

CAROLINA LAKES PROPERTY OWNERS ASSOCIATION AT LAKESIDE MANOR (CLPOALM)

Phone: 910-484-5400 Ext. 503; FAX 910-484-0132

E-mail: jamie@littleandyoung.net

NEW CONSTRUCTION APPLICATION PACKAGE

- * Full size House Plans to be included
- * Application completed: including signatures on Fines/Policy Acknowledgement Sheet
- * Color Samples for Paint/Vinyl
- * Picture or Brochure showing type/color Brick and Shingle (no need for actual sample)
- * Current Year Contractor's License
- * Certificate of Insurance for Liability and Workers Compensation
- * Copy of Deed
- * Current Property Owner's Assessments must be paid for lot being built on.
- * Builder must be in Good Standing and have paid all assessments for any lots owned.

APPLICATION OF NEW HOME CONSTRUCTION
CAROLINA LAKES PROPERTY OWNERS ASSOCIATION AT LAKESIDE MANOR
ARCHITECTURAL COMMITTEE

(Please read the Reservations and Restrictions for your Phase)

PROPERTY: Phase _____ Lot # _____ Street _____

Property Owner(s) or Prospective Buyer's:

NAME _____

CURRENT ADDRESS _____

CITY _____ **STATE** _____ **ZIP CODE** _____

PHONE: WORK _____ **HOME** _____ **OTHER** _____

Contractor:

CONTRACTOR NAME _____ **NC LICENSE#** _____**BUSINESS ADDRESS** _____**CITY** _____ **STATE** _____ **ZIP CODE** _____**PHONE: BUSINESS** _____ **FAX** _____ **OTHER** _____**TYPE OF HOME:** One-story _____ Two-story _____ Split level _____**SQUARE FOOTAGE/HOUSE SIZE:** Minimum on ground floor for this phase _____ sq.ft

Total Enclosed Heated Living Area _____ sq.ft ;

Lower/ground level _____ sq.ft Upper level _____ sq.ft ; Other specify) _____ sq.ft

Total Non-Heated areas: _____ sq. ft.; Garage _____ sq.ft Porch _____ sq.ft

Deck _____ sq.ft; Other (specify _____ sq.ft.

Total House: _____ sq.ft

SET BACK MEASUREMENTS:

Corner lot: Yes _____ No _____ ; Lakefront lot: Yes _____ No _____ ; Golf Course lot: Yes _____ No _____

From Front Property Line (or street right of way): _____ ft

From Side Property Lines: Right side _____ ft; Left side _____ ft

From Rear Property Line: Non Lakefront/Golf Course _____ ft (min of 25 ft. on all)

Lakefront _____ ft. Golf Course _____ ft

MATERIALS AND COLORS (Submit Samples):

FOUNDATION: : Type _____ ; Color _____

SIDING: Type _____ Color: _____

FACADE: Type _____ Color _____

Other Surfaces, if different:

Type _____ Color _____

TRIM: Type _____ Color _____

COLORS: Garage Doors: _____ ; Shutters: _____ ; Front Door _____

ROOF: Type _____ Color _____

DRIVEWAY: (material) _____

LANDSCAPING/ OTHER EXTERIOR FEATURES (submit plan, See below)

Grass _____ Pine Straw _____ Shrubs _____ Trees _____ Other: (describe _____)

Heating/Cooling System: Heat Pump _____ Tank with Screening _____ Screening type _____

LAKEFRONT CONSTRUCTION (if applicable submit separate plans):

Retaining wall _____ Boardwalk _____ Boat Slip _____ Jet Ski Ramp _____

REQUIRED ATTACHMENTS / SUBMISSIONS CHECKLIST: the items listed below must be submitted with this packet.

A. PLANS- Architectural Committee will retain until the house is completed.

_____ **SITE PLAN**: Scaled drawing showing location of the house and all exterior elements (decks, deck stairs, heating facilities, etc.) on the lot. Show all dimensions, including set backs, indicate any extensive changes planned in lot topography.

_____ **HOUSE PLAN**: A 1:4 inch scale drawing showing floor plan with exterior dimensions (include porches, decks, etc.) and front, side and rear elevations.

_____ **LANDSCAPING DIAGRAM** that includes planned drainage and erosion control measures.

_____ **LAKEFRONT CONSTRUCTION** scaled drawing if applicable

_____ **TOPOGRAPHICAL SURVEY** a survey by an independent licensed professional may be needed pre/post construction. Elevation and drainage may be required for lots as determined by the Architect Committee.

B. MATERIALS AND COLOR SAMPLES- *WILL BE RETURNED*

C. CONTRACTOR DOCUMENTATION-*MUST BE SUBMITTED WITH THIS REQUEST*

_____ Copy of current year NC Contractor License

_____ Copy of Insurance Certificate (Liability and Workmen's Compensation)

_____ Employee/Subcontractor information sheet for CLPOA Security

D. DEED- *Copy of Lot Deed.*

ACKNOWLEDGEMENTS AND CERTIFICATES:

1. We/I acknowledge that the above is a true and accurate description of the home to be built and that we will comply with all stated requirements. We/I understand that any subsequent changes or additions to the home’s exterior, must be approved in writing by the Architectural Committee prior to instituting them.
2. The property owner certifies that the yearly assessment for this lot is paid up to date. (Assessments must be current for construction approval)
3. The property owner acknowledges receipt of a copy of the recorded Reservations and Restrictions for the location of this lot and of the Bylaws of the CLPOALM.
4. We/I agree to install a mailbox for this home, upon completion, that conforms to the prevailing design in Carolina Lakes.
5. We/I understand that the approved construction must be completed within one year from the date you received your letter of approval. The Architectural Committee may grant an extension for good cause. If not completed within one year, we/I must submit the project for re-approval.
6. We/I acknowledge receipt of a copy of the current version of the “ Requirements for Contractors working In Carolina Lakes,” and certify that we/I have read them. We/I further agree to comply with them in working on the construction project noted above, and that we/I will ensure that all whom we/I employ or subcontract with will also comply

PROPERTY OWNER OR PROSPECTIVE BUYER _____ **DATE** _____

CONTRACTOR _____ **DATE** _____

CAROLINALAKESPROPERTY OWNERS’ ASSOCIATION AT LAKESIDE MANOR

NEW CONSTRUCTION SIGNATURE SHEET

COMMITTEE ACTION

Site Plan ____ Approved; ____ Not Approved; ____ Conditional

House Plan ____ Approved: ____ Not Approved; ____ Conditional

Materials ___ Approved; ___ Not Approved; ___ Conditional

Colors ___ Approved; ___ Not Approved: ___ Conditional

Landscaping ___ Approved; ___ Not Approved: ___ Conditional

Lakefront Constr. ___ Approved; ___ Not Approved; ___ Conditional

Explanation of Non-Approval or Conditional Approval:

Chairperson Architectural Committee: _____

Member

Member

Member

Member

Member

Date Approved: _____

CAROLINA LAKES PROPERTY OWNERS' ASSOCIATION AT LAKESIDE MANOR

FINES AND POLICIES ACKNOWLEDGEMENT

Contractors will be sent written notification of any violations and a fine will be imposed as indicated on the Fines List. Ultimately, they will be denied future access to Carolina Lakes.

The Contractors seeking approval to construct a dwelling in Carolina Lakes shall read these requirements and sign the below statement attesting that they will comply with the said requirements.

I, _____, DBA or principle agent for

_____, Lot # _____,

have read the policies set forth in Carolina Lakes Builders Information Packet. I affirm that I, and all whom I employ or subcontract with, will comply with same. I understand that violations may result in a fine and possible shutdown of the work site.

_____ Date: _____
Print Name & Title / Signature

ONSITE CONTRACTOR'S INFORMATION
START DATE _____/_____/_____

CONTRACTOR _____ **PHONE (MOBILE)** _____

PROPERTY OWNER _____ **LOT#** _____ **STREET** _____

SUBCONTRACTORS

Note: All Subcontractors must provide a list of all laborer names with vehicle and license information.

COMPANY	ADDRESS	NAME	PHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LABORERS: _____ **VEHICLE:** _____ **LICENSE** _____

LABORERS: _____ **VEHICLE:** _____ **LICENSE** _____

LABORERS: _____ **VEHICLE:** _____ **LICENSE** _____

LABORERS: _____ **VEHICLE:** _____ **LICENSE** _____

LABORERS: _____ **VEHICLE:** _____ **LICENSE** _____

LABORERS: _____ **VEHICLE:** _____ **LICENSE** _____

LABORERS: _____ **VEHICLE:** _____ **LICENSE** _____

LABORERS: _____ **VEHICLE:** _____ **LICENSE** _____

DIRECTIONS TO BUILDING SITE:
