

Wildwood Point Association Inc.

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July 28, 2004

Policy and Procedures for Applying Article VI, Architectural Control, and Article VII, Building & Use Limitations, of the Wildwood Point Covenants and Restrictions.

This policy document supercedes architectural guidelines adopted by the Board of Directors on May 22, 1983. The covenants and restrictions of Wildwood Point limit the minimum size and type of dwelling by section, restrict use to single family residences, and further require property owners to submit proposed plans for any construction and alteration for prior approval in writing by the Wildwood Point Association. The following policies and procedures are established for use in administering the provisions of Articles VI and VII of the covenants and restrictions.

Submission of Plans for Approval

The below information provides guidance to assist all Wildwood Point property owners in preparing the required plans for construction and for submission to the Association Board's Architectural Committee for review and approval. This includes clearing lots, or building a bulkhead, pier, boathouse, dock, deck, shed, driveway, garage, carport, pool, trailer/double-wide, modular home, house, or addition. The plans must be approved prior to starting any construction.

An owner's plans to build a home, modify a home, or for placement of manufactured or modular homes are required, as a minimum, to meet construction building standards for such items as; foundations, footings, roof pitch/slope, crawl space closure, HVAC, electrical, plumbing and septic systems, access porch, steps and safety rail. Plans that are returned disapproved or requiring additional information shall be resubmitted and approved prior to starting construction. Exterior construction should be completed within 6 months of initiation of the project, and performed safely and without damage to adjacent properties.

Submittals to the Association Must Include:

- Two copies of the plans for construction should be submitted; one copy to be returned approved to the property owner and one copy to be retained for Association records.
- Site plan must reflect specific locations of both existing and new construction with dimensions from all property boundaries. A legible hand drawn sketch on a photocopy of the plat is acceptable. Adjacent property set back dimensions and any

property easements shall be clearly shown on the site plan. Major construction or home placement should ideally include proposed locations of well, septic tank and field drain, driveway, water lines, electric, phone, and TV cable paths.

- Description of homes must specify:
 - a. Exterior construction materials (i.e. brick, wood, siding, block & stucco, concrete, etc.)
 - b. Exterior dimensions and general style (i.e. 1 or 2 story; basement or crawl space; ranch, cape cod, 1 1/2 story w/ dormers, etc.)
 - c. Type of roof, pitch/slope and material.
 - d. If manufactured housing, specify the building code standards used by the manufacturer.
 - e. Ideal plans include, but do not require, detailed construction plans including room sizes.

- Listing of appropriate permits that were obtained and statement that construction shall comply with all building codes and requirements by the applicable regulatory agencies. We recommend including a copy of the building/construction permit approved by the County or regulating agency to speed up the Association review process.

- Owners (not contractors, or sales agents) must submit requests for approval to Wildwood Point Association, Inc. on all construction requiring permits. The property owner shall forward a signed cover letter of request to the Association for review and approval action if a contractor, architect, realtor, or other agent of the owner actually submits plans.

Residential Construction or Manufactured Housing Placed as "permanent dwellings" in Restricted Sections B, C, D, E, and Lots numbered 3 through 93 in Section A.

The following are the minimum standards for building or placing housing in the restricted sections of Wildwood Point:

- a. Each home shall be permanently installed on, and enclosed with, a masonry foundation and shall be connected to permanent sewer, water, and electrical utilities, and shall have the approval of the Warren County Environmental Health Dept and the Building Code Dept.
- b. All equipment used for transporting the home to the permanent site; i.e.; wheels, axles, springs, hitch, etc., shall be removed from the home site after installation.
- c. Manufactured homes must carry North Carolina Department Verification Seal of Approval of North Carolina Residential Building Code Compliance. (Housing which meets the lesser standards promulgated by the U.S. Department of Housing and Urban

Development [HUD] for manufactured or mobile housing is acceptable for placement in Sections F, G, T, and lots 3 through 44 in Section F, but does not meet the standard for the restricted sections.) Site built homes must comply with the building codes and construction standards of the North Carolina Building Code referenced by the County Planning and Code Enforcement Dept.

- d. To preserve the predominant character of the neighborhood, each permanent home shall have a roof of not less than 5/12 pitch, and covered with commonly accepted roofing material used in conventional home construction. A complex architecturally designed and engineered roof or a roof of unique materials may be considered. Under no circumstances will doublewides with rooflines of less than 5/12 pitch, although meeting HUD standards for manufactured or mobile homes, be approved for placement as a permanent dwelling in the restricted sections.
- e. Consistent with North Carolina Building Code, primary entry doors requiring steps or stairs for access must have an entry stoop, landing or porch of at least 3' x 3' to allow for the opening sweep of the entry door or a screen or storm door. Pre-cast mobile home steps or trailer stair units positioned in front of entry doors do not meet this requirement.

The Board of Directors adopted these guidelines for implementation beginning July 28, 2004.

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