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# SITE MANAGEMENT COMPLIANCE FORM A - ARCHITECTURAL REVIEW COMMITTEE FEES & FORMS- REVIEW FEES FOR SINGLE FAMILY RESIDENCES

## *New Construction:*

**\$ 3,000** New Construction Review Fee for up to three reviews (this includes any combination of Draft, Preliminary or Final review submittals). A new construction project may begin the review process as any of the three types of reviews.

**\$ 1,000** New Construction Review Fee for an additional review

## *Major Renovations:*

**\$ 2,000** Heated space of 250 sq. ft. or greater; non-heated space of 500 sq. ft. or greater

**\$ 1,000** Heated space of less than 250 sq. ft.; non-heated space of less than 500 sq. ft.

## *Minor Renovations:*

**\$ 300** Non-heated space of less than 250 sq. ft., landscape changes, and other renovations not categorized

**\$ 100** Design change of an existing feature, such as a door or window

*Demolition:* **\$ 300** Main structure demolition project

**No fee** is required for a paint color change review or a decorative item/other review

Major Changes During Construction – Major Renovation Review Fee applies

Minor Changes During Construction – Minor Renovation Review Fee applies

MI ARC approval is required for all exterior changes and a submittal will not be placed on the MI ARC meeting agenda for review if it is incomplete. The appropriate review fee is part of a complete submission. If there is a question whether a change qualifies as a minor or major change, the Coordinator will consult with the MI ARC Chair. Similarly, should a construction proposal not be addressed within one of the categories outlined above, fees will be assessed on a case-by-case and individual basis.

**Checks for review fees must be made payable to Bald Head Association and mailed to the BHA-ARC Coordinator:  
Architectural Review Committee, P.O. Box 3030, Bald Head Island, North Carolina 28461-7000**

# ADDITIONAL FEES FOR SINGLE FAMILY RESIDENCES

## **Refundable Construction Deposit**

The required Refundable Construction Deposit will be used to reimburse any administrative expenses, costs of repairing damage to Common Areas, fees, fines, and penalties incurred during the construction process. It will be returned in full at completion of the project upon the following conditions:

- the project has been completed in accordance with the MIPOA approved plans;
- no Common Areas or right-of-way areas have been damaged by construction;
- no Covenants or Design Guidelines have been violated;
- no deficits are remaining from the landscaping plan;
- the Final Project Inspection Form has been completed satisfactorily.

Failure to satisfy these conditions may result in the loss of some or all of the Construction Deposit, regardless of whether such failure is caused by the Owner, architect/designer, builder, their contractors or agents. If the fine(s) exceed(s) the amount of the Construction Deposit, the balance owed may be assessed as a lien against the Owner's property.

The refundable Owner/Construction Deposit will be based on the project's cost of construction outlined in the table below:

**\$0** \$0-\$10,000 No deposit

**\$6,000** Renovation \$0-\$10,000

**\$10,000** New Construction Over \$300,000 or Renovation greater than 55 heated sq. ft.

The Owner/Deposit agreement should be completed, and the construction deposit check should be made out to MIPOA. Both must be submitted to the BHA ARC Coordinator with the final review application.

## **Impact Fee**

This non-refundable construction impact fee (\$1/square foot) must be included as part of the final review application. This amount is determined by the amount of heated square footage of the new construction or the addition. The check should be made payable to MIPOA.

The Road Cut Application must be completed and accompany the final review application specifying the road cut(s) to be made and the road repair process that will be followed. \*\*\*The homeowner will be responsible for professional restoration of the road in front of the house after construction is complete. The roads must be restored to the satisfaction of the MIPOA.

**Checks for the Impact and the refundable Construction Deposit fees must be made payable to the MIPOA and included as part of the final review application.**

# ARCHITECTURAL REVIEW APPLICATION FOR NEW CONSTRUCTION

## MIDDLE ISLAND ARCHITECTURAL REVIEW COMMITTEE (MI ARC)

PO Box 3030  
Bald Head Island, North Carolina 28461-7000  
910-457-4676

(Page 1 of 4)

Please check one:

Date: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Preliminary Review Application | <input type="checkbox"/> \$3000 New Construction Review Fee                            |
| <input type="checkbox"/> Draft Review Application       | <input type="checkbox"/> \$6,000 – 10,000 New Construction/Renovation Deposit          |
| <input type="checkbox"/> Final Review Application       | <input type="checkbox"/> \$1/heated square foot Non-refundable construction impact fee |

Lot # \_\_\_\_\_ MI House # \_\_\_\_\_ MI Street Name \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Architect/Designer \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Builder \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Surveyor \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Landscape Designer \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Variance Requested (Describe on Architectural Questionnaire)

# NEW CONSTRUCTION ARCHITECTURAL QUESTIONNAIRE

(Page 2 of 4)

**Form(s) to be completed, as required, by all architects/designers submitting documents for consideration at Draft, Preliminary and Final stages.**

Lot # \_\_\_\_\_ MI House # \_\_\_\_\_ MI Street Name \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Architect/Designer \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

1. Has the architect/designer visited the site? Yes No  
Date of visit (required prior to submittal of major renovation or new construction)
2. Has the architect/designer read the **current Middle Island Architectural Design Guidelines** and related **Protective Covenants** and designed the house accordingly?  
Yes No
3. Has the house been designed according to the State of North Carolina Residential Building Code, especially in regard to wind resistant construction? Yes No
4. Is the architect/designer familiar with CAMA, FEMA and Village of Bald Head Island Zoning requirements for this site? Yes No
5. If applicable, what are the CAMA and FEMA restrictions for this property?  
\_\_\_\_\_
6. Are there 404 (regulated) wetlands on the property? Yes No
7. What is the FEMA Flood Zone for the Property? \_\_\_\_\_
8. Has the architect/designer attempted to minimize the amount of the site to be graded?  
Yes No
9. Has the architect/designer attempted to minimize the removal of, or damage to existing vegetation, especially plants of special concern? Yes No
10. Has the architect/designer taken views, orientation and location of adjoining buildings into consideration for the design of the house? Yes No
11. Has the house been staked out on the lot (required at Preliminary)?  
Yes No Date Staked \_\_\_\_\_ (**Trees to be removed must be tied with red surveyors tape**)

12. Type of lot:	Required setbacks:
Corner	Front
Deeded site-specific building pad	Side
Estate	Rear
Merged	
Standard	Other

13. Area of lot (sq. ft.) \_\_\_\_\_
14. Lowest natural point (virgin low) at perimeter of complete structure (including stairs, decks, etc.) (MSL) \_\_\_\_\_
15. Height of structure (highest roof ridge) above virgin low point (max. 35') \_\_\_\_\_
16. First floor elevation (FFE) \_\_\_\_\_  
**(Max of 2' above FEMA or 4' above average grade around perimeter of complete structure including stairs and decks, whichever is greater)**
17. Total proposed building coverage \_\_\_\_\_  
Total proposed impervious coverage \_\_\_\_\_  
Maximum building coverage allowed for lot \_\_\_\_\_  
Maximum impervious allowed for lot \_\_\_\_\_
18. Mean finished grade within this footprint \_\_\_\_\_
19. Percentage of site to be graded \_\_\_\_\_  
**(This area should be kept to a minimum and generally include only the building pad, drive and walk area. See size section for maximum site coverage.)**
20. Number of trees over 3" in caliper at 4' proposed to be removed \_\_\_\_\_
21. Roof pitch: Primary \_\_\_\_\_ Secondary \_\_\_\_\_
22. Eave overhang dimensions \_\_\_\_\_  
    Rake overhang dimensions \_\_\_\_\_
23. Total allowable heated square footage \_\_\_\_\_
24. Total square footage (heated/non-heated) \_\_\_\_\_
25. Heated first floor area \_\_\_\_\_
26. Heated second floor area \_\_\_\_\_
27. Heated third floor area \_\_\_\_\_
28. Total sq. ft. of screened porch \_\_\_\_\_ Screen Material \_\_\_\_\_
29. Total sq. ft. of deck and balconies \_\_\_\_\_

30. Percentage of covered porch (8' deep min.) for beach lots — must be 15% of the linear footage heated wall space on the first floor \_\_\_\_\_
31. 50% rule calculation (BEACH LOTS:  
#1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22, 23,24 (All lots on East Beach Drive)
32. Area of grade level volume footprint (if usable) \_\_\_\_\_  
Area of first level volume footprint \_\_\_\_\_  
Area of second level volume footprint \_\_\_\_\_  
Second level percentage of first level (50% max.) \_\_\_\_\_
33. Are any variances from the MI ARC requirements being requested under this application? Yes No If yes, please attach a letter of explanation for request \_\_\_\_\_  
\_\_\_\_\_
34. Shutter material: Plastic\_\_Vinyl\_\_Wood\_Color\_\_  
A physical sample must accompany any submittal that includes plastic or vinyl shutters.
35. Metal roof: Color \_\_\_\_\_  
Manufacturer's Reflective index number/sheen rating \_\_\_\_\_
36. Are there any existing fences bordering property lines? Yes No (See fence guidelines)
37. Is there a concealment proposal on plans for storing a boat on the lot? (**Required** if owner intends to bring a boat to the island) Yes No
38. Location of YES/NO trash tag \_\_\_\_\_
39. **For Draft and/or Preliminary:**
- a. Has the architect/designer submitted one full-size printed copy, one emailed PDF copy and one AutoCAD- compatible copy? Yes No
  - b. The survey and site plan include the required sightline setback calculations for oceanfront properties. Yes No (**Required at Draft Review**)
40. **For Final Review:**
- a. Has the architect/designer submitted two full-size printed copies, one 11" x 17" printed copy, one emailed PDF copy and one AutoCAD- compatible copy? Yes No
  - b. Has the architect/designer submitted an original sealed topographical survey (less than two years old) by a registered land surveyor or civil engineer?  
Yes No (**Required at Draft Review**)

To the best of my knowledge, the foregoing statements are true.

\_\_\_\_\_  
Architect/ Designer signature Date

# CHANGE APPLICATION

## ARCHITECTURAL REVIEW APPLICATION

(For new work on existing homes or design changes during construction)

### MIDDLE ISLAND ARCHITECTURAL REVIEW COMMITTEE (MI ARC)

PO Box 3030

Bald Head Island, North Carolina 28461-7000

910-457-4676

Date \_\_\_\_\_

Lot # \_\_\_\_\_ MI House # \_\_\_\_\_ MI Street Name \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Architect/Designer \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Builder \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Change Descriptions \_\_\_\_\_

\_\_\_\_\_

Reason for change \_\_\_\_\_

\_\_\_\_\_

Please attach the required drawings per the Design Guidelines. May include existing elevations, floor plans, site plans, and proposed changes. MUST BE TO SCALE.



# DECORATIVE ITEM / OTHER REVIEW APPLICATION

## ARCHITECTURAL REVIEW APPLICATION

### MI ARCHITECTURAL REVIEW COMMITTEE (MIARC)

PO Box 3030

Bald Head Island, North Carolina 28461-7000

910-457-4676

Date \_\_\_\_\_

Lot # \_\_\_\_\_ MI House # \_\_\_\_\_ MI Street Name \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Vendor \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*Other: An exterior change item that costs less than \$200, scaled drawing of proposed change is required.**

**\*\*Please attach sketch or photo of the decorative item and proposed location for item.**

# DEMOLITION REVIEW APPLICATION

## ARCHITECTURAL REVIEW APPLICATION

(For demolition of existing homes)

### MIDDLE ISLAND ARCHITECTURAL REVIEW COMMITTEE (MI ARC)

PO Box 3030

Bald Head Island, North Carolina 28461-7000

910-457-4676

Proposed project completion time frame: \_\_\_\_\_

Lot # \_\_\_\_\_ MI house # \_\_\_\_\_ MI Street Name \_\_\_\_\_

Property owner \_\_\_\_\_

Mailing address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

#### Contractor

Telephone \_\_\_\_\_ Email \_\_\_\_\_

*As the official on-site designee of the property owner, the contractor accepts responsibility for maintaining the approved site management plan throughout the demolition process. The BHA ARC Coordinator is granted on site permission and will make site inspections periodically throughout the process to ensure compliance with the MI ARC approved site management plan. The BHA ARC Coordinator may authorize minor adjustments to the approved site management plan; major changes require resubmittal to the MI ARC for approval.*

*Damages may be assessed, and fines imposed of up to \$100 per day per violation for non-compliance. These fines are authorized by the Amended and Restated Covenants of the Middle Island Association and the Planned Community Act Chapter 47F of the NC General Statutes. They become effective five days after the Middle Island Property Association Board's approval of the recommendations.*

#### *The completed demolition review application must include the following documentation:*

\_\_\_\_\_ Verify that a new construction project has MI ARC approval and a Village issued permit for rebuilding the main structure on this site.

\_\_\_\_\_ If a new construction project is not currently MI ARC approved and/or Village building permit for the approved project has not been issued for this site, a landscape restoration plan is required.

\_\_\_\_\_ A copy of the proposed site plan including debris management plan.

\_\_\_\_\_ Include the planned protection of existing vegetation. The BHA ARC Coordinator will determine if tree/vegetation protection is required before demolition begins.

\_\_\_\_\_ Limits of demolition fencing required.

\_\_\_\_\_ Review fee.

# FINAL INSPECTION CHECKLIST/REPORT

(FOR INTERNAL USE ONLY)

Owner \_\_\_\_\_ Architect/Designer \_\_\_\_\_

Builder \_\_\_\_\_ Lot # \_\_\_\_\_

Deposit Amount \$ \_\_\_\_\_ Date C.O. Issued \_\_\_\_\_

Date of inspection \_\_\_\_\_ 'AS BUILT' Survey submitted \_\_\_\_\_

Site Placement \_\_\_\_\_

Exterior Lighting \_\_\_\_\_

**Elevations:**

Trash Enclosure

Front \_\_\_\_\_

HVAC Screened

Back \_\_\_\_\_

Driveway

Left Side \_\_\_\_\_

Concrete Apron

Right Side \_\_\_\_\_

Walkways

Garage/Crofter \_\_\_\_\_

Stairways

**Fence:** Design \_\_\_\_\_ Location \_\_\_\_\_ Finished sides face out \_\_\_\_\_ Paint/Color

**Exterior Paint/Color:**

Body \_\_\_\_\_

Address Bollard (front)

Trim \_\_\_\_\_

Address Bollard (rear alley)

Doors \_\_\_\_\_

Landscaping

Accents

Lattice

Roof

\_\_\_\_\_ Damage to street asphalt or street

Other (Describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

BHA ARC Coordinator

Date

**Deposit mailed:** Date \_\_\_\_\_ \$ \_\_\_\_\_

# PAINT/COLOR APPLICATION ARCHITECTURAL REVIEW APPLICATION

PLEASE COMPLETE ALL PAGES

NOTE: Must complete application prior to submittal (must include roof sample and paint chips)

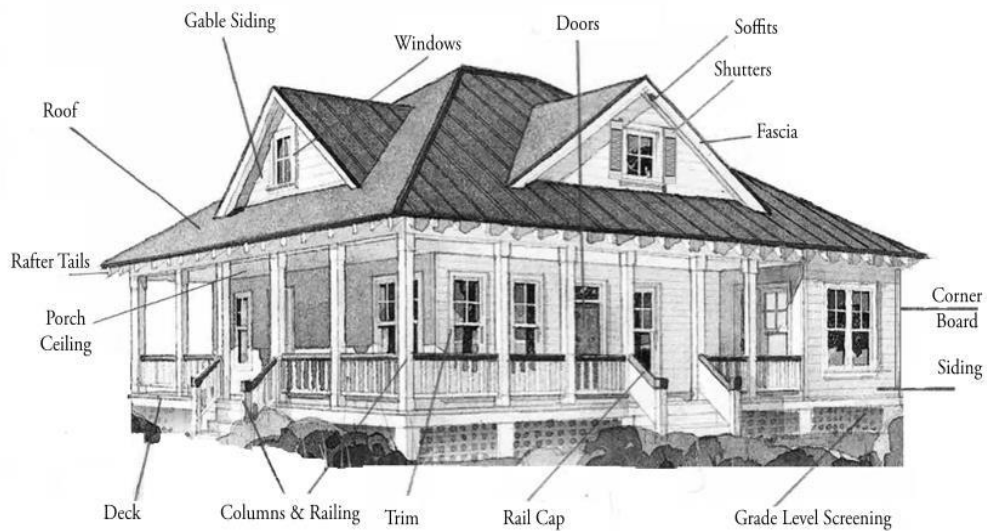
Date: \_\_\_\_\_

Lot # \_\_\_\_\_ MI House # \_\_\_\_\_ MI Street Name \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_



## **MANUFACTURER-PROVIDED ROOFING SAMPLE REQUIRED**

Roof:

Color/Number \_\_\_\_\_

Manufacturer \_\_\_\_\_

Material \_\_\_\_\_

Metal Roofing - Manufacturer's Reflective index number/sheen rating \_\_\_\_\_

**MUST ATTACH MANUFACTURER-PROVIDED PAINT CHIPS BELOW**

Main body of the Bldg.:

Color/Number \_\_\_\_\_

Paint Mfg. \_\_\_\_\_

---

Rafters/ Soffits:

Color/Number \_\_\_\_\_

Paint Mfg. \_\_\_\_\_

---

Windows:

Color/Number \_\_\_\_\_

Paint Mfg. \_\_\_\_\_

---

Trim:

Color/Number \_\_\_\_\_

Paint Mfg. \_\_\_\_\_

---

Exterior Doors:

Color/Number \_\_\_\_\_

Paint Mfg. \_\_\_\_\_

---

Grade Level Screening:

Color/Number \_\_\_\_\_

Paint Mfg. \_\_\_\_\_

---

Porch Ceiling:

Color/Number \_\_\_\_\_

Paint Mfg. \_\_\_\_\_

---

Window Shutters

Color/Number \_\_\_\_\_

Paint Mfg. \_\_\_\_\_

Deck:

Color/Number \_\_\_\_\_  
Paint Mfg. \_\_\_\_\_

---

Columns and Railing:

Color/Number \_\_\_\_\_  
Paint Mfg. \_\_\_\_\_

---

Garage Doors:

Color/Number \_\_\_\_\_  
Paint Mfg. \_\_\_\_\_

---

Other Accents:

Rafter tails, cap rail, etc.

Color/Number \_\_\_\_\_  
Paint Mfg. \_\_\_\_\_

---

**PLEASE SEND TO THE ARCHITECTURAL REVIEW COORDINATOR  
MI ARCHITECTURAL REVIEW COMMITTEE (MI ARC)**

PO Box 3030

Bald Head Island, North Carolina 28461-7000

910-457-4676

# ROOF/COLOR MATERIAL APPLICATION ARCHITECTURAL REVIEW APPLICATION

Date: \_\_\_\_\_

Lot # \_\_\_\_\_ MI House # \_\_\_\_\_ MI Street Name \_\_\_\_\_

Property Owner \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## MANUFACTURER-PROVIDED ROOFING SAMPLE

Roof:

Color/Number \_\_\_\_\_

Manufacturer \_\_\_\_\_

Material \_\_\_\_\_

Metal Roofing - Manufacturer's Reflective index number/sheen rating \_\_\_\_\_

Windows:

Color: \_\_\_\_\_ **WHITE** \_\_\_\_\_

Paint Manufacturer/number: \_\_\_\_\_

Material: \_\_\_\_\_

**Note: White is the only window color option allowed on this form. For any other window color choice, the paint color application form will need to be completed and submitted for review no later than the village building permit installation inspection request.**

**PLEASE SEND TO THE ARCHITECTURAL REVIEW COORDINATOR  
MI ARCHITECTURAL REVIEW COMMITTEE (MI ARC)**

PO Box 3030

Bald Head Island, North Carolina 28461-7000

910-457-4676

# PROPERTY OWNER AGREEMENT

- The original copy of the completed PROPERTY OWNER AGREEMENT **must be submitted** with the Final Review application.
- The Property Owner Agreement must be **completely** filled out.
- If the property is sold before the ARC final inspection has been successfully completed, the property owner of record at the time of the inspection is responsible for fulfilling the original agreement. The Property Owner Agreement and the construction deposit will transfer with the property.
- Once the project is completed and the Property Owner Agreement requirements are met the **construction deposit will be refunded to the property owner of record.**

## MIDDLE ISLAND PROPERTY OWNERS ASSOCIATION

### ARCHITECTURAL REVIEW COMMITTEE OWNER AGREEMENT

Owner: \_\_\_\_\_

Contact person: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_

Builder: \_\_\_\_\_ Lot #: \_\_\_\_\_

Owner Construction Deposit: \$ \_\_\_\_\_

Impact Fee \$ \_\_\_\_\_

The Architectural Review Committee (ARC) was created pursuant to authority vested by the Protective Covenants of Middle Island Property Owners Association (the “Covenants”) for the purpose of administering Middle Island Property Owners Association Design Guidelines and reviewing all applications for new construction and renovations on any of the Property that is subject to the Covenants. ARC approval is required prior to undertaking any new construction, exterior renovation, or site-work, and for any change to an approved plan, however insignificant, to ensure compliance with the Covenants or the Design Guidelines. This process ensures that every house in Middle Island is of similar character, thereby maintaining the architectural vernacular and integrity of the community.



THE UNDERSIGNED OWNER WISHES TO COMMENCE CONSTRUCTION ON THE PROPERTY AND ACKNOWLEDGES AND AGREES AS FOLLOWS:

1. Owner/Deposit: Owner shall cause an Owner/Deposit in the amount(s) set forth above (the "Deposit") to be paid to Middle Island Property Owners Association ("Association"), for purposes of ensuring compliance with the Covenants, Design Guidelines, Road Cut application and final plans approved by the ARC, and for reimbursing any administrative expenses, costs of repairing damage to Common Areas and rights of way, fees, fines, and penalties incurred during the construction process. The Association shall refund the Deposit in full upon completion of the project, as determined by the ARC, if:

- a) The construction project on the Property has been completed in accordance with the ARC approved plans;
- b) No Common Areas or rights of way have been damaged or disturbed by construction;
- c) No Covenants or Design Guidelines have been violated;
- d) No deficits are remaining from the landscaping plan.
- e) Road Cut process and specifications have been adhered to and passed final inspection.

Failure to satisfy these conditions may result in the loss of some or all of the Deposit, regardless of whether such failure is caused by the Owner, Architect, Landscape Architect, or Builder, their contractors or agents. Owner understands that the Deposit may be applied to reimburse the Association for damages to the Common Areas and rights of way and to fines levied by the Association. If the fine(s) exceed the amount of the Deposit, the balance owed may be assessed as a lien against the Owner's Property.

In addition to fines, should the Owner fail to cure any violation of the Covenants, Design Guidelines, or plans approved by the ARC, the Association, after providing the Owner with notice and a reasonable time to cure the violation, shall have the right to enter the Property, remove or otherwise cure the violation, and restore the Property to substantially the same condition as previously existed. All costs, together with interest at the maximum rate then allowed by law, may be deducted from the Deposit and the balance owed may be assessed as a lien against the Owner's property.

2. Owner's Other Obligations: Owner shall:

- a) Impact Fee: Impact fee noted above shall be made payable to Middle Island Property Owners Association.
- b) Become familiar with the requirements set forth in the Design Guidelines;
- c) Submit any changes to any proposed plans for the property to the ARC for review prior to implementation;
- d) Comply with the Covenants and Design Guidelines and promptly remedy any violations of the Covenants or Design Guidelines;

- e) Permit Architect and/or Landscape Architect to submit a proposal for work to begin on the Property based upon Owner's review of all drawings submitted for Final Review to the ARC on \_\_\_\_\_, 20 .
- f) Cause the improvements to be constructed and landscaping to be installed pursuant to the plans submitted to and approved by the ARC.
- g) Submit a copy of the required as-built survey to the ARC Coordinator within thirty (30) days of the Certificate of Occupancy issuance date to ensure that the residence is built according to the approved set of drawings.
- h) Authorize Owner's Architect and Landscape Architect to act in Property Owner's stead as Property Owner's representatives during the construction process;
- i) Be responsible for the actions of Owner's Architect, Landscape Architect, Builder, and other agents as Owner's duly appointed representatives;
- j) Permit the ARC Coordinator on-site access throughout the construction process;
- k) Repair any damage to Common Areas or rights of way caused by Owner, Owner's Architect, Landscape Architect, Builder, or other agents of Owner during the construction process;
- l) Remit any amount assessed by the Board of the Association as damages or fines, understanding that damages may be assessed, and fines imposed of up to \$100 per day per violation.

3. Road Cuts: No additional deposit will be required for the road cut application. However, the property owner and contractor are responsible for assuring that any road cut is repaired as described in the Road Cut Application, and for giving the Association advance notice of the repair date as required by the Application. The Association may retain part of the construction deposit if road cuts and road damage are not repaired satisfactorily.

4. Transfer of Property: If Owner sells or transfers the Property prior to the commencement or completion of construction, Owner will make the new owner(s) aware of any requirements imposed by the ARC and the existence of this Agreement. Owner's interest in the Deposit, or any remaining portion thereof, shall be assigned to the new owner(s), subject to deduction for payment of any claims against it for incidents pre-dating the transfer of the Property.

The undersigned consents to have this agreement recorded.

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public for the State of  
\_\_\_\_\_, County of \_\_\_\_\_, hereby certify that  
\_\_\_\_\_ personally appeared before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, and acknowledged the execution of the foregoing instrument.  
Witness my hand and official seal.

\_\_\_\_\_ My commission expires \_\_\_\_\_  
Notary Public

**Return this agreement to the BHA-ARC Coordinator: Architectural Review Committee, P.O. Box 3030, Bald  
Head Island, North Carolina 28461-7000**

**MIDDLE ISLAND PROPERTY OWNERS ASSOCIATION**

**ROAD CUT APPLICATION**

Owner: \_\_\_\_\_

Contact person: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date site work begins \_\_\_\_\_

Road Location \_\_\_\_\_

Cut dimensions \_\_\_\_\_

Purpose of Cut \_\_\_\_\_

Will road be impassable? If so, for how long? \_\_\_\_\_

1. If the disturbance of the road surface is other than a perpendicular cut across the roadway, I have attached a sketch.
2. If the road is temporarily impassable, I agree to make temporary repairs to assure that the road is not impassable for longer than the time stated in the application.
3. I agree to fill and repair the road to its original condition within ten (10) working days of the date work begins. The road will be repaired with at least 6 inches of ABC at the top of the cut. The ABC will be compacted in at least 2 lifts and will not be mixed with sand from the cut. If the road is a paved road, the ABC will be surfaced with 1 ½" of compacted I-2 asphalt. The final surface of the road will be at the same level as the existing surface.
4. I will notify the contact person for the Association 24 hours before repairing the road cut so that the road repair process can be observed, should the Infrastructure Committee wish to do so.
5. If the notice required in paragraph 4 is not given, the Association may hold the Owner Construction deposit for up to six months to determine the adequacy of the repair based on the performance of the road under use.

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Road Cut application must accompany the final review application.**

**SITE MANAGEMENT COMPLIANCE FORM**  
**BHA ARC Coordinator, 910-457-4676**

Date building permit issued: \_\_\_\_\_

Lot # \_\_\_\_\_ MI house # \_\_\_\_\_ MI Street Name \_\_\_\_\_

Property owner \_\_\_\_\_

Mailing address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Builder** \_\_\_\_\_

Mailing address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

*As the official on-site representative of the property owner, the builder accepts responsibility for maintaining this Site Management Plan throughout the building process. The BHA ARC Coordinator is granted on site permission and will make site inspections periodically throughout the building process to ensure compliance with this Site Management Plan. **The builder is responsible for contacting the BHA ARC Coordinator to schedule required site visits and the completion of the three-step site management form.** The BHA ARC Coordinator may authorize minor adjustments to the approved site plan; major changes require resubmittal to the MI ARC for approval.*

*Damages may be assessed, and fines imposed of up to \$100 per day per violation for non-compliance. These fines are authorized by the Amended Covenants of the Middle Island Association and the Planned Community Act Chapter 47F of the NC General Statutes. They become effective five days after the MIDDLE ISLAND PROPERTY OWNERS ASSOCIATION Board’s approval of the recommendations.*

\_\_\_\_\_ Date \_\_\_\_\_ Builder \_\_\_\_\_ Date \_\_\_\_\_  
BHA ARC Coordinator

**1<sup>ST</sup> SITE VISIT – SCHEDULED WITH BHA ARC COORDINATOR BEFORE LAND IS CLEARED**

\_\_\_\_\_ A copy of the approved site plan is attached.

\_\_\_\_\_ The building corners are indicated by survey stakes, the trees are tagged for removal and the tree/vegetation removal is verified.

\_\_\_\_\_ The approved site plan is reviewed and updated with required adjustments. This form is agreed to be the project Site Management Plan. Discuss protection of remaining trees.

\_\_\_\_\_ The BHA ARC Coordinator will determine if tree/vegetation protection is required before the land is cleared.

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
BHA ARC Coordinator                      Date                      Builder                      Date

**2<sup>ND</sup> SITE VISIT – SCHEDULED WITH COORDINATOR BEFORE PILINGS ARE INSTALLED**

\_\_\_\_\_ The land has been cleared approximately 6 feet around the building pad.

\_\_\_\_\_ The surveyor has set the final house corner stakes in preparation for piling installation.

\_\_\_\_\_ Protective wood sand fencing has been installed 2 feet from and around the base of the trunk or vegetation to be protected per the site plan.

\_\_\_\_\_ Review and update the Site Management Plan.

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
BHA ARC Coordinator                      Date                      Builder                      Date

**Exception:** Tree protection that impedes the piling installation process will be noted on the Site Management Plan. Any delay of specific tree protection must be approved by the MI ARC.

**3<sup>RD</sup> SITE VISIT - SCHEDULED WITH BHA ARC COORDINATOR AFTER PILINGS ARE INSTALLED AND BEFORE OTHER MATERIALS ARE DELIVERED**

\_\_\_\_\_ Limits of construction fencing have been installed.

\_\_\_\_\_ A forest lot requires the use of 36” high black silt fence for limits of construction fencing.

\_\_\_\_\_ A beach lot requires the use of 48” high wooden sand fence for limits of construction fencing.

\_\_\_\_\_ The dumpster location has been designated.

\_\_\_\_\_ The portable restroom location has been designated.

\_\_\_\_\_ The Site Management Plan is reviewed and updated if necessary.

\_\_\_\_\_ Although tree protection would be ideal if installed at the drip edge of the remaining trees, it is recognized that this may not always be possible. On site, the ARC Coordinator will discuss with the builder any additional required tree/vegetation protection on a case-by-case basis when drip edge is not possible.

\_\_\_\_\_ The driveway has been stabilized and \_\_\_\_\_ material has been used.

\_\_\_\_\_ The materials lay-down area has been determined and marked on the Site Management Plan.

NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ BHA ARC Coordinator \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Builder \_\_\_\_\_ Date \_\_\_\_\_