

High Meadows Estates

Aesthetics & Architecture

Committee Manual



High Meadows Estates Aesthetics/Architecture Committee

Purpose and Composition of the Aesthetics/Architecture Committee

The goal of the Aesthetics/Architecture Committee (“AAC”) is to work with High Meadows Estates property owners to assure our common goals: the beauty, livability, serenity, and enjoyment we all want for our neighborhood. The AAC will help property owners adhere to the requirements defined in the neighborhood’s deed restrictions. Working together with all property owners, the AAC strives to protect all of our investments in the community.

The Aesthetics/Architecture Committee (AAC) will be comprised of:

- High Meadows Golf & Country Club President;
- One additional High Meadows Club board member;
- 5 Property Owners of High Meadows Estates; and
- The Club Manager, who will participate in meetings as a non-voting member

The AAC will operate independent of The High Meadows Golf & Country Club Board (“The Board”), but will keep The Board informed of its work. The AAC is a permanent, independent standing committee that will conduct formal reviews of plans and specifications for all new construction and exterior remodeling of existing homes and structures, and landscaping projects. AAC members will analyze and approve/reject construction and landscaping projects from property owners of High Meadows Estates. Documentation on such projects will be submitted to the AAC by the property owner. The AAC will also review, analyze and respond to owner issues related to other matters (such as nuisance or prohibited activities) as per the High Meadows Estates restrictions and amendments.

Members of the AAC serve voluntarily and without compensation. Decisions shall be made by a majority of AAC members.

Guiding Principles

The AAC will be guided by the deed restrictions and amendments. We encourage all property owners to read the High Meadows Estates deed restrictions and amendments; they aren’t as onerous as you might think. They are a reminder of things we need to do to be good neighbors. **For your convenience all High Meadows Estates deed restrictions and amendments from the Alleghany County Register of Deeds can be requested by contacting the High Meadows Office: 336-363-2622.**

The AAC will act reasonably and in good faith in addressing applications/issues that come before them. The AAC will exercise its duties in a manner that best serves the interest of the neighborhood as a whole (not The Club or individual property owners).

AAC Meetings

The AAC will work to be responsive to property owners and potential property owners by meeting monthly on the third Tuesday of each month. Submissions to the AAC must be provided two (2) weeks prior to each meeting.

Areas of AAC Responsibility

1. Oversee and enforce Deed Restrictions and Amendments:
 - Develop and maintain documentation for residents or potential buyers outlining processes for submission and approval.

- Review all proposed construction whether new, alterations, exterior remodeling and/or landscaping (including fences, pillars, etc). Such projects must be approved by the AAC in conformance with the deed restrictions and amendments. Plans submitted for approval must be in a form adequate to demonstrate compliance with the guidelines. All relevant forms needed are referenced later in this document. This includes, but is not limited to:
 - New construction.
 - Additions to existing structures.
 - Exterior remodeling.
 - Secondary structures.
 - Fences, hedges, retaining walls.
 - Setbacks.
 - Square footage.
 - Enforcement that is consistent with Deed Restrictions and Amendments:
 - Written responses to property owners describing acceptance, denial, or variance to plans.
 - Document and maintain file of all matters that go in front of the AAC, including all submitted plans. Review as necessary to assure consistent handling of similar cases.
 - Communicate AAC decisions to The Board.
 - Prohibited activities as per restrictions and amendments: Review, investigate and notify/respond to involved property owners. Assure that similar situations are handled consistently.
2. Accept and assess suggestions from property owners for future changes to deed restrictions. Respond to submitter, document the suggestion, and maintain for future possible consideration/action.
 3. Maintain documentation on all submissions from property owners, including:
 - Documents submitted by property owners.
 - AAC decisions and responses to matters brought to the AAC.
 4. Update The Board on matters brought to the AAC by property owners.
 5. Work with The Club's attorney(s) as needed.

High Meadows Estates Aesthetics/Architecture Guidelines for Property Owners

These Aesthetic/Architecture Guidelines are intended as an overview of the design and construction process to be followed at High Meadows Estates to ensure adherence to the neighborhood's deed restrictions and amendments. In addition, processes to be followed regarding issues related to use of property and/or nuisances in High Meadows Estates are covered. Details of architectural requirements and restrictions on the use of your property in High Meadows Estates are contained in the Deed Restrictions and subsequent Amendments, as well as covenants and restrictions defined for Section K and the Hummingbird Cottages of High Meadows Estates. All such covenants, deed restrictions and amendments are recorded in the public records of Alleghany County, North Carolina.

Special note to Section K and Hummingbird Cottage property owners: There are additional restrictions and documents for properties in Section K and the Hummingbird Cottages. Be sure to be aware of additional requirements for your property and its use; those restrictions are not specifically covered in this document and are not included in the responsibilities of the AAC. Section K and Hummingbird Cottage property owners should reference their HOA requirements in addition to those described in this document.

The Board of Directors of the High Meadows Country Club has appointed an Aesthetic/Architecture Committee ("AAC") as per the High Meadows Estates deed restrictions and amendments, to review each structure design, changes and improvements before construction may begin on any properties in High Meadows Estates. Plans and specifications for modifications, additions and construction are required to be reviewed by the AAC in accordance with the AAC Guidelines described below.

Process for Proposed Construction Projects

Plans for all proposed construction, whether new, alterations, or exterior remodeling or landscape construction must be approved by the AAC. Plans submitted for approval must be in a form adequate to demonstrate compliance with the guidelines.

Step 1: Preliminary Review: If property owner desires and requests, a preliminary review of the concept for your construction project, anticipated alterations or improvements can occur with a representative of the AAC. At this time, conceptual ideas and drawings that you have conceived may be reviewed. This preliminary review is suggested to help avoid approval difficulties at the time of the final review.

To request a Preliminary Review, complete a "Request for Aesthetic/Architectural Review" form with as much information as you have available (see "Request for Aesthetic/Architectural Review" near end of this document).

Step 2: Submission to AAC: When final drawings for your new construction, anticipated alterations or improvements are complete, they must be submitted to the AAC for final approval. This information includes:

1. Application: The AAC shall provide all owners and/or contractors with a standardized application form to request a review by the AAC ("Request for Aesthetic/Architectural Review" can be found at end of this document), which must be completed in full, signed by the owners and contractors, and accompanied by one (1) set of plans. No application will be considered without contact information for both the contractor and the property owner, including mailing addresses, phone numbers, and e-mail addresses.
2. Plans: Plans must be project-specific and include details that allow review of all requirements and provisions contained in this document. Failure to meet this standard will require re-submission of drawings and may result a delay in review and approval.
 - A. Site Plan showing the sitting of the improvement or structure under consideration on the Lot. Dimensions with relation to existing structures and Lot lines must be shown on the site plan.
 - B. For new construction of primary residences, plans prepared by an architect and/or professional engineer as evidenced by their seal(s) include:

- Floor Plan
 - Elevations depicting the Front, Rear and side views of the structure.
 - Roof Plan
- C. For secondary structures, additions or exterior remodeling of existing structures, drawings of such quality to show adherence to restrictions is acceptable.
- D. For play structures, a photograph or sketch of the proposed structure.
- E. Drainage Plan.
- F. Irrigation Plan (if applicable).
- G. Landscaping Plan if any structures such as fences, walls, retaining walls, mass plantings or hedges are to be done.
- H. Exterior Lighting Plan (if applicable).
3. All applications and plans may be mailed or delivered to:

Aesthetics/Architecture Chairperson
 High Meadows Golf & Country Club
 P.O. Box 440
 Roaring Gap, NC 28668
 336-363-2622

To ensure timely review, please send an email notification to AAC@highmeadowscountryclub.com or call the phone number above to make the AAC aware of the mail-in submission or to arrange for hand-delivery.

Step 3: Review of Plan by AAC and Respond to Property Owner: The AAC will make every attempt to review the plans at the next scheduled AAC meeting after the submittal. Urgent matters will be addressed more frequently as needed.

Upon review, the AAC may reject the application and plans if there is insufficient information submitted to determine compliance, or when the number of changes required by the AAC would be impractical without a new submission that is substantially in compliance. If the revisions are substantial, the AAC may require that the plans be resubmitted for review. No site clearing or construction work of any kind is permitted on the Lot until final approval is received from the AAC. Construction work must begin within six months of the final approval of the plans or the approval shall be void.

Otherwise, the AAC will either approve said plans as submitted, or make approval contingent on specific changes to the plans once acknowledged in writing by the owner. When approval is granted, each sheet of the plans shall be marked approved, dated, and initialed by the AAC. If the plans are approved subject to change, owners shall either note acceptance of changes on the application form or appeal those changes to the AAC. The AAC shall retain the submitted plans for its files.

Step 4: Project Changes: When changes to the design of any portion of the project controlled by this document occur after initial AAC approval, the AAC must be notified. Revised drawings and any other required documentation pertaining to the change would then be reviewed for approval by the AAC at its next regularly scheduled meeting.

Other Things to Know:

1. Scope of the AAC Review: The scope of any review and approval of the AAC is limited solely to whether the respective plans or work meet certain requirements and standards as specified in the deed restrictions and amendments, and the harmony and compatibility of proposed improvements in High Meadows Estates.
2. Approval by the AAC does not preclude the necessity for obtaining permits from the Alleghany County Building Inspection/Planning Office, Appalachian District Health Department (Environmental Health section), or other government agencies. The builder, lot owner(s), or architect should ensure

availability of all utilities. An application shall be made to Blue Ridge Energy for temporary or permanent electrical service and an application for water to the Carolina Water of North Carolina/Utilities, Inc.. All construction must conform to Alleghany County Building Inspection/Planning Office and Appalachian District Health Department requirements.

Process for Issues Related to Nuisances

High Meadows property owners may request assistance from the AAC for assistance with nuisance property or nuisance activities in High Meadows Estates. To do so, the follow steps should be followed:

Step 1: Report the Nuisance: To report a nuisance property or nuisance activity in High Meadows Estates, property owners must complete and submit a “Nuisance Assistance Request” form to the AAC (“Nuisance Assistance Request” can be found at the end of this document).

Step 2: Submission to AAC: All requests for assistance with nuisances may be mailed or delivered to:

Aesthetics/Architecture Chairperson
High Meadows Golf & Country Club
P.O. Box 440
Roaring Gap, NC 28668
336-363-2622

To ensure timely review, please send an email notification to AAC@highmeadowscountryclub.com or call the phone number above to make the AAC aware of the mail-in submission or to arrange for hand-delivery.

Step 3: Review of Nuisance Assistance: The AAC will review the Nuisance Assistance Request at the next scheduled AAC meeting after the submittal. Urgent matters will be addressed more frequently as needed.

Upon review, the AAC will check to see if similar types of nuisances have been handled in the past and if it is a recurring nuisance with the same property owner. The AAC will determine the most appropriate response to the reported nuisance. The AAC will contact the offending property owner, if appropriate.

Step 4: Respond to the Property Owner Who Requested Assistance with Nuisance: The AAC will follow up with the property owner who requested assistance to explain what steps were taken. All steps taken by the AAC will be confidentially documented and kept on file for future reference in the event similar situations arise in the future (to ensure consistent resolution).

Enforcement

It is our hope that all High Meadows property owners see the value of adhering to the deed restrictions and amendments to ensure and protect the value and beauty of High Meadows Estates, and to maintain a harmonious community. We hope the AAC will not have to take any steps for non-compliance, but in order to enforce the deed restrictions and amendments the AAC will take the following steps in the event of violations:

1. If the AAC determines a violation has occurred, the property owner shall be given written notice of the violation. It will be sent to the last known address of the property owner. The notice will identify the violation and request the property owner correct the violation. The notice will include information regarding possible fines and suspension of privileges and services provided by High Meadows Golf and Country Club, Inc. (the “Club”) for failure to address the violation.
2. If the violation is not addressed within two (2) weeks, a second notice will be sent to the property owner.
3. 3. If the violation is not addressed within thirty (30) days of the initial notice, fine(s) will be imposed.

A written notice will be sent to the property owner via certified (return receipt) and regular US Mail informing the owner of the fine. N.C. Gen. Stat. 47F-3-107.1 sets forth the applicable procedure for determining fines. This statute provides that a hearing shall be held before the AAC to determine if the lot owner should be fined or if the lot owner's Club privileges or services should be suspended. The lot owner shall be given notice of the charge, opportunity to be heard and to present evidence, and notice of the decision. If it is decided that a fine should be imposed, a fine not to exceed one hundred dollars (\$100.00) may be imposed for the violation and without further hearing, for each day more than five days after the decision that the violation occurs. Such fines shall be assessments secured by liens under G.S. 47F-3-116. If it is decided that a suspension of planned community privileges or services should be imposed, the suspension may be continued without further hearing until the violation or delinquency is cured. The lot owner may appeal the decision of the AAC to the full executive board of the Club by delivering written notice of appeal to the executive board within 15 days after the date of the decision. The executive board may affirm, vacate, or modify the prior decision of the AAC. Requests for an appeal hearing should be sent via email to AAC@highmeadowscountryclub.com.

N.C. Gen. Stat. 47F-3-107.1 sets forth the maximum allowable fine as described above. If fines are imposed, property owners will have a five (5) day period (excluding Saturdays, Sundays and Federal holidays) in which to pay the fine with that date to be specified in the notice. Unpaid fines over \$1,000 shall become liens against the property.

Architectural violations for new construction of structures - \$100 per day.

Architectural violations for remodeling construction - \$100 per day.

Nuisance violations - \$100 per day.

High Meadows Estates Property & Use Restrictions

(A Partial List)

High Meadows Estates occupies a beautiful area in the Blue Ridge Mountains of North Carolina. It is the intent of the AAC and its processes to preserve and enhance the natural beauty of the land, to insure the highest and best development of the property, to encourage and secure the erection of attractive homes, to provide for a high type and quality of improvement to the property, and enhance the value of investments made by property owners of High Meadows Estates.

Below is a partial list of the Deed Restrictions and Amendments on file for High Meadows Estates. The purpose of this list is to provide a brief overview of many items for consideration as owners plan projects to add to or modify their property in the neighborhood. For exact deed restrictions and covenants, please refer to the legal documents on file with the Alleghany County Register of Deeds. **For your convenience all High Meadows Estates deed restrictions and amendments from the Alleghany County Register of Deeds can be requested by contacting the High Meadows Office: 336-363-2622.**

Reference 7/2/1964 Original Restrictions:

1. On a single lot, there may be erected only one (1) detached single family dwelling and one (1) detached structure to be used as a private garage, which may in addition contain servant's quarters (it may not be used by persons other than servants).
2. Minimum square footage of residential structure is 2,000 Sq. Ft. of heated living space (excluding garages and porches). (Also reference update to this in Fourth Amendment August 2005)
3. No concrete blocks shall be used above finished ground elevation unless blocks are covered with brick veneer or stone.
4. Structures must be at least 15 ft. from any side lot line.
5. Nuisances: No noxious or offensive activity is allowed or any activity which may become an annoyance or nuisance to the neighborhood.
6. No signs or billboards, no trade materials or inventories allowed.

7. No commercial style vehicles or tractors may be stored or regularly parked on premises.
8. No business activity or trade or use of residence as a professional office of any kind.
9. No rooming houses, boarding houses, antique or gift shops allowed.
10. No trailers, basement (unless part of a residence erected at the same time), tent, shack, barn or other outbuilding shall be erected or placed on any building site.
11. No animals or poultry of any kind, other than house pets.
12. No structure shall be rented separate from the main dwelling.
13. No fence, wall, hedge or mass planting is permitted to extend within 50 feet of golf course property line or within 50 feet of any lake.
14. All property owners shall extend to any and all golfers lawfully using the golf course the courtesy of allowing them to retrieve any and all errant golf balls (but they cannot damage flowers, shrubbery or the property in general of the lot owner).
15. No boathouse, bathhouse, private deck, pier, raft or other landing stage or other structure at or on shoreline of any plot having water frontage or land under water. No boats propelled by artificial power are allowed.
16. Lakes, golf course or other facility of country club can't be used by lot owners unless they are member or guest of High Meadows Golf & Country Club.
17. Public utilities, where practical, are to be placed in street and alleys, but a perpetual easement of 12 feet from property lines of each lot is for this purpose.
18. Lot owners who erect a dwelling must install septic tanks as per the state Health Department.

Reference June 15, 1966 Amendment:

19. All water services in High Meadows Estates will be rendered by Carolina Water of North Carolina/ Utilities, Inc.

Reference August 15, 1984 Amendment:

20. All lots and any improvements placed thereon, shall at all times be maintained so as to prevent it from becoming unsightly, unsanitary or a nuisance. This includes clearing and removal of all fallen trees and debris.
21. All driveways and culverts leading from roads of High Meadows Estates onto lots must be approved. Any damage done in construction of driveway or culverts to roadways or rights of way shall be repaired by owner of all lots causing said damage within 30 days after damage has been caused.
22. Water flow on all lots and parcels shall not be diverted or altered by owners. Nor shall drainage ditches be altered in order to divert the flow of water by the owners thereof.
23. No travel trailers or tents shall be placed or erected on any lot. No unsightly garages are permitted. No temporary structure, trailer, travel trailer, motor homes, tents, basements, shacks, garages, barns or other outbuildings for any use on lots or parcels as a residence or any other purpose either temporary or permanent are allowed.
24. No log home, mobile home or manufactured home may be placed or erected on any lot or parcel.

Reference Fourth Amendment August 2005:

25. High Meadows Golf & Country Club is granted authority to enforce deed restrictions and amendments for High Meadows Estates property. That includes the authority to approve all plans for buildings and improvements, to publish rules and procedures for approval of such plans, and to impose fines and reasonable charges incurred in doing so.
26. Plans for constructing or altering buildings must adhere to and comply with the established style and design of existing residences within High Meadows.

27. Use of motor bikes, motorcycles, swamp buggies and similar recreation vehicles and any other motor powered vehicles emitting offensively loud noises, smoke or odors are prohibited.
28. Speed limits shall be adhered to.
29. All golf carts and similar devices used for transportation within High Meadows Estates must be registered with the Club for security and identification purposes.
30. Construction of any improvement not pursued diligently to completion or where construction has ceased for 90 consecutive days or which have been partially or totally destroyed by fire or other casualty and not rebuilt within reasonable time shall be deemed a nuisance. After reasonable effort to notify the owner, the Club may remove, repair or complete such nuisance at cost to the owner.
31. Whether occupied or unoccupied, all lots and buildings must be maintained so as to prevent their becoming unsightly, unsanitary or a hazard.
32. No person shall burn garbage or other like household refuse, nor accumulate junked vehicles, litter, refuse or garbage on their lot. No yard trash shall be burned without a county permit.
33. Garbage must be kept in receptacles provided for such purpose by property owner. Receptacles must be removed from curbside by property owners. No lot shall be used as a dumping ground for rubbish.
34. Fuel storage tanks shall be buried or screened. Every receptacle for ashes, trash or garbage shall be installed underground or placed where it is not visible from the street, except at time that refuse collections are made.
35. Property owners shall keep drainage ditches and swales located on their property free and unobstructed and in good repair and shall provide for installation of such culverts upon his lot as may be reasonably required for proper drainage.
36. No person shall interrupt, pollute, dam or alter the natural flow of groundwater, or of any spring or stream, anywhere in High Meadows Estates, except as may be absolutely necessary during construction periods. No person shall divert or alter the natural flow of surface rainwater and drainage temporarily or permanently without express permission of the Club, and without taking every reasonable effort not to damage those affected.
37. No person shall keep or maintain house pets for commercial breeding purposes, unless expressly authorized by the Club.
38. Excessive noise made by pets, especially a barking dog, is deemed a nuisance and is prohibited.
39. Hunting and trapping of wild game as defined by the NC Wildlife Resources Commission shall not be permitted anywhere on the premises of High Meadows at any time by anyone, unless expressly authorized by the Club. If deer or other wild animals become nuisances by doing damage to real or personal property of the Club or any landowner, the Club may take such steps to remove the animals or abate the nuisance.



Request for Aesthetic/Architectural Review

Date: _____ Is this a request for a Preliminary Review? Y or N

NEW CONSTRUCTION () - or - HOME IMPROVEMENT ()

Estimated project start date: _____ Estimated completion date: _____

DESCRIPTION OF PROPOSED IMPROVEMENT (please provide as much information as possible regarding color, materials and scope of work)

.....
OWNER INFORMATION

PROPERTY ADDRESS: _____

OWNER'S NAME: _____ PHONE: _____

MAILING ADDRESS: (if different from property address)

EMAIL: _____

.....
CONTRACTOR INFORMATION (please provide information in case the AAC needs to address any issues directly with contractor)

NAME: _____ CONTACT: _____

(if homeowner will do work, please indicate under "NAME")

PHONE: _____ EMAIL: _____

MAILING ADDRESS: _____

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REQUIRED INFORMATION CHECKLIST:

- () Complete Set of Construction Plans (new construction, including pool and enclosure additions)
- () Site Survey (new construction) Please include setback information.
- () Landscape Plan (fences, walls, hedges, retaining walls) Please include setback from golf course if applicable.

PROPERTY OWNER'S SIGNATURE: _____

Mail or deliver to:

High Meadows Estates Aesthetics/Architecture Committee
P.O. Box 440
Roaring Gap, NC 28668
or e-mail: aac@highmeadowscountryclub.com



Nuisance Assistance Request for Aesthetic/Architectural Review

Date: _____

Have you discussed this matter with the property owner (Yes) (No) If yes when? _____

DESCRIPTION OF NUISANCE (please provide as much information as possible regarding the issue)

ADDRESS/LOCATION OF ISSUE :

OWNER'S NAME: _____

THIS REQUEST IS SUBMITTED BY:

NAME: _____

PHONE: _____ EMAIL: _____

MAILING ADDRESS: _____

SIGNATURE: _____

Mail to:

High Meadows Estates Aesthetics/Architecture Committee
P.O. Box 440
Roaring Gap, NC 28668
or e-mail: aac@highmeadowscountryclub.com

