material submissions, as applicable.
- Site Plan at a minimum scale of 1" = 40', showing boundary, description of the lot, contour lines, location of all existing or proposed improvements, the proposed site drainage plan, the proposed sanitary disposal facilities, the proposed water well location, the location of

existing trees and these trees the owner proposes to remove.

- Landscaping plan at a minimum scale of 1" = 20'.

Electronic Plans – 1 copy

- A complete set of paper plans in Adobe pdf format.

3) After reviewing the submitted application and plans, the ACC will return one copy to the applicant with their comments and maintain the other for their files. Approval to build or request for additional information or modifications will be made in writing within two (2) weeks after the review meeting.

4) For ACC review, plans shall have sufficient information and detailing consistent with the American Institutes of Architect guidelines and shall include all required plans/submission requirements. Incomplete applications will not be reviewed. CCC shall not be responsible for applicant delays due to incomplete applications.

5) The owner shall receive a copy of the approved plans and must comply with the procedures outlined therein.

D. Design Inspection and Compliance Deposit

1) Category Three Improvement applicants shall provide a \$2,000 refundable deposit at the time of application to CCC to ensure design compliance and project completion.

2) Actual construction must comply with approved plans and specifications. Clean up must be completed prior to occupancy. The applicant shall notify the ACC when they are ready for the required inspections. Required inspections are the following:

- a) Stake out of house, pool, deck, dock and drive, as applicable.
- b) Final inspection prior to occupancy.
- c) Completion and plan compliance inspection to refund the deposit.

3) Any additions or alterations to approved plans that affect the exterior must be submitted to the ACC for consideration before changes are put into effect.

4) Completion and plan compliance inspection shall only be after the house, landscaping, site work and clean-up is complete and ready for inspection. The deposit will be refunded after inspection and ACC approval for compliance with approved plans. Deviation from approved plans can affect the amount of deposit refunded.

5) Orientation and review sessions with the ACC is encouraged to clear up any questions you or your architect may have and to help prevent any problems or delays in the review process or the refund of the deposit.

E. Design Review Considerations

The ACC will review each building, structure and/or additions or modifications and site improvement. The covenants contain certain restrictions affecting each owner and the use of their site. The ACC will make every effort to adhere to the covenants and restrictions. It is important to note that any building, alteration or landscaping plan must be approved through this process.

The following basic design considerations shall be reviewed by the ACC:

- Siting (relationship of the structure(s), driveway, parking and other proposed site improvements to the topography, vegetation, existing or future nearby homes, streets, property lines, etc.)
- Architectural harmony of the exterior design in terms of the proportions of the overall structure and its parts, exterior materials, finishes and colors, pattern, texture, scale, doors and windows, roof pitch, decks, etc.)
- Landscaping (both preservation of existing and any supplemental vegetation desired by or required of owner, patios, walkways, etc.)
- Location of the proposed septic sewerage system and well water system.

DESIGN GUIDELINES

The following design guidelines are offered to property owners and their architects for use during the design process. They were prepared by a team of professional architects, landscape architects and engineers to provide useful design information and suggestions appropriate to the natural landscape, climate and desired design character of Cove Creek. These guidelines have been formulated in the interest of preserving the natural beauty of Cove Creek

and enhancing it with high quality residential design. They are intended to help each property owner realize the home of their desire and avoid any misunderstandings, problems or delays in the design review process. These design guidelines are organized and presented here in three parts: Site Planning, Architecture and Landscaping.

A. Site Planning Guidelines

1) Terms: Terms may be confusing. Through practice, we think of the front of the home as that part facing the road. In tidewater areas the front often means the side toward the water. To overcome this confusion, we will refer to the “public” – or street side – and the “private” side which will usually face common areas, water or marsh.

Insofar as possible, the street side or public side should emphasize a natural landscape character in keeping with the native appearance of Cove Creek. The larger the lot, the more appropriate this is both from the consideration of maintenance as well as the community as a whole.

The private side (the side away from the street) should be thought of as the outdoor living area, service area, and generally an area where individual creativity should be encouraged with lawns, patios, decks, gardens and pools.

2) Preservation of Site Features: Buildings and other site improvements should be located to preserve natural site features, minimize the loss of existing trees and the disruption of existing natural site drainage patterns.

3) Orientation: The relationship of the house to the street and neighboring homes is of primary importance in locating your home. In general, homes should be oriented parallel to the street, especially on smaller, open field home sites. Homes on corner lots should face onto the cul-de-sac road rather than the main road. Large lots, wooded lots, lots with irregular shape, and lots at end of a cul-de-sac may inherently provide or require their own special orientation characteristics. Other considerations in orienting your home and organizing the rooms within it include resulting views and the effects of various exposures to the sun and wind. (These climate considerations are discussed in more detail elsewhere within these guidelines.)

4) Setbacks: Homes should be set back from the street right-of-way a minimum of thirty-five (35) feet. They should be varied in setback from neighboring homes to create a sense of visual interest along the street and

provide privacy between adjacent homes. Please study your existing and future neighbor's situation and do what you can to protect and enhance their views. Side yards have a required minimum setback of twenty (20) feet and the rear yard minimum requirement is fifty (50) feet.

5) Driveways: Driveways should be located to minimize disruption of the natural landscape and interference with natural site drainage. Paired driveways either side of the common property line of adjacent lots are encouraged to create consolidated areas of undisturbed landscape and minimize repetitive patterns of driveways along the street. Appropriate hard surfaced paving of driveways include asphalt and "tar and chips." Pea gravel provides a soft natural look and is quite appropriate. Concrete and other non-porous materials are discouraged because of unfavorable weather conditions requiring high maintenance, increased water run-off and excessive reflective sun glare. Compacted oyster shells are appropriate soft surface driveway paving material. They are readily available, not as subject to being "kicked up" as gravel, and reduce storm water run-off problems associated with non-porous hard surface paving.

6) Parking: A 400 square foot two-car garage is a required minimum. When reasonably possible garage doors, which are required, should not face the street. Additional off-street parking spaces are desirable to accommodate guest parking and should be located in bays off the driveway that are screened from neighboring homes and the street by landscaping, earth berms or fencing. Try always to provide the occupant's parking behind the street side building line, and/or among things such as plantings or berms.

B. Architectural Guidelines

1) Private Side: Most people are careful about the public side of their home as it relates to design and general appearance, but when the private side is sometimes considered it is "catch as catch can". At Cove Creek the form, balance, pattern and texture of the private side will be required to represent the same high standards as the public side in order that views from your neighbor's home or from the water be respectable and in good taste.

2) Foundations: Because of the flat terrain and high water table at Cove Creek, most homesites do not lend themselves to basements. Slab-on-grade or crawl space type construction employing conventional footings are recommended. All crawl spaces should be well ventilated and specially treated for termites and small animal intrusion.

3) Roofs: Roof form and materials are one of the most important visual elements to be considered by the ACC, especially those proposed for open homesites. In such open areas, roofs are the dominant architectural feature. Therefore, their homogeneity is the key ingredient for visual harmony to the community as a whole. As we are able to match the natural colors of the landscape, then the homes will "settle in" rather than intrude. Roofs should be adequately pitched to shed water and leaves as well as to avoid roof and shingle uplifting from high winds. Steep-pitched, double pitched hipped roofs and gable roofs (5 to 12 pitch or greater) are recommended because they are an indigenous architectural form, provide an interesting silhouette and help to visually settle a home into the landscape. Flat roofs will not be approved because of their associated maintenance problems and inappropriate architectural character.

Ample roof overhangs and porticos should be considered for protection of windows and doors from sun and rain as well as to provide a strong shadow line that enhances the architectural form of the building. Overhangs on south and west facing walls are particularly helpful to protect windows from the summer sun.

Roof materials should be natural tones that reflect the colors of the landscape and be of medium color value to balance the need to reflect hot summer sun and absorb warming winter sun. With this in mind, the roofs may be wood shingled, either sawn or shake, of cedar or redwood or slate. In time the wood shingles will turn a silvery gray hue. For those who prefer, there is a wide selection of heavy duty asphalt shingles of color, tone and texture that resemble cedar shingles or slate. Approval will be limited to these.

With this in mind, the roofs may be wood shingled or slate, either sawn or shake, of cedar or redwood. In time these will turn a silvery gray hue. For those who prefer, there is a wide selection of heavy duty asphalt shingles of color, tone and texture that resemble cedar shingles or slate.

Gutters and downspouts are not required. All gutters and downspouts must have a non-reflective finish and shall be painted the same color as the siding.

All attic spaces should be well ventilated utilizing soffit vents and either gable or ridge vents. Dome or mushroom type roof vents are discouraged. Skylights and solar collectors are acceptable providing their placement, orientation, quantity and pattern conform to the balance of the

house.

Greenhouses are acceptable and are preferred as attached structures integral with the main house. If planned as a detached structure, they should be part of a complex combining other elements such as service yard, garage, tool storage, pool equipment, etc. The majority of the greenhouse material shall be the same as the contiguous house materials.

4) Walls: Exterior materials and colors will be carefully controlled. In general, natural materials are recommended in colors that are either two shades of gray or brown or values between black and white, or two shades of gray-greens or brown-greens (such as russet and olive) or values between black and medium. No reflective finishes should be used on the exterior surfaces, except on small hardware items.

Generally, the fewer the number of materials and colors on the façade of a home, the more cohesive and unobtrusive it becomes. A cluttered cosmetic application of a number of different materials and colors should be avoided and will not be approved. Materials and colors should be used consistently on all facades of the home.

Because of their softer appearance and capability to blend with the site, wood siding is recommended as an exterior finish. In particular, cedar, redwood or cypress siding are appropriate, either as horizontal clapboard or vertical board and batten. Wood shingles such as cedar or redwood shakes are also an appropriate siding material. Plywood siding is permitted with appropriate pattern, finish and joint finish.

The use of brick or natural stone for other than foundation wall finishes and chimneys is not necessarily discouraged. However, the final brick colors must comply with the color schemes as pre-selected for the community as a whole. Depending on the brick used, this most likely will require either staining or painting.

Natural, low maintenance finishes are recommended. Particular care should be given in selecting high quality paints and stains resistant to intense solar radiation. Stains are preferred for siding as they weather to a "natural" look and usually avoid peeling problems. Synthetic low maintenance materials such as Hardi plank are acceptable provided they simulate natural materials in color and texture.

5) Windows: For low maintenance and resistance to salt air corrosion,

window frames of specially treated wood, vinyl clad wood, anodized aluminum or aluminum with baked enamel finish are recommended. Window frames should have a low reflective finish within an appropriate color range specified in the exterior color requirements. Double glazed, air tight and vapor sealed windows are recommended for energy conservation and prevention of wintertime condensation. The use of tinted glass should be considered to reduce sun glare. When an extra-ordinary amount of glass is to be used, triple glazing should be seriously considered. Operable windows should be equipped with insect screens, screens of the type that fit inside will require less maintenance. Fiberglass or other non-metallic screens are recommended over aluminum screens because of the corrosive affects of the salty air.

Large window openings facing southward are desirable for natural through-ventilation by sea breezes in warm weather as well as light and solar heat gain in the winter. Window openings on the south and west facades require the greatest protection from summer sun. Windows on the west, northwest and north sides will be confronted by the prevailing cold winter winds.

6) Insulation: It is recommended that homes be thoroughly insulated and weather sealed for comfort and energy conservation. With constantly increasing costs of oil and electricity, competent advice as to the appropriate amount of insulation is important. Vapor proofing is also recommended to prevent the outflow of moisture in the wintertime and the inflow humidity in the summertime.

7) Heating/Air Conditioning: For year round comfort, homes at Cove Creek should be equipped for both wintertime heating and summertime air conditioning. Summertime dehumidification and wintertime humidification are recommended for comfort. Furnaces should be either oil, propane or electric heat pump. Solar powered systems will be permitted, but the ACC will carefully scrutinize and control the proposed location and appearance of the solar panels.

8) Notes regarding plumbing: The water quality from the wells at Cove Creek is superior. Nevertheless, the addition of a water softener will provide many extra benefits. In the layout of your plumbing system it is recommended that water supply pipes not be placed in exterior walls. This is a simple and inexpensive method to reduce the chance of freezing.

9) Garages: A two-car garage with 400 square foot minimum is required. When reasonably possible, the doors should not face the street. An attached garage provides weather protection to part of the house as well as

providing some warmth in cold weather for the garage itself.

The form and appearance of the garage structure should blend compatibly with the architecture of the house.

10) Outbuildings are discouraged. Such structures are best if part of the house or attached to the garage. If this is not reasonably possible, clustering and screening will be required.

11) Chimneys: All chimneys should be brick, stone or wood clad where metal flues are employed. No more than 12" of metal flue can be exposed. Brick will need color control to match the exterior siding of your home.

12) Fencing: Fencing is generally one of three types: delineation (property lines, etc.), part of the house or screening.

1. Property line fences or fences meant to delineate specific areas.
2. Fences that are part of the house or deck enclosure fences should be considered as architectural elements thereof. They can provide an abundant outdoor "room" at a low cost.
3. Screening fences are generally opaque, as are many fences included as part of the house or deck and should be considered as an architectural element thereof.

Fencing material and color shall be:

- Wood fencing: 3 or 2 rail, split rail, picket, or natural wood. Color to be natural wood or stained a neutral/natural color. Can be used to delineate property lines, enclose a garden or enclose a pool.
- Vinyl or PVC fences: 2 or 3 rail. Color to be preferably beige or close to natural wood, but can be brown. Can be used to delineate property lines, enclose a garden or enclose a pool.
- Wood fences that are an extension/part of the house or screening fences shall be colored the same as the siding of the house itself.
- If they serve also to contain pets or small children, dark green or black wire with spacing 2X2 or 2X4 should be stapled to the inside face.

13) Exterior Lighting: There are so many needs and varieties of

exterior lighting that the ACC prefers to avoid recommendations, except to suggest that such lighting be confined to the house and yard of the installer and not interfere or intrude on your neighbor's property.

14) Swimming Pools: Swimming pools are limited to in-ground construction. Above ground pools will only be considered for approval if particular topographic conditions prohibit in-ground pools. Pools should be located on the private side of homes unless there is an overwhelming and compelling reason that dictates the contrary. Pools should be screened with landscaping.

C. Landscaping Guidelines

As indicated in the PREFACE of this document, the requirements and suggestions which are made herein encompass values and pleasures. Landscaping plays an extremely important part in the development of your property as well as keeping the overall valuable aesthetic appearance of the community as a whole. Therefore, the following requirements regarding landscaping are mandatory when submitting a PROPERTY IMPROVEMENT REQUEST FORM for categories TWO and THREE. Your request will not be considered unless the submission includes the following.

1) Landscape Plan: A complete overall landscape plan for your entire property encompassing grading, structures such as retaining walls, walks, patios, fences, berms, driveways, etc, and the plantings. Preferably, this plan should be prepared by a professional Landscape Architect or an experienced professional Landscape Designer because only so much landscaping can be done as a "do-it-yourselfer" and as an on-going project, many people fail to accomplish much above the ordinary. Landscaping is not just putting in grass and plants. Landscaping is the logical organization of the numerous functions you require of your lot and then blending them together to provide convenience, form, pattern, framing and beauty – both horizontally and vertically. Vistas should be considered not only from the road and from the house to the private yard, but go to the edges of the lot and look back. Make a reason to go to the far corner and sit on a bench -- create a stage set with something beyond. A professional design will pay enormous dividends. With an overall plan, each thing you do, each piece you add, will be more rewarding as you develop your lot over a period of time. There is a cost related to professional services. However, when using the services of a Designer associated with a landscape contractor, the cost is usually rebated if you use their services for the installation of the landscape. **Self prepared plans are acceptable but not encouraged.**

Landscape design includes the use of earth berms which can add distinction to the flat plane of the Cove Creek landscape. Berms are inexpensive to build and require no more maintenance than if the land had been left flat. Berms provide a number of benefits. First, they provide interesting relief to the topography. Second, they provide a “frame” to put things in. They can make a house or driveway look organized and settled within something rather than out in the open like a bump on a log. Berms may be used to direct your attention to certain vistas. They can provide a surprise or mystery as to what’s on the other side. Berms provide a simple but natural screening for parking areas, garage doors, pool areas or other elements which are preferred to be hidden. Berms can make a quiet divider for different areas of your lot that serve different functions.

2) Plan Requirements: The landscape portion of your submission must be as stipulated in Design Controls & Procedures-Section 3, including the number of required copies for submission.

- a) A copy of the property site plan showing driveway, walks, patio, swimming pool and equipment, A/C - heat pump and where the landscaping activities will take place. Established setbacks must be complied with.
- b) A photo of each type of plant
- c) A grading plan indicating how the property will be graded to provide proper drainage, location of berms, planting beds and any other significant features such as ponds, dry stream beds, etc.
- d) A complete planting plan showing the location of each plant and include a plant list containing all of the information shown in the example below.

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>	<u>QUANTITY</u>	<u>SIZE/PLANTED</u>
QUERCUS paulustris	PIN OAK	3	#15 cont./8'to10'
LIROPE muscari Varigata	VARI. LILYTURF	28	# 1 cont.

- e) If the completion of your landscaping will be done in stages each stage must be plainly marked on the plan as well as the proposed

completion date for each stage. Example - Stage 1 = immediate, Stage 2 = within two years, Stage 3 = undetermined. Stages and associated completion dates must be approved by the ACC.

3) Approved Plans: Copies of ACC approved plans will be provided to you. These plans will bear notations of approval and possible notations of special conditions which must be met. No work may begin until you have received these approved plans.

4) Changes: Any major changes or deviations from the approved plans must be submitted to and receive the approval of the ACC before the changes are undertaken.

C1. Planting Seasons

Proper planting seasons are defined as March 15th through June 15th and September 1st through October 30th. Planting outside of these dates is permitted at the discretion of the property owner.

C2. Completion Requirements

Permitted occupancy of the house is dependent on the completion of the landscaping. The installation of the landscaping must be completed if the construction of the house/structures is completed to a stage that landscape installation is possible and sufficient time remains during a proper planting season. Occupancy of the home shall only be permitted upon completion of the landscaping, approval by the Cove Creek ACC and all other occupancy requirements have been met. If landscape planting cannot begin and be completed during a proper planting season, then upon approval of the ACC, the installation may be delayed until the next proper season and occupancy of the house will be permitted. If the landscaping is in stages, ACC approval of each stage is required as each stage is completed.

C3. Mulching of Planted Areas

Due to the continuing breezes and winds the mulching of plants plays an important roll in their health, appearance and longevity. The mulch helps the soil retain moisture, creates shade for the plant's root system and helps retard weed growth. The installation of a professional grade of weed cloth on the soil surface prior to mulching will eliminate the growth of the weed seeds (which are always present in all soils) and greatly reduce the necessity and frequency of weeding. Weed cloth is not required but is highly recommended. Suggested

mulches include but are not limited to, processed tree bark, wood chips both natural and dyed, small gravel and stone chips of varying colors and larger colorful stones sometimes referred to as river jacks.

C4. Maintenance of Landscaping and Grounds

The Cove Creek Club and its residents expect each property owner to maintain their landscaping and grounds to a degree equal to the high standards prevalent throughout the community. In order to meet these high standards of appearance the following maintenance chores are required.

A) Planting beds and tree rings

1. Continual removal of weed growth.
2. Replacement of mulch as needed.
3. Removal of the seasonal die back plant matter.

B) Ornamental plants and trees

1. Control of insects and diseases to optimize plant health and to prevent the possibility of spreading onto neighboring properties.
2. Pruning and trimming to maintain a pleasing appearance.
3. Removal of overgrowth interfering with protected vistas.
4. If requested, the removal of overgrowth onto neighboring properties.
5. Immediate removal of dead and or dying plants and the replacement of those plants no later than the next proper planting season.
6. Other forms of maintenance may be required from time to time.

C) Lawns

1. Continual mowing of grass to maintain an acceptable appearance.
2. Control of overwhelming weed growth.
3. Eradication of weeds which spread by seed and threaten spread into neighboring lawns.

D) Driveways with gravel surface

1. Continual removal of weed growth.
2. Continual removal of gravel which has migrated onto the adjacent hard surface road bed. The weight of traffic passing over the migrated gravel causes deterioration of the hard surface road bed.

C5. Special Considerations

1) It is very important to the future success of your landscape that, during the planning stage, consideration be given to the environmental conditions which are present throughout Cove Creek, i.e., type and percolation character of the soil, salt spray, wind, etc.. **The proper selection of plants which will survive and flourish in the Cove Creek environment is essential to achieve a successful, long lasting landscape and maximize your investment.** Professional planners can provide this expertise and knowledge.

Landscaping is not just putting in grass and plants. Landscaping is the logical organization of the numerous functions you require of your lot and then blending them together to provide convenience, form, pattern, framing and beauty - both horizontally and vertically. Vistas should be considered not only from the road but from your own viewing points. Existing vistas originating from adjoining properties must be protected whenever possible.

If completing your landscape in stages following your **overall plan**, each part that you complete, each plant you plant, will be more rewarding as you develop your lot over a period of time.

Although do-it-yourselfer planners seldom accomplish much above the ordinary you may elect to self design your landscaping. To help you attain greater success Cove Creek Club makes available, **for loan**, several very informative, comprehensive books which will greatly help you make the proper plant selections. You are strongly urged to take advantage of these books published by The American Horticultural Society and Southern Living. You can make arrangements to borrow these books through the Cove Creek Club office.

2) Your property and related features will be viewed by passers by on the street, community residents, your immediate neighbors, persons using common grounds and persons using adjacent waters. The landscape planner must carefully consider and plan for the protection of desirable vistas, the proper screening of garage doors, parking areas, swimming pool and equipment, air condition/heat pump equipment, out buildings, interior fencing and etc.

3) Berms are relatively inexpensive to build and require no more maintenance than if the land had been left flat. They provide a number of benefits. They elevate the plant's root systems above the poorly draining soils which are prevalent here. They provide interesting relief to the topography. They provide a "frame" to put things in. They provide a simple but natural base for screening of parking areas, garage doors and other elements which are required to be screened. They help reduce both outgoing and incoming noise

pollution. Berms provide a pleasing visual impact from all viewing points.

4) Federal, State and local agencies have requirements regarding environmental protection during construction. i.e., erosion control. All of these requirements must be implemented before any grading or construction is permitted.

5) The same government agencies also require compliance to laws relating to the removal of existing trees and their mitigation replacement requirements. Inspection of the site by officials is required before any tree removal takes place. A mitigation plan and requirements will be prepared by the inspecting agency.

6) Set back distances from adjacent waters are established by the above agencies and are usually measured from the closest point of the mean high tide line **on or adjacent to** your property. This point should be established by county representatives prior to your planning.

7) Many of the properties in Cove Creek lie within the 100 year flood plain. There are certain limitations related to building in the flood plain. These limitations relate to the elevation above sea level of the earth at the house site and the habitable space of the house its self. The county authorities will provide this information.

8) Cove Creek is located in zone 7 of both the USDA Plant Hardiness Zone Map and the American Horticulture Society Plant Heat Zone Map. The USDA map indicates the approximate range of average annual minimum temperatures for zone 7 which is 0 degree to 10 degrees F. The AHS map is based on the average number of days per year above 86 degrees F. In zone 7 there are 60 to 90 days. Only plants proven to withstand and grow well within these ranges or in lower temperatures should be considered for use in your landscape plantings. The planner should be familiar with these temperature limitations and the effects of other weather and soil conditions prevalent in Cove Creek. The for **loan** books contain this information. Use only plants for zone MS in the Southern Living book - zones 7 and less of the AHS Heat Zone Map (8 and greater may be used but will not survive our winters and must be considered annuals) - zones 7 and less of the USDA Hardiness Zone Map (zones 3,4 and 5 may not tolerate the heat of zone 7 - zones 8 and greater as indicated above). It is best to only use plants from MS and an average of zone 7 of both USDA and AHS maps unless using the plant as an annual.

9) Spend some time touring and viewing the landscapes and the plants which

do well in Cove Creek. Identify and list those plants which appeal to you. This will help guide the planner to select plants of your liking and lead to an everlasting landscape both pleasing to you, your neighbors and in keeping with the other landscapes within the community. However, to limit the use to only those plants growing within the Cove Creek community would be a mistake. There are vast numbers of beautiful plants that will thrive in our environment and are worthy of inclusion in your plan.

D. Special Elevation Requirements

The county requires that the level of the earth at the site of the house be a minimum of 5 feet above sea level. There is a further requirement by the county that any habitable space in your home be at least a minimum of 7 feet above sea level.

DESIGN/BUILD COMPLIANCE PROCESS

1) Obtain Approvals: Final plans must be approved by the Cove Creek ACC. In addition, the county must review your plans, proposed well water system and proposed sanitary sewerage disposal system prior to granting a building permit.

2) Time: You should count on two to six months for design time and six to twelve months for construction of your home, depending upon the weather and season you begin construction. While eight to eighteen months may seem like a long time, be patient and make decisions calmly and rationally so that you will have a home you can enjoy for a long time. It is more difficult and costly to make changes to a building than a drawing.

3) Change Orders: Beware of making any exterior design changes during construction. All exterior changes must be approved by the ACC.

APPENDIX A

ARCHITECTURAL APPLICATION FORM

Cove Creek Club
 Architectural Control Committee
 144 North Creek Court
 Stevensville, MD 21666

(Architectural Control Committee Use Only)

Control No. _____ Date Received: _____ Date Processed: _____

Approved Approved as Noted Rejected Signature: _____

Notes / Comments: _____

(Applicant's Information)

Owner's Name: _____ Request Expedited Review:

Property Address: _____ Stevensville, MD 21666

Lot Number: _____ E-mail: _____

Mailing Address: _____

Home Phone: _____ Cell: _____ Other: _____

Contractor: _____ Phone: _____ e-mail: _____

In accordance with the Declaration of Covenants, Conditions, and Restrictions referred to in the deed covering the property described above, I/we hereby apply for written consent to make the following alterations or changes:

TYPE OF IMPROVEMENT or COMPLAINT

Please review the Design Control Procedures on page 3. Check **ALL** boxes that apply and fill in all required information. Be careful to attach all required submission requirements to this application to ensure the Committee's review.

Classification: **Category 1** **Category 2** **Category 3** **Complaint**

Maintain Existing (e.g. painting the SAME color or reinstalling SAME roof) **New / Additional Improvement**

Change Existing (e.g. painting a DIFFERENT color or installing a DIFFERENT roof) **New House / Building**

Exterior Painting Change of Exterior Façade Fencing

Roof Porch Landscaping

Storm Door Deck Pier / Seawall / Rip-Rap

Driveway Surface Patio Satellite Dish

Other (Explain below): Enclosed Entry Pool / Hot Tub

Additional Info:

ITEMS NEEDED FOR APPROVAL

Check ALL attached items. Please review Design Control Procedures below for MANDATORY items required for approval. Landscaping plans shall have a list and size of plant materials. Landscaping samples are not required.

Basic Prerequisites	Category One	Category Two	Category Three
<input type="checkbox"/> Color / Paint Sample	<input type="checkbox"/> Sketches or Color Photos	<input type="checkbox"/> Architectural Plans	<input type="checkbox"/> Architectural Plans
<input type="checkbox"/> Material Sample	<input type="checkbox"/> Electronic Plans Adobe pdf	<input type="checkbox"/> Site Plan / Grading Plan	<input type="checkbox"/> Site Plan / Grading Plan
		<input type="checkbox"/> Electronic Plans Adobe pdf	<input type="checkbox"/> Electronic Plans Adobe pdf
		<input type="checkbox"/>	<input type="checkbox"/> Plan Review Fee
			<input type="checkbox"/> Compliance Deposit

If my application is approved, I fully understand that the approval is for only what I have indicated above and is based upon the facts that I have presented. I understand that all approved alterations or changes must be completed within six months of Committee approval unless a specific written exception is received. Approval expires if the work is not started within six months of the approval date.

All approvals are for conformity with existing architectural and aesthetic conditions within the community only. The Applicant has the sole responsibility for building permits, engineering, water flow and/or any others areas requiring professional or technical advice or approval. Furthermore, each Applicant shall be solely responsible for any damages to adjoining property owners and all other persons that may result from the approval herein requested.

Permission is hereby granted for members of the Architectural Control Committee to enter on my property to make reasonable inspection of any modification proposed or completed.

 Owner's Signature

 Date

Additional Comments _____

