

**Cover changes:**



DESIGN GUIDELINES  
**(STANDARDS & RULES)**

FOR BALD HEAD ASSOCIATION MEMBERS

*26<sup>th</sup> Edition, FOR 2022*

**From page 7**

The areas in the Bald Head Association membership with “neighborhood” associations are:

- |              |                               |                     |
|--------------|-------------------------------|---------------------|
| The Hammocks | Flora’s Bluff/Killegray Ridge | Royal James Landing |
| Ibis Roost   | Lighthouse Landing            | Sabal Palm Cottages |
| The Villas   | Timbercreek                   |                     |

These aforementioned neighborhoods are ~~drip-line communities, and homeowners do not own the land around their homes beyond the home’s drip line.~~ **communities with common areas in which many of the homeowners do not own the land around their homes.** (There are some individual exceptions in Flora’s Bluff/Killegray Ridge; please refer to the individual deed for clarification.) It is important to note in most cases, the “neighborhood” association is responsible for landscape maintenance and must approve any trimming, planting and tree removal. Additionally, in accordance with BHA Covenants, **any exterior changes** including but not limited to landscaping and tree removal must also be approved by the BHA ARC.

**From page 8**

**Multi-Family Communities (Drip-line Neighborhoods)**

Setbacks for Multi-Family projects are site dependent. Structures shall meet all building code separations from property lines and existing adjacent structures. Setbacks shall be enforced that allow the rebuilding of all existing Multi-Family structures, to match the previously existing structures and impervious coverage limits (including square footage), should they be destroyed by storm or fire. In the case of adding to/or renovating an existing Multi-Family structure, no portion may extend beyond the existing drip line or

exceed original square footage limits or impervious coverage. **No ground clearing or vegetation removal is permitted without BHA/ARC approval.**

“Drip-line” neighborhoods without a sub-association are Keeper’s Landing, Surfman’s Walk and Sumner’s Crescent. These are areas where property owners own structures: houses, garages, and crofters and the ground under these structures to the drip line where water dripping off the roof would land. They also own and must maintain walkways, decks, stairs, fences and lights, which are beyond the drip line, and are built for their use only, as opposed to the use of the entire neighborhood. They do not own the land under decks, walkways and stairs or any land around or in the vicinity of their houses. **Any structures, unapproved landscape changes, or gas tanks for individual use on these common areas is prohibited.**

**Under or above ground propane gas tanks, and structures benefiting individual properties are not to be installed on BHA land.**

### ***From page 11***

#### New Construction Review Process

2. It is ~~advantageous to use~~ **strongly recommended that applicants engage** architects and designers who are familiar with **the standards of Bald Head Island** coastal construction and the environmental requirements of Bald Head Island. This helps to assure an appropriate level of competency and aesthetic desirability to maintain compatibility in this unique building environment.

### ***From page 12***

#### Steps in the New Construction Review Process

**Step Two** Employ a registered surveyor to obtain a complete survey as required and described within the ~~Draft~~ **Preliminary** Review Section. ~~This survey must be less than two (2) years old and must include existing vegetation.~~ **This survey must be dated 2 years or less from the date of the submittal and must include existing vegetation and approximate tree canopy.**

### ***From pages 14-15***

#### Draft Review

~~3. Survey. Must be sealed by a registered North Carolina surveyor and scaled 1" = 10'0". It must include:~~

- ~~a) property lines with dimensions and bearings~~

~~b) existing contours at one-foot maximum intervals, each indicating elevation above sea level~~

~~e) existing location of all trees with a minimum caliper of 3 inches in diameter measured 48" along the trunk from ground level and clustered growth vegetation 2 square feet or more at ground level, regardless of branching habits or diameter of the branches~~

~~d) north arrow~~

~~e) setback limits~~

~~f) the survey must include the required sightline setback calculations for oceanfront properties (see Sightline Setback requirements page 129)~~

~~g) the survey must be dated less than two (2) years old~~

#### 4. 3. Schematic Drawings:

##### a) Site Plan with basic dimensions and noted setbacks

~~a) Site Plan at 1" = 10'~~

~~1) north arrow~~

~~2) property lines with dimensions and bearings~~

~~3) existing and proposed contours~~

~~4) location of all trees to be removed that are over 3" in caliper at 48" height from grade~~

~~(noted "removed")~~

~~5) roof plan shown to side at same scale~~

~~6) first floor elevation (FFE) indicated~~

~~7) setback limits shown~~

~~8) building accurately located from property line~~

~~9) overhangs indicated with dashed lines~~

~~10) drives and walks shown~~

~~11) FEMA Zone designation and Base Flood Elevation indicated~~

~~c) Elevations at 1/4" = 1' 0". One for each major exposure including all accessory structures.~~

~~1) Conceptual drawings should establish proportion, fenestration, size and mass~~

~~2) Roof lines with minimum pitches, steps and porches shown~~

~~1) show how building relates to ground level~~

~~2) show screening type and location (this includes screening utilized for the HVAC and trash enclosures)~~

~~3) indicate overall height from ground to ridge of roof~~

~~4) indicate overall height from virgin low point under the house to ridge of roof~~

~~5) indicate relationship of finished first floor to FEMA flood elevation~~

**From pages 15-18**

Preliminary Review

3.
  - g. ~~survey must be dated within 2 years of the date of the submittal.~~ survey must be dated 2 years or less from the date of the submittal.
  - h. identify base flood elevations, and if applicable, 404 wetlands and CAMA lines.
4.
  - a.
    - ~~11) the location of non-stacked guest parking for two carts within setbacks (Cape Fear Station Lot designation guest parking may vary. See Appendix C)~~
    - ~~14) the location of the electric meter, including any necessary platforms or steps (cannot be located in setback)~~
    - ~~17) specified lay-down area for materials storage~~
    - ~~19) the location of Village address bollard(s)~~
  - b.
    - ~~5) all fixtures, cabinets and appliances shown~~
  - d.
    - ~~4) materials and design details for the trash, HVAC and outdoor shower enclosures (including access platform and stairs if required for HVAC/electric)~~
    - ~~5) the overall height from ground to ridge of roof~~
    - ~~10) the exterior lighting and fixture details~~

**From pages 19-20**

Final Review

5. Final Drawings:
  - a. **Site Plan**
    - 1 the location of non-stacked guest parking for two carts within setbacks
    - 2 the location of the electric meter, including any necessary platforms or steps (cannot be located in setback)

3 specify lay-down area for material storage

4 the location Village address bollard(s)

5 the location of the Village YES/NO garbage tag (see specific guidelines)

Revised as required by the Preliminary Review indicating each change with a "revision cloud"

#### **d. Elevations**

There should be two pages, the first showing the North and West exposures and the second showing the South and East exposures. These pages should provide the following information for the house and accessory buildings elevations:

- i. how the building relates to ground level
- ii. the grade level screening type, design details and location
- iii. materials and design details for the exterior of the proposed structure
- iv. materials and design details for the trash, HVAC and outdoor shower enclosures (including access platform and stairs if required for HVAC/electric)
- v. the overall height from the virgin low point at the house footprint perimeter to ridge of roof
- vi. the dimensions of the eave and rake overhangs
- vii. the primary and secondary roof pitches
- viii. the relationship of finished first floor to FEMA flood elevation
- ix. the exterior lighting details

Revised as required by the Preliminary Review indicating each change with a "revision cloud"

#### **f. Details Plans at 1/4" = 1'0" scale**

This page should include the house and accessory building's details and indicate the materials, dimensions and design for:

- i. the HVAC enclosure
- ii. trash enclosure
- iii. fencing, if applicable
- iv. columns
- v. railings
- vi. walkways and driveways, if these details were not included on the site plan
- vii. brackets, if applicable

- viii. lighting fixtures
- ix. grade-level screening
- x. window and door trim
- xi. garage doors
- xii. other

Revised as required by the Preliminary Review indicating each change with a "revision cloud"

**g. Electrical Plans Electrical plans at 1/4" = 1'0" scale** This page should include the location of all house and accessory building exterior lighting fixtures. The site plan must include the location of all pathway lighting. Specifications must be included for all proposed exterior lighting fixtures including lumens, source to baffle measurements and color temperature per the Design Guidelines.

### ***From pages 21-22***

#### Renovation Review Process

**There are different types of renovations. Please qualify your submittal and include the appropriate fee. See page 30 for current fee schedule. Submittals without a fee are not complete.**

As noted in Appendix G, the Covenants require in Article 7.4 . . . A submission for review of the proposed renovations must contain:

1. The ~~appropriate~~ **Major or Minor Renovation** or Change Application Form including a description of the renovations and coordinating questionnaire. A letter of intent may be included.

**9. Complete Major Renovation Submittals for Categories I or II (see below for the appropriate category) must be received 21 days prior to the meeting date; Minor Renovations must be received 14 days prior to the meeting date.**

#### **Renovation Categories:**

~~Major Renovations: There are 2 categories of Major Renovations.~~

~~**Category A** – Additions of 250 or more heated sq. ft. or 500 or more unheated sq. ft.~~

~~**Category B** – Additions of less than 250 heated sq. ft. or 250–500 unheated sq. ft.~~

#### **Major Renovations:**

**Category I** – Additions of 1000-1599 heated square feet; or nonheated space of 1200 or greater square feet.

**(Note: Renovations involving 1600 heated square feet or more; or 50% of the existing structure to be removed or revised are subject to new construction fees and guidelines.)**

**Category II**-Additions of 250 -999 heated sq. ft; or 500-1199 unheated sq. ft.

**Category III**-Additions of less than 250 heated sq. ft, or less than 500 unheated sq. ft.

**Plan Requirements for Major Renovations:**

- Two scaled full-size printed copies
- One 11 x 17 printed copy
- One emailed PDF copy
- One emailed AutoCAD-compatible copy, if available
- **Completed Major Renovation Application**
- **Fee (see page 30)**

**Minor Renovations:** There are 2 categories of Minor Renovations.

**Category A I** - Additions of less than 250 unheated sq. ft., landscaping changes and other changes not categorized.

**Category B II** - Replacement of an existing feature. e.g. garage door, front door, single window, etc.

**Plan Requirements for Minor Renovations:**

- One scaled full-size printed copy
- One 11 x 17 printed copy
- One emailed PDF copy
- One emailed AutoCAD-compatible copy, if available
- **Complete Minor Renovation Application**
- **Fee (see page 30)**

Major Renovations typically involve additions of heated space. ~~Minor Renovations typically do not involve heated space. Should more than 50% of an existing structure be removed or revised, it will be reviewed as new construction, subject to the New Construction Review Fee and current design guidelines.~~ If an 'As Built' survey is not on file at the ARC Office, submittals for a new accessory structure or additions in close proximity to the setback lines must include an 'As Built' survey as part of a complete submittal (see additional survey requirements for oceanfront properties). **After a new accessory building or addition is complete, an 'As Built' survey — including the new structure — must be submitted to the ARC Office within 30 days of receiving the Village Certificate of Occupancy. Non-compliance may result in fines.**

**Minor Renovations typically do not involve heated space.** ~~Minor Renovations~~ They typically do not alter of the form or significantly change elevations.

If there is a question whether a change qualifies as a Minor Renovation or Major Renovation, the ARC Coordinator will consult with the ARC Chair. The change review

fee must be submitted with the application. The site plan and elevations of proposed improvements may be provided by the applicant rather than an architect/designer if these submittals are presented professionally and drawn to scale. Major Renovations will in **Category I or II may also** be subject to the application requirements detailed under New Construction Review Process.

### ***From page 23***

#### Paint/**Roof** Color Review

If an approved Paint/**Roof Color** Review application is on file, no approval shall be required to repaint the exterior of a structure **or apply a new roof of similar material** with the originally approved color scheme. If an approved Paint/**Roof Color** Review application is NOT on file, one must be filed with the ARC for review and confirmation before proceeding to paint.

1. Changes to any exterior paint/stain or roof colors must be submitted to the ARC for a color review.
2. There is no charge for a Paint Review or Roof Color Review. **A change of roof material requires a Minor Change application.**
3. An ARC Paint/**Roof** Color application must be completed and include authentic manufacturer's color chips. The Paint/**Roof** Color Application is available in the Forms section.
4. Once a painting project has commenced on a structure, it must be completed within three months (90 days). (Note: This includes power washing and prep work that has removed any exterior finish.)
5. Retaining siding in an unfinished state is not allowed unless the original approval from the ARC was for unfinished siding.

### ***From page 24***

#### Time Limits on Building and Renovation Projects

- 3 month limit for painting projects beginning with the power washing or other prep work.
- 3 month limit on minor repairs that may not require ARC approval or Village permit.
- 6 month limit for minor renovation projects beginning when building permit is granted.
- 1 year limit for major renovation projects beginning when building permit is granted.
- 2 year limit on new home construction projects beginning when building permit is granted.

- The final ARC on-site project inspection to establish that the new construction project has been completed in compliance with the approved plans **must be scheduled** with the ARC Coordinator by the project builder and conducted **within 30 days of the Certificate of Occupancy** issuance date. **Repairs and Renovations which do not require ARC approval are subject to the same Time Limits. Any exterior requirement such as dumpsters, material laydown, etc. for indoor or outdoor construction is subject to the same Time Limits.**
- **If the plan for curing a Community Wide Standards violation requires a submittal to the ARC it is due by the end of the 60 days from the date of the notification letter. Time from receipt of the submittal, until the date of the response letter from ARC, is not counted toward the 150 days given to cure the violation.**

**NOTE:** Adjustments may be considered by the ARC for inclement weather and extenuating circumstances. **Violations have an urgent timeline and that may include ARC approval if the mitigation is not like/kind material, design, and footprint. (See Violations.)**

***From page 27***

Violations. . .

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

**Any structural, design or color changes or renovations to existing properties must be approved by the ARC.**

**The ARC refers violations to the BHA Board for possible fines and Mitigation.**

**In the normal and ordinary course, compliance by a homeowner with a Community Wide Standard violation (CWS) will not require ARC approval, as it is only maintenance. If, however, compliance with a CWS violation does require a structural, design or color change then approval by the ARC is required. The ARC application must be submitted with the plan by 60 days from the date of the notification letter. Time from the receipt of the ARC submittal until the date of the ARC response letter does not count toward the 150 day time limit.**

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. . .

**From page 29**

**REVIEW FEES FOR SINGLE FAMILY RESIDENCES**

*New Construction:*

~~\$ 3,000~~ **\$ 3,700** 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

~~\$ 5,000~~ **\$ 10,000** Refundable Construction Deposit

*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.

*Category I:*

**\$3,000** non-refundable review fee for Heated space change of 1000-1599 sq. ft.; non-heated space 1200 sq. ft. or greater. (1600 heated sq. ft. and over, or renovations involving 50% of the existing structure to be removed or revised is subject to new construction fees and guidelines.)

*Category II:*

**\$ 2,000** Heated space of 250-999 sq. ft.; non-heated space of 500-1199 sq. ft.

*Category III:*

**\$ 1,000** Heated space of less than 250 sq. ft.; non-heated space of 250-499 sq. ft.

*Minor Renovations:*

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

**Category II - \$ 100 200** Design change of an existing feature, such as a door or window, roof material and Decorative Items.

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

*No charge for Plant Material Change. However, Landscape change plans including hardscape material such as gravel, exterior lighting, pavers, decking, etc. must fill out a Minor Change Application and include a \$300 fee.*

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

**Fees and complete submittals required in the office by the published deadline for each ARC meeting.**

**Forms on pages 30-59 Reflect fee changes, email address and minor edits to coordinate with changes above.**

**From page 124**

Boats must be concealed from **view, including but not limited to views from other properties**, any public road or fairway ~~view by~~ **using** approved grade-level screening or vegetation. Any property owner who intends to store a boat on private property on the island and who does not have a pre-existing boat concealment solution must submit a construction or natural vegetation option for concealing the boat as part of the review process.

**From page 127**

Fences

6. **Electric fencing is not permitted. Invisible pet fences are the exception. Provided all components are not visible, the Owner is not required to submit an application to the ARC. It is the Owner's responsibility to assure all components are within their property lines and to keep those components in working order.**

**From page 129**

Lighting (Exterior)

Light pollution is avoidable **and prohibited**. **Protecting the natural atmosphere and habitat of Bald Head Island remains a priority for the BHI Conservancy. As we cohabitate with one another and nature in closer quarters due to growth, expect enforcement of light violations to help reduce impact. Owners are responsible for their renters and guests.** Homes on the island must be extremely frugal with exterior lighting. **Owners and renters should avoid open window coverings coupled with overuse of interior lighting, especially near or on the beach.** Homes on the beachfront especially must be careful to prevent distraction of the hatchling and nesting sea turtles during the annual "turtle season" from May 1st to ...

**From page 131**

Paint and Colors . . .

**REQUIREMENTS**

The main body paint colors **in the forest environment** must be earth tones. **The main body of beach environment homes must be of a lighter intensity of hue. ~~such as soft greens, greys or browns that~~** All main body colors should be **are** of a subdued hue intensity and light to medium value unless otherwise approved by the ARC. **Natural weathering will also be considered.** Bright tropical and pastel hues **colors** are not

generally acceptable for body colors, but **however, they** may be considered for accents unless otherwise approved by the ARC. **with ARC approval.**

The ARC Coordinator has a book of suggested color schemes that offer guidance in color selection **for each environment.**

### ***From page 133***

Recreational/Play Equipment . . .

2. Portable basketball hoops may be placed on a homeowner's property **temporarily**, but as a courtesy to others, it is requested that basketball hoops not be left permanently in the yard. Please remove them when not in use and store where they are not within view of the street or surrounding neighbors. **but they shall not remain in view beyond 48 hours and must be stored in an enclosed space. Basketball hoops shall not be used after 9pm.**

### ***From page 134***

12. Roofing color schemes must be of colors complementary to the island environment. Examples of these colors include beiges, grays and soft greens. Metal roofs are acceptable, but it is important to consider reflective qualities and choose softer, darker colors in open areas on or in front of the dune ridge. ~~Mill finish or products that have the appearance of a mill finish are generally not acceptable finishes for metal roofing.~~ **Bright Silver, reflective galvalume, or mill finishes are not acceptable finishes for metal roofing.** Roof vents, such as ridge vents and roof exhaust fans, must be painted to be compatible with the roof color. Unpainted copper is acceptable. **Unpainted copper is acceptable.**

### ***From page 136***

Temporary Storm-Protection Shutters

1. Temporary shutters may be used as a storm protection measure **between June 1 and November 30** but must be removed in a timely manner after the danger of **each storm** has passed. Any attachments used with the temporary panels must be concealed from view when the panels are not installed.

### ***Addition to page 149***

**Stormwater Control**

1. **Building and landscaping design documents for new construction and renovation projects submitted to the ARC for approval shall, where necessary, include details of measures to control stormwater runoff from buildings and on the property to prevent damage, unsightly erosion, and safety hazards.**
2. **Trenches, rocks, gutters, and downspouts should be limited to areas likely to create problems.**

3. Materials should blend with the natural and man-made characteristics of the property and ground level solutions should always be pervious surfaces.
4. Rock solutions, such as those employed at the drip edge of rooflines, should be smooth river rock between  $\frac{3}{4}$  to  $1 \frac{1}{2}$  inches in size and of a color to blend with surroundings. Black, white and bright colored rock is not acceptable.

#### ***From page 154***

1. Plants indigenous to the island (identified as “Native” on the plant list) should be the predominant source for landscape plans. It is required that a minimum of 70% of the new plant material be native to BHI. The use of non-native plant material (see glossary for definition) is limited to a maximum of 10% of the plan. Up to ~~30%~~ 20% of the plant material may be NC native. The plant lists are subject to change and plants not on these lists may be considered.
11. The clearing of understory is **NOT ALLOWED** in setbacks except as ~~reflected~~ **permitted** in these guidelines ~~within six feet of the structure, or as necessary for an approved site plan or landscape plan.~~ For example, some clearing within a setback may be required for driveway access. All clearing for new construction must be reflected in the ARC approved plan.

#### ***From pages 155-156***

8. The use of mulch ~~or pine straw~~ must be limited to defined beds. **Pine straw is prohibited.** The definition of a defined bed is the manipulation or disturbance of the native ground plane in order to create a spatial relationship within a defined area for non-native and/or indigenous plantings. Utilizing mulch ~~and pine straw~~ as general ground cover is not allowed except on new construction projects temporarily until the damaged vegetation is restored. Existing homes should maintain the surrounding landscaping in a naturalized manner that reflects their specific BHI ecological environment — the creek side marsh, the open dunes or the Maritime Evergreen Forest.

***On the plant list – Dwarf Palmetto (Sabal Minor) was moved from BHI Native to NC Native.***

#### ***Removed from page 191***

~~**Massing**—Is the composition of building forms. Good massing is exemplified by an orderly, well-proportioned composition of building forms.~~

#### ***Addition to page 192***

**Non-Native plants** – For the purposes of these Design Guidelines, any plants not native to BHI or North Carolina are considered non-native. Though these plants may be found on the island, it does not mean they originated on the island.