

**BENTWINDS BLUFFS
HOMEOWNERS' ASSOCIATION**

**ARCHITECTURAL
Review Committee
HANDBOOK**

DATED 9/14/2026

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ARCHITECTURAL REVIEW COMMITTEE

The Bentwinds Bluffs Architectural Review Committee (“ARC”) is a function of the Board of Directors (“BOD”) of the Bentwinds Bluffs Homeowners Association, Inc. (BBHOA), a non-profit corporation registered in Wake County, North Carolina. The BBHOA is governed through its Covenants and Restrictions (“C&R”), By-laws, and BOD-approved Policies. The ARC is made up of five members appointed by the BOD, including a chairperson who must be a member of the BOD.

The goal of the ARC is to enhance community life for its members and preserve property values. This ARC Handbook is designed to serve as a summary of the relevant rules and policies governing this community and provide guidance to those Homeowners contemplating making modifications or improvements to their property. However, this Handbook is not an exhaustive recitation of every use restriction detailed in the C&R, By-laws, and Policies. It is the responsibility of each Homeowners to review, understand, and comply with the C&R, By-laws, and Policies.

The ARC’s main function is to ensure that modifications and improvements made by Homeowners comply with the C&R, By-laws, and Policies. Homeowners are required to submit an application to the ARC prior to making certain modifications and/or improvements to their properties. The ARC reviews each Homeowner-submitted application and either approves or denies the requested modification or improvement within 30 days. A copy of the ARC Application Form is appended to this Handbook.

BENTWINDS BLUFFS GOOD NEIGHBOR POLICY

It goes without saying that Homeowners should be considerate of their neighbors. Being a good neighbor in this community means that:

- You keep your dog leashed when s/he is outside of your property and ***always*** clean up after your dog! Physical fences and invisible fences are permitted in this community. The installation of

invisible fences **does not require ARC approval.**

- You ensure that the LED floodlight installed in the rear of your house to provide illumination and security during evening hours is not positioned to disturb your neighbors.
- You store play/athletic equipment and large toys in the garage or in the backyard when not in use.

BWB HOA Directory

The BWB HOA Directory is strictly confidential to the neighborhood and should **NOT** be forwarded to anyone outside our HOA or used in any manner Commercially or otherwise to Solicit Business.

BWB HOA RULES AND RESTRICTIONS

GENERAL STATEMENT

Homeowners may not erect, improve, maintain, or alter a building, shed, fence, wall, residence, shed, fence, wall, structure, or projection from a structure (whether of a temporary or permanent nature), **nor alter the lot in any manner without the prior written approval of the ARC Committee.**

EXTERIOR APPEARANCE CHANGES

Any change to the original colors of shutters, trim or roof shingles requires ARC approval. Re-painting shutters, and trim in their original colors as part of home maintenance, however, does *not* require ARC approval.

The installation of a front storm or screen door does not require ARC approval.

The installation of a new roof requires ARC approval, and the Application must include a shingle sample. The only exception to this rule is for repairs required due to storm damage or any damage that impacts the integrity of the roof. Replacement shingles must be the same color as those used on the original roof, namely black or “weathered wood.”

PARKING

Parking on the street by Homeowners, family, invites, and guests is allowed for no more than six hours.

Abandoned, partly dismantled, or inoperable vehicles (including boats, boat trailers) are not permitted to be parked or kept on a Homeowner's property unless stored in the garage. Homeowners are not permitted to conduct vehicle repairs or maintenance within their property other than in the garage and concealed from public view.

Homeowners are not permitted to park or store commercial vehicles on their property unless the vehicles are parked or stored in the Homeowner's garage. Commercial vehicles include those with a posted logo or visible advertising.

Homeowners are not permitted to park a motor home or recreational vehicle of any type on their property. There is an exception to this rule for Homeowners who need to keep such a vehicle in their driveway overnight for the purpose of loading or unloading.

SIGNS

Homeowners are permitted to post one ten square foot "For sale" or "For Rent" sign on their property.

Homeowners are permitted to display signs expressing support or opposition to political candidates, parties, or other issues that will appear on the ballot of a primary, general, or special election, provided:

- Such signs are no more than ten square feet in size and,
- Are not placed on the lot more than 60 days before the election and they are to be removed within seven days after the election.

Homeowners are not permitted to display signs of any kind on the BBHOA's Open Space without the written permission of the BOD. This includes signage advertising events such as Moving Sales and Yard Sales. Signs displayed on BBHOA Open Space without obtaining prior written permission may be removed without notice.

HOLIDAY AND SEASONAL DECORATIONS

Homeowners are expected to exercise restraint in putting up holidays and seasonal decorations. Homeowners must also refrain from putting up such decorations too early in the season and leaving them up too long after a given holiday or season has passed. 4 weeks is the limit for any Holiday decorations to be displayed.

Holiday Exceptions: Halloween & Christmas

Regarding Halloween decorations, Homeowners:

- May set up outdoor decorations starting on September 30th.
- Decorations must be removed by the Monday following Halloween.

Regarding Christmas decorations, Homeowners:

- May set up outdoor decorations on Saturday preceding Thanksgiving.
- Decorations must be removed by the end of January.

Homeowners must turn off holiday lights and sound effects at, or before, 11:00 p.m.

YARD ART

All yard art should be in good taste and not offensive to the other members of the BBHOA. Under this policy, only Yard Art that is 36" + in height requires ARC approval.

The American flag and state flags shall be displayed in accordance with proper flag etiquette. Homeowners are reminded that proper flag

etiquette includes the requirement that American flags, if not removed at the end of each day, be fully illuminated at night. All American flags shall be maintained in good repair.

TV ANTENNAS & SATELLITE DISHES

Homeowners are permitted to install, mount, or place a TV antenna or satellite dish (that is *less* than 42" in diameter) on their house or property to receive or transmit radio, television, or other communication signals. Prior approval by the ARC or the BOD is not required.

Homeowners are encouraged to install, mount, or place the TV antenna or satellite dishes on the side or rear of their property, or on the roof in such a manner that the TV antenna or satellite dish is integrated with the house and surrounding landscape and is not visible from the street.

Animals and Pets

Homeowners are permitted to keep two cats and two dogs. This restriction does not limit any homeowner from requesting an exemption from the two-pet limit for the purpose of acquiring a Service Animal on a temporary or permanent basis. The BOD may request any Homeowners acquiring a Service Animal provide appropriate documentation attesting to the animal's certification as a Service Animal to support the request for an exemption from the two-pet limit.

Homeowners are not permitted to keep barnyard animals of any type, including but not limited to chickens, on their property.

SOLAR PANELS

ARC approval is not required for the installation of solar panels. Homeowners should seek to visually integrate solar panels with the architecture of the house/roof regarding style, location, size, and color.

FENCING

Homeowners may install, modify, or remove black aluminum fencing in the backyard of their property provided that the fencing meets all the requirements of the applicable Zoning Ordinances and is pre-approved by the ARC. Such black aluminum fencing must be identical to all other currently approved backyard fencing. Simple repairs to existing fencing do not require ARC approval. Under no circumstances are chain-link fences permitted. With ARC approval, Homeowners may install black aluminum or steel wire border fencing of no more than 18" high (installed) to protect plant and flower beds in the front yard immediately adjacent to the sidewalk for the limited purpose of discouraging dogs and other animals from eliminating/leaving waste on those beds.

With ARC approval, Homeowners may install fencing, screens, or other barriers to conceal HVAC units, generators, or inground pool filters and pumps. Such barriers shall be constructed of wood or vinyl material that is the same color as the house trim. Homeowners must provide ARC with a paint/color chip as part of the ARC application.

GARBAGE & RECYCLING RECEPTACLES

Garbage and recycling receptacles may be put at the curb the evening prior to picking up by the town of Fuquay-Varina. Such receptacles must be removed no later than sunset on pickup day.

Garbage and recycling receptacles must be stored out of sight from the public street at all other times. Unless the Homeowner has received prior approval from the ARC for the installation of a visual barrier as described below, garbage and recycling receptables shall be stored in the garage or in the rear of the house.

With the prior approval of the ARC, Homeowners may store garbage and refuse receptacles on the side of their homes provided that these receptacles are concealed from view by one of the following: an L-shaped brick enclosure attached to the house or appropriately shaped landscaping. Brick used in the construction of such an enclosure must

be the same color and type of brick used in the construction of the Homeowner's house.

PATIOS, WALKWAYS and CART PATHS

The installation of side and backyard patios, walkways and cart paths require ARC approval. Homeowners are limited to the following materials for the construction of patios, walkways, and cart paths: concrete, flagstone, brick, slate or pavers. In the case of walkways and cart paths, there must be a minimum of 12 inches between the edge of the path and the property line.

LANDSCAPING PROJECTS

Homeowners are not required to obtain ARC approval for minor gardening and landscaping activities in the front and/or side yards of their lots. Minor projects are loosely defined as the installation of flowers, plants, mulch, pine straw, or low voltage landscape lighting. (Please email the ARC Chair if in doubt as to what constitutes a minor project.) ARC approval is not required for landscaping activities conducted in the Homeowner's backyard, including but not limited to, the removal of trees.

ARC approval is required for landscaping projects that significantly alter the overall appearance of the front and/or sides of the lot. The engagement of a professional landscaping company is recommended for this type of project but is not mandatory. The removal of trees from the front and/or side of a lot requires ARC approval. Exceptions to this are the replacement of existing trees that are dead, dying, storm damaged, or present an imminent threat to the health and safety of the homeowner or others. Any dead trees removed from the front yard must be replaced.

IRRIGATION SYSTEMS

Underground irrigation systems **do not require** ARC approval. However, backflow valves must be covered with an artificial rock backflow cover (natural stone color) or concealed by landscape plantings.

SCREEN PORCHES & DECK ENCLOSURES

All screened-in porches and other methods of enclosing decks are subject to ARC approval. The construction of screened-in porches and enclosed decks are limited to the rear of the house. The screen porch or deck enclosure shall be made from the same materials as the house, and any painted portions of the porch or deck shall be painted the same color as the house trim. Such porches and deck enclosures must be permanent in nature, meaning that the walls and roof are attached to the main structure of the house.

AWNINGS

The installation of awnings requires ARC approval and is limited to the rear of the home over the deck or patio.

OUTDOOR FIREPLACES AND FIREPITS

Outdoor fireplaces and firepits require ARC approval and Homeowners should be mindful that such applications will require details such as distance from trees and other structures, as well as a description of the fuel source that will be used. Homeowners are asked to show sensitivity to the effect ember disbursement and scattering may have on their neighbors.

POOLS

In-ground pools require ARC approval. Above-ground pools and temporary pools are not permitted.

Violation & Fine Escalation Protocol

The Bentwinds Bluffs Homeowners Association will be implementing the following Violation & Fine Escalation Protocol in accordance with the powers and duties of the Board of Directors outlined in Article VII, Section 1 of the community Bylaws; and 47F-3-107.1 of the NCGS. The Violation & Fine Escalation Protocol shall be used to enforce the

standards set forth in the Community Covenants & Restrictions and shall go into effect January 1, 2025.

Violations: Landscaping, Parking, Trash Can Storage

First Offense (15 days to comply)	Friendly Reminder
Second Offense (15 days to comply)	Warning Letter
Third Offense (Notice of hearing)	Hearing Letter
Hearing Outcome (Fines to commence after 5 days)	\$50.00

Terms of violation:

- A regular continuous fine of up to \$50.00 per day, with a maximum of \$1000.00

Violations: Architectural

First Offense (15 days to comply)	Warning Letter
Second Offense (Notice of hearing)	Hearing Letter
Hearing Outcome (Fines to commence after 5 days)	\$50.00

Terms of architectural control violation:

- A regular continuous fine of up to \$50.00 per day, with a maximum of \$1000.00

Violations: Other (Yard signs, Dogs barking, Business operating in the home, etc....)

First Offense (30 days to comply)	Friendly Reminder
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Second Offense (30 days to comply)	Warning Letter
Third Offense (Notice of hearing)	Hearing Letter
Hearing Outcome (Fines to commence after 5 days)	\$50.00

Terms of other violations:

- A regular continuous fine of up to \$50.00 per day, with a maximum of \$1000.00

Violations That Could Cause Harm (i.e.: dead/damaged trees, flammables, etc.)

First Offense (10 days to comply)	Warning Letter
Second Offense (Notice of hearing)	Hearing Letter
Hearing Outcome (Fines to commence after 5 days)	\$100.00

Terms of violation:

- A regular continuous fine of up to \$100.00 per day, with a maximum of \$1000.00

The Bentwinds Bluffs Homeowners Association Board of Directors maintains the right to pursue all legal options available to remedy violations and collect fines in accordance with the community's governing documents and the North Carolina General Statutes.

APPENDIX – Attachment: ARC Form