



An Audubon Cooperative Sanctuary

Sherwood Forest Homeowners Association, Inc.



ARCHITECTURAL & ENVIRONMENTAL
REVIEW COMMITTEE

**REGULATIONS
&
DESIGN STANDARDS**

January 2022

PREAMBLE

This Preamble embodies the beliefs and concepts on which Sherwood Forest was founded. It introduces the role of the Architectural & Environmental Review Committee (AERC) that was established by property owners and functions under the authority of the SFHA Board of Directors. AERC exists to sustain the integrity and identity of our unique community and to protect our values, interests, and investments in Sherwood Forest. Following the Preamble are the AERC Regulations and Design Standards, arrived at through collaborative efforts on the part of many residents.

Sherwood Forest was one of the first communities in the United States to be recognized as an *Audubon Cooperative Sanctuary*. This recognition came about because of enlightened environmental planning, developmental restraint, and actions beneficial to wildlife and environmental health, such as preserving trees, using native plants in the landscape, and monitoring water quality.

Sherwood Forest property owners design and build homes to harmonize with, and blend into, the forest landscape. We seek to preserve native plants, trees, and shrubs, as well as topsoil, not only for their beauty or ecological importance, but also because they support the diverse animal life of the southern Appalachian forest community. For these reasons, we avoid unnecessary tree removal, cutting of shrubs,

or the replacement of native shrubs and plants with non-native lawn grasses or formal landscape plants.

Our natural habitat is our finest and most distinctive asset. The woodlands of our private residential land and our commonly held green areas integrate, creating a sense of unbroken forest which is valued by residents as a source of recreation, beauty, and repose. Because of this shared environmental ethic of its residents, Sherwood Forest is a uniquely beautiful place in which to live.

The role of AERC is to preserve and promote an ethic of building that harmonizes with and blends into the forest landscape. In support of this ethic, AERC provides architectural and environmental assistance to new and current residents before and during the construction of new homes, renovation of the exterior of existing homes, or modifications to landscape.

If you plan to build, renovate, demolish, or landscape, preserve the unique qualities of Sherwood Forest. Consult the AERC Regulations and Design Standards, submit to AERC the appropriate form, and contact an AERC member if you have any questions.

The *AERC Regulations and Design Standards* undergo periodic review and are regularly updated to ensure they remain relevant to current conditions. Each revision replaces and supersedes all previous versions.

*The AERC Regulations and Design Standards may be downloaded at
sherwoodforestnc.com.*



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APPENDIX A:

- FORM 1:* Project Application
- FORM 2:* New House Construction
- FORM 3:* Property Improvement Project*
- FORM 4:* Property Demolition and Removal
- FORM 5:* Landscape Project
- FORM 6:* Dock Construction Application
- FORM 7:* Variance Application
- FORM 8:* Environmental Damage/Compliance Deposit (EDCD) Return Request

**FORM 3 includes a list of projects that are representative of construction activities that require AERC approval. The list is not all-inclusive. If a project is not included on the list, property owner should contact AERC to determine if approval is required and if the project will incur fees.*

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CHAPTER 1
OVERVIEW OF ARCHITECTURE AND ENVIRONMENT REVIEW COMMITTEE

ARTICLES OF INCORPORATION AND COVENANTS

The Amended and Restated: Articles of Incorporation of the Sherwood Forest Homeowners Association, Inc. (adopted December 2010), Article IV, Section 1 (b) states that the purpose of the Association includes providing “*architectural control of the units within Sherwood Forest*”. The Amended and Restated Declaration of Covenants (adopted December 2010), Article II, Section 3 and Section 3(q) state that the Sherwood Forest Homeowners Association (SFHA) Board of Directors has “*the powers and duties necessary for the administration of the affairs of the Community*” through establishing “*Advisory, Service and Ad hoc Committees*”.

BY-LAWS

The Amended and Restated By-Laws (Adopted December 2010), Article VIII, Section 2 (c), state: “*Acting on behalf of the Association the Board shall: Appoint an Architectural and Environmental Review Committee (AERC)... and delegate to such committee the power to prescribe reasonable rules and regulations, subject to the approval by the Board, concerning the use of private property of members within Sherwood Forest, including federal, state and county requirements. Such regulations may relate to removal of trees and shrubbery, style and placement of structures not attached to the home, color of paint used on all structures, and other uses affecting the general appearance of the property. The AERC approves plans for construction of new residences, and additions to, or exterior changes to, existing residences in Sherwood Forest, which approval may not be unreasonably withheld. The AERC may also approve variances from its regulations, and from restrictions relating to setback lines*” (subject to approval by the SFHA Board).”

AERC COMMITTEE

AERC is a volunteer Advisory Committee to the Board of Directors. It consists of not fewer than five and not more than seven members, as determined by the Board. If necessary, the absence of an AERC member may be filled temporarily by a member of the Board of Directors. Committee action requires a 50% quorum. The Board Liaison to AERC cannot be included in the quorum.

AERC ADDRESS: Architectural and Environmental Review Committee, Sherwood Forest, 70 Robin Hood Rd, Brevard, NC 28712.

ROLE OF THE AERC

A. Purpose Through AERC Regulations and Design Standards, Sherwood Forest property owners shall seek to preserve and maintain our natural environment.

B. Implementation

1. In preparation of the *AERC Regulations and Design Standards*, AERC incorporated information from the North Carolina Planned Community Act, NC Division of Water Quality and Division of Land Resources, Sherwood Forest Homeowners Association Documents, and input from SFHA property owners.
2. The Board of Directors (BOD), by approving *AERC Regulations & Design Standards*, has authorized AERC to act in the interests of all members to approve or disapprove all plans, specifications, details, and color schemes for buildings and other structures and improvements to property (including demolition) and to establish restrictions on landscaping projects as well as tree and shrub removal. Regulation includes consideration of, but is not limited to, quality of construction, spacing on the building lot, aesthetic appearance, harmony with surroundings, impact of the proposed construction or project upon neighboring properties, and other ecological considerations.
3. All current and future property owners are encouraged to read *AERC Regulations and Design Standards* and contact AERC for any questions or clarification.

C. Compliance

1. AERC recognizes the need for self-expression and that it should not set such confining limitations that will stifle originality and destroy creativity in designing one's home and landscape. However, some restrictions are needed for the protection of other residents who share or will share in the natural environment of Sherwood Forest.
2. AERC Regulations and Design Standards apply to all property, improved and unimproved, new home construction, and all external additions or alterations to existing homes or structures (including demolition), and landscaping. Each of these categories is discussed in subsequent chapters. They also apply to tree removal, repainting, re-roofing, construction and repair of decks, septic field clearing, driveway widening/repair, and other exterior renovation or repair.
3. All SFHA property owners must comply with AERC Regulations and Design Standards. All property owners with concerns about compliance shall notify AERC as soon as possible so that preventive and/or remedial action can be taken.
4. All requests for improvement or modification of property must be on the appropriate AERC application form(s).
5. Property owners are financially responsible for any and all issues that may arise from noncompliance to AERC Regulations and Design Standards.

SCOPE OF THE AERC

- A. AERC approval is required for any new construction or external modification of existing homes, including landscaping. AERC must receive applications and all relevant documentation at least one week prior to the scheduled review date. AERC meets monthly and can meet as necessary in case of emergency.
- B. In order to avoid unnecessary expense and revision, prior to submitting an application for new construction, an initial meeting between the owner and AERC must occur. If there are recommendations and/or changes to be made, they can be incorporated into final building plans. Review and approval of projects will include consideration of the project's impact on and harmony with the environment.
- C. AERC will review plans and projects and return responses as promptly as possible. Any action by AERC requires approval by a majority of the members. Applications will be reviewed within four weeks of receipt of a complete application package. Any changes to previously approved plans and projects must be re-submitted to AERC for review prior to implementation.
- D. The property owner will receive written or oral notification of the Committee's decision. If modifications are to be made, the applicant will receive written notification and a future review will be planned.
- E. If a variance is requested, the approval process may take somewhat longer.
- F. If you have questions about whether or not you need to apply to AERC before beginning work on a project, please call an AERC member. AERC is here to help and to consult with you.

CHAPTER 2

GENERAL REGULATIONS

Truck Weight Limits: Vehicles exceeding 25 tons are prohibited from all bridge crossings.

Fires. Open fires of any kind are not allowed in Sherwood Forest.

Lawns. Lawns, meaning any planted areas requiring regular mowing, are not allowed in a natural forest setting. Lawns, if present, must be eliminated at the time of re-landscaping.

Retaining Walls and Walkways. Retaining wall(s) necessary for construction, soil stabilization and erosion control, must blend into the forest setting. Walkways must blend into the forest setting, and can be constructed of mulch, gravel, wood, or natural stone. Some brick is permitted, although the use of organic material is recommended. AERC approval is required.

Tarps. Tarps or covers used on woodpiles must be a dark neutral color that blends into the environment.

Exterior Lights. Lighting must be IDA (International Dark-Sky Association) certified. Fixtures must be shaded with no exposed bulbs, Kelvin (color) of all lights below 3000k, lights must be downward pointing and wattage levels should be sufficient to give light to areas needed, (less than 100-watt equivalent). No outdoor lights of any type shall be installed above the eave or eave trough. Outdoor lights shall be placed so as to avoid annoyance to adjacent residents and shall not remain on continuously. Exterior and/or landscape lighting must be unobtrusive.

Fencing: Any proposal for fence construction must be approved by AERC. Deer fencing is allowed after AERC approval. Deer fencing must not be visible from common areas. Split rail or wood fencing at a driveway entrance is allowed after AERC approval. An application to install a fence must include: a description of the proposed fencing material, location, set-back area and property boundaries. Chain link, electric, or animal containment fences, other than invisible fences, are prohibited.

Signs: Signage is limited to house numbers, property owner's name or house name. House signs should be subdued in color, size and appearance, but be identifiable to emergency vehicles. Exceptions: one small security sign (not larger than ten inches by ten inches) and one FOR SALE sign (not larger than 2 feet by 2 feet). Signs may be placed only on the owner's property.

Pools: No outside above or below ground level swimming pools will be installed or erected.

Yard Sales: AERC may grant permission for an "estate sale" upon request by a homeowner who is moving. Other "yard sales" or "garage sales" and/or other display of materials for sale or lease are prohibited.

Vehicle Parking, Storage of Motor Homes, and Other Motorized Vehicles: No trailer or boat, fifth wheeler, motor home, recreational vehicle, camper van or other towed vehicle will be allowed on an owner's property for more than 7 days unless garaged. Motorized vehicles with a curb weight over 8,000 lbs., and/or over 19 feet, 6 inches in length (234 inches) and/or 8 feet, 5 inches in height (102 inches), and/or over 6 feet, 6 inches in width (78 inches) – exclusive of side mirror width, shall not be stored or routinely parked on an owner's property. Vehicles under these limits should either be parked so they do not obstruct access to, or departure from, another owner's carport or garage. Vehicles should be kept in a structure suitably proportioned and integrated with existing house. Placement of such a vehicle on property temporarily should be limited to seasonal transfer of contents.

Tents and Temporary Structures: Tents or temporary structures are not allowed on any property in Sherwood Forest. Camping is not permitted.

Clotheslines: Clotheslines may be installed provided they are not visible from common areas, lakes, roads or trails.

Junk, Eyesores, Hazards and Items not in Harmony with the Natural Environment: No lot shall contain junk, eyesores, or a hazard. Yard art should not be placed within the right of way (30 feet from the center of the road).

Incomplete Projects: Once new construction or any improvements, including landscaping commence, the projects will be completed within twelve months unless an extension is granted by the AERC. Incomplete projects, where construction has ceased for 90 consecutive days, or which have been partially or totally destroyed and not rebuilt within twelve months, shall be deemed a nuisance. AERC will contact the property owner and arrange a time frame in which the project will be completed or removed. If the property owner fails to respond within 20 days of notification of the nuisance, AERC will implement procedures identified for violations in Chapter 9, "Regulation and Design Enforcement Procedures."

Auxiliary Buildings: If property deed permits, only one auxiliary building, to be used as either garage or carport, is allowed per improved lot. Maximum area is 720 square feet. Maximum height is 15 feet. Setback requirements, plus all AERC rules and regulations that apply to the primary structure, also apply to any auxiliary building. Utility sheds are not permitted.

Storage Tanks: Fuel storage tanks, including those used for generators, will be buried or screened so as not to be visible from any street, nearby home, lake or common area. Storage tanks are subject to current Federal, State and Local regulations.

Electric Power During New Construction: New construction requiring electric power may not proceed until power is available at the site. Generators may not be used except temporarily, for good reason, which must be authorized by AERC.

CHAPTER 3

NEW CONSTRUCTION and PROPERTY IMPROVEMENT PROJECTS AND RENOVATION

When building a new home or making a major home improvement, the goal is to ensure that the house blends into the woods and is in harmony with the surrounding area. The plan should include the location of the house on the lot, proposed driveway location, elevation contours, septic tank and field and other features agreed upon between the property owner and AERC.

Therefore, review and approval of projects will include consideration of the project's impact on and harmony with the environment. PLEASE CONTACT AERC BEFORE BEGINNING ANY CONSTRUCTION OR PROPERTY IMPROVEMENT.

The same regulations and application requirements for New Construction must also accompany applications for Property Improvement and/or Renovations.

Property owners planning new construction must complete: (see Appendix A)

FORM 1: *Project Application*

FORM 2: *New House Construction*

FORM 5: *Landscape Project*

Appropriate fee payment must be made prior to final AERC approval with a check made out to Sherwood Forest Homeowners Association, Inc. (Chapter 8: Fee Schedule)

Property owners planning major internal or external property improvement or renovations, must complete:

FORM 1: *Project Application*

FORM 3: *Property Improvement Project*

FORM 5: *Landscape Project* (if applicable)

Applicable fees, with possible Impact fees, are due before the project may begin.

Minor home repairs, such as touch-up painting, pressure washing, etc. do not require an application. Please call an AERC member to see if an application is needed.

See Appendix B:

1. Checklist for Homebuilders.
2. Schedule for obtaining county permits and AERC approval.
3. Schedule of inspections by the County Inspection Department and
4. Contact information for utility services.

AERC must be able to contact the property owner and the property owner's contractors in a timely manner. Please provide phone numbers and e-mail addresses with your application. Email is the preferred method of communication especially for property owners who are not permanent residents and who may be absent from Sherwood Forest during parts of the construction project. AERC also uses the U.S. Postal Service to communicate; but since this system is slow, and timely communication is often critical, e-mail and/or telephone use are the preferred method of communication.

Mail to: AERC, 70 Robin Hood Rd, Brevard, NC 28712. An AERC contact email address will be provided at initial meeting.

All applications for new home construction, both preliminary and final, must be presented in person to AERC by the property owner or the property owner's appointed representative.

Applications for Property Improvement or Renovation must be provided to AERC with the appropriate forms and fees.

AERC will assign two of its members to each site as a means of follow-up and enforcement.

HOUSE VISIBILITY

A new house should be located on the lot so that it has minimal visibility from roads and trails permitting natural vegetation to provide concealment. If lot size is insufficient to accomplish this goal, the house must be designed to conform to the lot's topography. For example, it may be possible to situate the house to hug a minor ridge or project out over a steep drop. In some cases, the slope of the land may permit a low-lying house to be built entirely below the level of the adjacent road, making it almost concealed behind even relatively low vegetation.

COLORS

- A. Natural looking dark browns, dark greens, dark grays which are best blended into the natural setting are required. Colors and textures must be selected to blend in as inconspicuously as possible with the surrounding land and vegetation.
- B. All colors must be approved by AERC. The approved AERC color range can be found in a notebook in the Robin Hood Centre. Color approval includes all parts of the exterior structure including house, windows and window trim, all exterior doors, eaves, etc. White, off-white and almond shades are not permitted on any part of the structure's exterior including windows and trim.
- C. If owner wants to change previously approved color selection(s), the proposed replacement colors must be submitted to AERC for approval.
- D. If repainting, colors (all exterior colors including trim) must be changed to one of the AERC approved colors.

BUILDING STANDARDS

The property owner's responsibility is to ensure that construction within Sherwood Forest complies with all the provisions of the current Sherwood Forest Homeowners Association Amended and Restated: Articles of Incorporation, By-Laws, and Declaration of Covenants (December 2011), AERC Regulations & Design Standards, specific Property Deed restrictions, limitations and covenants; and Transylvania County Building Codes; North Carolina Water Quality Control Statutes and all local ordinances (see Appendix B).

SETBACKS (ROADS, LAKES, STREAMS & ADJACENT PROPERTIES)

Minimum setback requirements for all septic tanks, septic fields, and structures, including house, porch, deck, carport, garage, satellite TV dish antennas, fuel tanks, parking, etc. are as stated below. They will not be closer than:

1. 50' from the center of the nearest Sherwood Forest road, excluding driveway entrance.
2. 20' from the side boundary lines of the lot.
3. 25' from the rear boundary lines of the lot (except on lake front lots)
4. 75' from lake high water mark for lake-front lots
5. 50 feet from stream for septic tank or septic field for lots with a stream
6. 25 feet from stream for any structure (setback may be greater depending on slope and vegetation)

In order to reduce house visibility from the road, a driveway may be allowed, at the discretion of the AERC, to start within the side setback where it meets the road, and then curve out of the setback. Easements for utility lines, access to adjoining property, or for footpaths shall not change the setback requirements.

HOUSE SIZE

Houses in Sherwood Forest should be no more than 2 1/2 stories depending on topography.

A. Minimum Size The applicant must consult his/her deed, or covenants, for any specifications regarding minimum house size. If a minimum size is not specified in the deed, the minimum house size allowed is 1000 sq. ft.

B. Maximum size. No house size should exceed 6,000 square feet, on lots over 2.5 acres.

C. Variances may need to be considered depending on topography of the lot.

Table for reference: Maximum House Size & Maximum Footprint in Square Feet

Lot Size: Acres	Square Feet	Maximum House Sq. Ft.	Maximum Footprint Sq. Ft
0.25	10,890	1,786	1,607
0.50	21,780	2,206	1,985
0.75	32,670	2,626	2,363
1.00	43,560	3,046	2,741
1.25	54,450	3,466	3,119
1.50	65,340	3,886	3,497
1.75	76,230	4,306	3,875
2.00	87,120	4,726	4,253
2.25	98,010	5,146	4,631
2.50	108,900	5,566	5,009

HEIGHT OF HOUSE

The maximum house height must not exceed 35 feet measured at grade to ridge of roof. Depending on the topography of the lot, the maximum height may vary and must be approved by AERC. A separate carport or garage height must not exceed 15 feet. Depending on the topography of the lot, the maximum carport or garage height may vary and must be approved by AERC.

PROHIBITION OF MANUFACTURED HOMES and MODULAR STRUCTURES

Manufactured homes, mobile homes, modular homes or structures built off-site, or used buildings or structures intended for use as a dwelling may not be placed on any lot or lots in the community or transported over SFHA roads.

LANDSCAPING (see Chapter 5 for detail landscaping recommendations.)

FORM 1: Project Application

FORM 5: Landscape Project

All new construction or property improvement projects that impact existing landscape must be accompanied by a plan of the proposed changes. The major objective for a pre-construction landscape plan is to achieve an understanding between the property owner and AERC that future plantings will harmonize with and blend into the forest landscape. Maximizing use of native vegetation wherever possible is highly recommended.

EROSION PREVENTION & SEDIMENTATION CONTROL (See Chapter 6)

Erosion prevention and control of sedimentation and siltation of lakes and streams in Sherwood Forest is a VITAL FUNCTION of the property owner and builder. The property owner and their contractor are required to meet with AERC prior to any site development to review the erosion control plan and agree on the owner's responsibility for initiation and implementation. Installation of erosion control measures must precede actual grading. It is imperative to control surface runoff and divert water to undisturbed areas. Long slopes, particularly driveways, should be interrupted with temporary water breaks. Stabilization of exposed soil by seeding with short term grasses, the liberal use of ground cover, such as straw, and the installation of silt fences, all aid in minimizing erosion and should be used as necessary. These measures are required by North Carolina State Law and a detailed description of methods for protection of disturbed areas is available to property owners and their contractors in a publication of the NC Department of Health and Natural Resources. The Transylvania County Planning Department, 98 E. Morgan Street, Brevard, NC 28712 (phone: 828-884-3205) publishes: "*Residential Erosion Control. Control Erosion and Prevent Sediment Damage When You Build a House,*" an excellent resource.

- A. Property owners who plan construction must submit an erosion and sedimentation control plan (as shown on site plan). The principles of site development include the following:
1. Follow natural contours and preserve natural drainage systems.
 2. Limit clearing and grading as much as possible.
 3. Eliminate long periods of time between grading, clearing and the initiation of construction; if delay is unavoidable, appropriate soil cover must be installed to prevent erosion during the delay.
 4. Maintain and enhance existing site features such as trees and natural vegetation.
 5. Minimize use of impervious areas within the development.
- B. Erosion control and sedimentation control plan must include the following:
1. A site location map.
 2. Erosion control drawing including areas of temporary silt fencing.
 3. Landscape plans for temporary and permanent stabilization of the soil.
 4. In some cases, property owners may be required by AERC to implement one of the following additional measures: berms, ground cover, critical area planting, cross-slope planting and delayed seedbeds.
- C. Installation of control measures must be completed prior to any site development.
1. Temporary silt fencing will be installed immediately on the downstream side of any excavation, whenever raw earth is exposed by driveway or roadwork, excavation, or other building activity disrupting the soil/vegetation.
 2. Silt fencing must be properly maintained until adequate soil cover has become established and the risk of erosion has been eliminated.
 3. AERC will continue to monitor all recently completed construction sites where temporary erosion control measures remain in place. This monitoring will continue until the erosion is remediated, depending on the success of post construction erosion control.
- D. The applicability of this information may vary depending on the nature of the site. The nature of the slope and/or complications from construction may require the services of a professional engineer to ensure that adequate soil protection is established. Determination of the extent to which the erosion control plan is applicable will be the prerogative of the AERC. The initiation and implementation of the Erosion Control plan is the responsibility of the owner, not the contractor.
- E. Failure to implement effective erosion control measures may result in a fine or fines levied by the SFHA Board. The Board, on recommendation of AERC, is empowered to levy fines commensurate with the extent and nature of environmental damage should it occur in the absence of recommended control measures.

EXTERIOR FEATURES

Siding1. All exterior siding and trim must consist of materials that have a natural appearance and be primarily either of wood shakes or shingles, board-and-batten, lapboard, composite siding, or other natural-looking building material. Stone or high-quality cultured stone may be used for accent only. Depending on the siding material, exterior walls may be left natural or stained, or painted with AERC approved colors. AERC, at its discretion, may permit other types of high-quality exterior materials that are in keeping with the appearance of the materials listed above.2. No corrugated metal with shiny or baked glaze finish may be used on exterior walls.

Basement, Crawl Space, Foundation Walls

Above ground basement, crawl space, or foundation walls, whether poured, cement block, or pre-poured concrete walls, shall be finished with stone or stucco. Stucco must be painted and/or tinted with AERC approved colors. If repainting, colors (all exterior colors including trim) must be changed to one of the AERC approved colors.

Roofs and Eaves

1. Roof construction (pitch, valleys, dormers, gables, ridges, or vents etc.) must blend and harmonize with the topography of the lot. In general, a low-pitched roof should be used to create an unobtrusive roof line. Roofing materials must also blend and harmonize with the environment, e.g., darker colors harmonize better in a wooded setting and make the roof less obtrusive. Class A, Architectural asphalt shingles are required. If a metal roof is used, the exposed surface must be coated with a non-glare material and must be an AERC-approved color (e.g., dark brown, dark green, charcoal gray). AERC-approved colors for shingle roofing are available in the Robin Hood Centre. An actual sample of the roofing material and color selected must be approved by AERC for new construction or any re-roofing project. See Appendix D for AERC approved roof colors.
2. All structures must have a gutter/downspout system to minimize erosion. It may be necessary to include erosion measures at the base of the downspout to minimize erosion.
3. All structures must have a minimum of 18” overhanging eaves measured on the diagonal.
4. Appropriately plumbed rain barrels may be part of the downspouts. Barrel colors must match the adjacent structure color.

Porches, Decks, Windows and Entry

For aesthetics, covered entry, porches and/or open decks, large windows and/or glass doors are recommended. White, off white and almond shades are not permitted on any part of the structure’s exterior including windows and trim.

Solar Panels

Solar panels may be installed, with AERC approval.

Chimneys

All chimneys with spark producing fires must be equipped with screens or chimney caps to arrest sparks. Spark arrestors must be enclosed by windscreens. Caps, vents and other protrusions from the roof or siding must be painted black, dark brown or the same color as the roof or siding.

Driveways

1. A water permeable surface such as gravel is the preferred choice. Asphalt and concrete are acceptable and are often the best choice on very steep slopes where erosion could be a problem. The width of a driveway should be 12 feet to accommodate emergency vehicles. The width of the driveway apron must be scaled to the road. The garage apron and/or vehicle turn around area must be scaled to the house footprint and lot topography. The driveway should be placed to minimize both removal of vegetation and the view of all structures from the road. All drainage should flow to existing ditches or natural drainage swales or into the setback areas. At the discretion of AERC, some driveways may be required to have additional provisions for drainage to prevent excessive runoff.
2. The entire length of the drive must have a minimum four-inch base of gravel or crushed stone. When cutting a drive or doing any excavation during construction, extreme care must be taken to keep dirt off Sherwood Forest roads. All finished grades shall pitch away from the building.

Culverts

Upon AERC’s acceptance of the site lines and plans, and prior to the start of construction, an AERC member will contact the Roads Committee to determine if a culvert (15 inches diameter minimum) is required under the driveway, its design and exact location.

Garage/Carport

If an attached garage or carport is part of the project, all AERC required exterior standards for the rest of the structure apply. A detached garage/carport (not larger than 720 square feet) will be permitted if it is in compliance with the property deed and meets all AERC requirements.

Docks

1. Lakes are a highly valued amenity in Sherwood Forest and must be kept as natural as possible. Docks must have a low visibility profile when viewed from the lake or from adjacent roads and/or trails.
2. Dock construction restrictions:
 - a. The dock cannot extend more than eight feet into the lake from the high-water mark, including the portion that is on the land, and cannot exceed 10 feet wide along the lakeshore.
 - b. The top of the deck surface can be no more than 16 inches above the normal level of the lake. Railings are not allowed.
 - c. Deck post heights can be no more than 3 feet above the normal lake level. Benches attached to the dock may not be higher than 3 feet above normal lake level. They must be unobtrusive.
 - d. All docks must be constructed of naturally rot-resistant wood (locust, cypress, western red cedar, and redwood), treated wood or a wood/polymeric composite material. They may not be painted. The wood can be sealed with a natural color stain that blends with the surrounding area.
3. Dock applications shall be approved by the Lakes and Dams Committee (See FORM 6, Dock Construction Application).

JOB SITE DURING CONSTRUCTION

Building Permit

Transylvania County requires a Building Permit to be posted in a conspicuous location on the front of the lot prior to the start of any construction activities. Material must not be placed on the lot until the Permit has been posted.

Rules for Construction Crews

A copy of the Sherwood Forest RULES FOR CONSTRUCTION CREWS in English and in Spanish (Appendix C) will be provided by each property owner to the contractor. Notices must be posted at the job site, and the contents of the notices must be communicated to all construction workers, sub-contractors and delivery personnel. It is the responsibility of the property owner to ensure compliance.

Heavy Equipment Used for Home Construction

1. Heavy equipment used for transportation and assembly of material cannot be stored or left unused on any property for more than three working days without AERC approval.
2. Heavy equipment that is blocking the road cannot be left unattended. Either a flagman or caution signs must be in use at either end of the obstruction until the vehicles are either removed or there is no longer an obstruction.

Construction Vehicles and Trailers

1. Construction vehicles and trailers (not to exceed twenty feet in length) with construction equipment and/or tools are permitted on a construction site.
2. Workers vehicles and delivery trucks must not block roads and other driveways.
3. Permission for overnight parking, in a common area parking lot, must be obtained from the Facilities Committee.

Debris and Sanitation during Construction

The contractor shall provide on the building site, at the time construction begins, the following:

1. One temporary toilet facility equivalent in sanitary effectiveness to a “commercial portable toilet” shall be placed at least 25 feet from the road and at a location least offensive to adjoining properties or Common Areas. It will remain in place until such time as the house toilet facilities are operable.
2. An adequate container for the placement of trash must be provided. Construction debris must not accumulate on the site and must be removed on an ongoing basis.
3. There will be no littering on the job site, adjacent properties and/or roads. Builder’s trash, empty bottles and cans, paper wrappers, plastic, cigarette butts, etc., must be placed in appropriate containers on the job site.

Burning Prohibited

Open burning is not permitted on the job site.

Hours

Construction shall be limited to the following hours: Mon – Fri 8AM – 6 PM; Sat 9AM-2PM; no work on Sundays or nationally recognized holidays (New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas).

Staging Building Materials for Construction: If trucks carrying building materials are too large for Sherwood Forest roads, materials may be placed in the Common Area adjacent to the Barn off Robin Hood Road. This may be done only after receiving AERC and the Facilities Committee permission. The building materials would then be carried to the building site by smaller vehicles. This temporary staging of building materials needs to be removed in a timely manner as agreed upon by AERC, Facilities, and the property owner. The owner is responsible for keeping staging area clean and free of all debris.

Electric Power During Construction

New construction requiring electric power may not proceed until power is available at the site. Generators may not be used except temporarily, for good reason, which must be authorized by AERC.

CHAPTER 4 DEMOLITION

If a house (in whole or in part), garage, or carport is to be demolished, an application including a site plan (drawing) must be submitted to AERC including plans for tree cutting, tree protection, shrub removal, erosion and sedimentation control, and future plans for the site (see FORM 4). Removal or retention of underground tanks, including oil, propane and septic, requires appropriate documentation from certified professionals and is the responsibility of the homeowner.

Application Process

If a house, in whole or in part, a garage or a carport, or any other structure, is to be demolished only and no new construction is anticipated, FORMS 1 and 4 must be completed and submitted to the AERC along with a check for the appropriate fees.

If reconstruction is planned as a part of your project, use Form 2 for New Construction or Form 3 for Property Improvement.

Landscape Impact

1. All trees and native shrubs proposed for removal must be marked as part of the application project and approved by AERC prior to demolition.
2. Erosion and sediment control measures must be installed and retained until such time as ground cover is established and erosion risk no longer exists.

Hazardous Materials

Removal of hazardous material must comply with all federal, state, county and local rules, regulations and ordinances.

CHAPTER 5 LANDSCAPING

A stated objective of SFHA is to preserve native trees, shrubs, and plants, not only for their beauty or ecological importance, but also because they support the diverse animal life of the Southern Appalachian forest community. The following regulations are designed to preserve and maintain our forests and trees. FORMS 1 and 5 must be submitted to AERC for approval.

A landscape project may be defined as any project of considerable size that alters the appearance of the property, results in removal of native vegetation or adds new or permanent structures to the property. This might include walkways, retaining walls, major replanting or removal of existing plants, or redesigning of the property.

Minor planting(s) and “weekend gardening” activities are not considered formal landscape projects and would not require an application.

*See Chapter 3 for projects requiring application. The use of “native” plants is highly recommended in order to preserve our natural forest community. See Appendix E for suggested plants and trees and also for invasive non-native plants to avoid, and a list of local plant nurseries. See also Appendix E for a bibliography of landscaping resources.

Sherwood Forest lakes and lakeshores are amenities held in common by all residents of Sherwood Forest. Further, all Sherwood Forest waters (all lakes and streams) are Class C, Trout Waters, and are protected by NC Statute (see Chapter 6). No vegetation disturbance and/or tree or shrub removal can be done along a stream, tributary or lake (25’ buffer zone). Any tree and/or shrub removal or vegetation disturbance along the lakeshore in order to build or repair a dock must have AERC approval. Careful pruning, however, is permitted for routine plant maintenance and does not require approval.

AERC will assign two of its members to each site as a means of follow up and enforcement.

Tree and Shrub Protection

1. Heavy equipment must be kept away from trees and native shrubs to prevent damage to roots. Use a protective barrier or marking tape.
2. Threatened trees on adjoining properties must be similarly protected.
3. Topsoil and excavated soil to be used later for back fill must be kept away from the trunks of living trees.

Tree and Shrub Removal

1. **AERC must be notified of any tree removal.**
2. Tree removal requires AERC permission if the tree is 6 inches or more in diameter, measured at a height of 4½ feet above ground level, and is located greater than 30 feet from the house. If a crane and/or a large truck(s) are necessary for removal of a tree(s) an EDCD and/or an impact fee will be required.
3. Lakeside, streamside trees, shrubs and ground cover cannot be removed without the permission of AERC.

Tree and Shrub Maintenance

1. Careful pruning is encouraged for routine plant maintenance.
2. Heavy pruning or major removal of trees and or native shrubs such as rhododendron, mountain laurel, wild azaleas, dog hobble, buckberry or blueberry greater than 30 feet from the house requires AERC approval.
3. Trees, shrubs and ground cover of any size cannot be cut within 25 feet of a lake or stream without the permission of AERC. Sherwood Forest lakes and lakeshores are amenities held in common by all residents and all SF waters (lakes and streams) are Class C, Trout Waters, and are protected by NC Statute. (See Chapter 6).

Landscaping and Protection of Home from Fire

A firebreak of at least 30 feet around the house structure is permitted. A firebreak does not constitute bare ground, nor does it encourage clear cutting of native vegetation. It is suggested that members do not plant flammable plants that contain resins, oils, and waxes that burn easily. For a list of flammable plants refer to Appendix E.

Planting Septic Fields

Since septic system drainage fields are subject to damage from tree roots, it is recommended that these areas be planted, necessary for soil stabilization, with native grasses and native plants with shallow non-invasive root systems and which tolerate dry conditions. Herbaceous plants (non-woody plants) are recommended, although some woody plants with shallow root systems may work. See Appendix E for recommended plants and for non-native plants to avoid. You may want to consult with a local landscaping contractor in choosing plantings appropriate for the location.

Other Landscaping Regulations

1. **Lawns.** Lawns, meaning any planted areas requiring regular mowing, are not permitted.
2. **Exterior Lights.** Lighting must be IDA (International Dark-Sky Association) certified. Fixtures must be shaded with no exposed bulbs, Kelvin (color) of all lights below 3000k, lights must be downward pointing and wattage levels should be sufficient to give light to areas needed, (less than 100-watt equivalent). No outdoor lights of any type shall be installed above the eave or eave trough. Outdoor lights shall be placed so as to avoid annoyance to adjacent residents and shall not remain on continuously. Exterior and/or landscape lighting must be unobtrusive.
3. **Fencing.** Any proposal for fence construction must be approved by AERC. See Chapter 2 for fencing details.

CHAPTER 6 LAKESIDE, STREAM AND VEGETATION PROTECTION

All surface waters in North Carolina are assigned a primary classification by the NC Division of Water Quality. In Sherwood Forest, most lakes, streams and their tributaries are classified Class C (fish/swimmable) with the Supplemental classification: Trout Waters (Tr). The Supplemental classification is intended to protect those fresh waters with conditions that shall sustain and allow for trout propagation and survival of stocked trout on a year-round basis.

The Sedimentation Pollution Control Act of 1973 (As Amended through 2007), North Carolina General Statutes Chapter 113A Article 4, Section 113A-57 states: "... Waters that have been classified as trout waters by the Environmental Management Commission shall have an undisturbed buffer zone 25 feet wide or of sufficient width to confine visible siltation within the twenty-five percent (25%) of the buffer zone nearest the land disturbing activity, whichever is greater..." Such buffer zone prohibits any land disturbance (disruption of vegetation, shrubs, and trees) that may increase the possibility of soil erosion and sedimentation.

Owners whose property fronts on one of the SFHA lakes, or have property with a stream, are advised that disturbance (including but not limited to live and dead trees, under-story, ground cover, earth, and naturally occurring habitat) of property adjacent to the lake or stream is subject to regulation by the AERC because this property:

- 1 Is described in the Warranty Deed dated September 1990 where all property surrounding the lakes and then owned by the conveyer was conveyed from "Robin Hood, Inc. and Sherwood Forest Amenities Corporation" to "Sherwood Forest Homeowners Association". This Warranty Deed (Transylvania County Register of Deeds, book 332, pages 428-435) describes the lot lines of the privately held properties adjacent to Association-owned property so described by calls, metes and bounds
- 2 Constitutes waters (streams, tributaries and lakes) which are classified Class C, Trout Waters, and are subject to NC Division of Water Quality and Division of Land Resources statutes in addition to AERC regulations.

If a property owner seeks to make changes to the property between the lake edge and the boundary of the private property (for example, clear a path, place a dock), the property owner is required to apply to Lakes and Dams Committee for permission (see Chapter 3, Docks and FORM 6 for Dock Construction Application).

If a property owner seeks to make changes to vegetation, shrubs or trees adjacent to a lake, stream or tributary (within the 25-foot buffer referenced above (#2), AERC permission is required, unless it is careful pruning that is a part of routine plant maintenance which does not require AERC approval.

CHAPTER 7 VARIANCES

Variations may be granted when: 1. The variance would not substantially affect neighbors and 2. Without a variance the project would result in an unnecessary hardship for the property owner (i.e.: limited area on which to build, put septic, etc.).

Any variance must be in harmony with the environment and be consistent with SF rules and regulations and meet one or more of the following criteria:

1. **Financial Hardship:** Granting the variance will reduce additional costs for construction/renovation of a structure which would be incurred without the variance.
2. **Impact:** Granting the variance will not adversely affect Common Areas or adjacent lots.
3. **Special Privileges:** Granting the variance will not confer any special privileges denied other members.
4. **Driveway grades and Safety:** Granting the variance will not adversely affect driveway grades, traffic or pedestrian safety or damage to SF roads.
5. **Natural Resources:** Granting the variance will not negatively impact the natural resources, such as streams, lakes, native vegetation.

Process for a variance:

An AERC member can be consulted prior to submitting the formal request. An **informal** review should be encouraged. The property owner should contact any impacted, adjacent SF member including those across the road by email and copy email to AERC. Those impacted members have thirty (30) days to respond in writing.

1. Homeowner should present plan (Form 7: *Variance Application*) and include impacted members' comments to the AERC for a **formal** review and AERC approval or for possible changes or denial.
2. After AERC review, the request is sent to the SFHA Board for final approval.
3. If SFHA board approves, the project may go forward.

Denial: If the variance is denied, the property owner may submit a revised request to AERC for reconsideration. If the reconsideration is denied, the property owner may appeal to the SF Board within thirty (30) days from the date of denial of the reconsideration.

CHAPTER 8 FEES, DEPOSITS AND DEPOSIT RETURNS

Fees and Deposits: The Amended and Restated Articles of Incorporation of Sherwood Forest Homeowners Association, ARTICLE IV – Purpose of the Association, 2.b), states in part that “*The Association shall have the power to: Fix, levy, collect, and enforce payment by any lawful means, all charges or assessments ...*”.

1. **Impact Fee** is non-refundable. This fee varies and applies to New Construction, Major Renovation and Demolition and other major projects. It covers cost of the impact of using heavy equipment and vehicles on roads in Sherwood Forest.
2. **Environmental Damage/Compliance Deposit (EDCD)** is partly or fully refundable depending on environmental or structural damage external to the actual construction, demolition or landscaping project, or a lack of compliance with SFHA/AERC regulations. If during or after construction, AERC notes that environmental and/or structural damage related to the construction has occurred or is likely to occur, remedial measures will be requested. If these measures are not implemented or if remediation is not possible, all or part of the EDCCD is withheld until the requested action is implemented or the damage evaluated. Examples of adverse impact include sediment run-off from a construction site; contamination of tributaries, streams, lakes; uncontained debris; damage to/or destruction of vegetation; road and/or bridge damage.

After construction is completed, payment for environmental damage not repaired by the contractor will initially draw on the EDCD. In the event that the damage repair cost exceeds the deposit, the property owner will be charged the difference between the balance in the EDCD and the total cost of repair. It is important to note that any environmental damage is the responsibility of the property owner, even if it is caused by a property owner's contractor or hired worker.

3. **Amenities Fee:** non-refundable fee for New Construction and purchase of homes and/or lots.
4. **All Fees and Deposits are payable to: "SFHA" and are given to AERC Chair or mailed directly to SF Homeowners Association, attn.: AERC, 70 Robin Hood Rd, Brevard, NC 28712.**

Note: In the event of multiple concurrent projects, the amount of the Impact Fee and EDCD fee shall be the highest required Impact and highest required EDCD of those checked.

Fees: New Dwelling Construction

Project	Fees (\$)			
	Impact	Amenities	EDCD	Total
New Dwelling	5000	4500	3000	12,500

Table of Property Improvement and Landscaping Projects and Fees

Project	Fees		
	Impact	EDCD	Total
Carport/Garage	1500	1000	2500
Chimney-masonry repair/replace	100-300*	500	600-800
Crane	100	500	600
Deck- Cover Existing Deck		1000	1000
Deck- New/Replacement	500	1000	1500
Demolition	1500	1500	3000
Dock – New/Replacement		500	500
Downspouts Replacement			
Driveway Construction-New	1500	1000	2500
Driveway Resurfacing/Widening	100-500*	500	600-1000
Dumpster	100-300*	500	600-800
Fuel Tank	100	500	600
Generator Installation	100	500	600
Gutters Replaced			
Landscaping-Drainage, Parking, Retaining Walls, New Water Line	100-500*	500	600-1000
New Porch/Porch Replacement	500	1000	1500
Painting/Staining (External)			
Renovation-major	1500	1500	3000
Roof – Replacement	100	500	600
Septic Tank/Field repair/replacement	500	500	1000
Siding – New/Replacement		500	500
Solar Panels		500	500
Tree Removal	100-500*	500	600-1000

- **Fees vary based on number of trucks needed for project.**

Fees and Deposit Summary	
Impact Fee	
Environmental Damage Compliance Deposit	
SFHA Amenities Fee	
TOTAL	

**FORM 3 includes a list of projects that are representative of construction activities that require AERC approval. The list is not all-inclusive. If a project is not included on the list, property owner should contact AERC to determine if approval is required and if the project will incur fees.*

Return of Environmental Damage/Compliance Deposit (EDCD) (Form 8)

1. When work has been completed to the point of final payment to the builder, the member must submit a completed FORM 8: *Environmental Damage/Compliance Deposit*.
2. A copy of the Certificate of Occupancy, in the case of new home construction, must be included with the request.
3. AERC and Roads Committee representatives will visit the site to determine compliance with AERC Regulations & Design Standards. If the project has not met all standards, AERC will provide recommendations to the property owner on steps to gain full compliance, if remediation is possible, and will recommend that all or part of the deposit be withheld or that additional charges are made.
4. Satisfactory compliance is reported to the SFHA Treasurer. The Board will refund either the entire deposit, or a reduced amount that is based on either non-remediated damage, or any fines imposed (see Chapter 9, Table on Fines) or amounts expended by SFHA to repair road, environment or any other damage not repaired by the contractor.
5. Expenses in excess of the deposit will be charged to the property owner. Both the contractor and the property owner will each be given an itemized statement of all such expenditures.

CHAPTER 9 REGULATION AND DESIGN ENFORCEMENT PROCEDURES

Enforcement Procedure.

If AERC receives a report of unauthorized work, it will attempt to contact property owner and make all efforts to resolve issue in the shortest time possible.

If property owner cannot be contacted immediately, AERC will make a site visit to confirm report accuracy. If confirmed, AERC shall determine if the situation can be remedied and if there is any immediate danger to safety or property.

1. If there is no immediate danger, and the situation can be remedied, AERC will make an additional attempt to contact property owner. If unable to contact property owner, or the property owner is unwilling to remedy the situation, AERC will decide if a violation has occurred. If a violation has occurred, AERC will notify the SFHA Board of Directors, informing them of the specific violation and the fine range.
2. If there is no immediate danger and the violation cannot be remedied, e.g., tree or shrub removal, the procedure in (1) above will be followed.
3. If a danger to safety or property exists, or an environmental risk exists, AERC will attempt to reach the property owner immediately to remedy the situation. If unable to reach the property owner and it is crucial for corrective action to be implemented, AERC may contact the Board of Directors to request immediate remediation. The

property owner and the Board will be notified of the violation in the same manner as in the procedure outlined in (1) above.

Fines for Violations

AERC is authorized to recommend fines to the SFHA Board of Directors for non-compliance with AERC Regulations. If the Board decides a fine should be imposed, a fine not to exceed one hundred dollars (\$100) per day may be imposed for the violation and without further hearing, commencing five days after the decision the violation occurs.

The property owner is also responsible for any additional fines which may be levied by Federal, State or Local authorities.

AERC fines are levied in accordance with the table. This list is not exhaustive but indicates Fine Levels and examples of violations under each level, knowing that any violation of AERC Regulations and Design Standards may be subject to a fine whether or not it is represented in this list.

1. Table of Fine Levels Up to \$100.00 per day until in compliance

Fine Level	Violation	\$ Fine Amount
Level 1	Starting a project without AERC approval	Up to \$100.00
Level 2	1. Unauthorized tree removal 2. Unauthorized severe shrub/tree pruning 3. Unauthorized shrub cleared/removed 4. Failure to protect trees during construction	Up to \$100.00 per tree/shrub plus restorative action as determined by SFHA Board
Level 3	Failure to add/change/remove an object as requested 2. Failure to control erosion 3. Construction debris/trash on site 4. Boat, RV, or trailer on property >7 days 5. Tents and/or temporary structures 6. Utility sheds 7. Structure does not blend into the forest setting 8. No "Construction Crew Rules" posted 9. Heavy equipment unused for >3days 10. Violating work hours 11. Construction vehicles >10 feet 12. Blocking roads/driveways/parking area 13. Unauthorized yard sale 14. Unattended hand-warmer fires 15. Not removing hazard/junk/eyesore	Up to \$100.00 per day until in compliance
Level 4	Disturbance of vegetation in protected trout water buffer zone (along lake or stream)	\$100.00/10 sq. ft. of disturbed area and cost to re-establish disturbed area*

*If the penalty requires re-planting a disturbed area, and the property owner does not implement remedial measures within a specified time frame, the SFHA Board will hire an appropriate contractor to do the work. The cost of this remedial work will be charged to the property owner.

APPENDICES

Appendix A: AERC FORMS are on the Sherwood Forest Website under AERC and hard copies are available at the Robin Hood Centre.

FORM 1: Project Application

FORM 2: New House Construction

FORM 3: Property Improvement Project

FORM 4: Property Demolition and Removal

FORM 5: Landscape Project

FORM 6: Dock Construction Application

FORM 7: Variance Application

FORM 8: Environmental Damage/Compliance Deposit (EDCD) Return Request

Appendix B: INFORMATION FOR NEW CONSTRUCTION OR HOME IMPROVEMENT

1. HOME BUILDER CHECKLIST

Builder Selection

The selection of a builder should be made with the greatest care.

Performance Bond

It is strongly recommended that the builder furnish a Performance Bond as part of the construction contract. The cost to the owner for the bond is approximately 1% of the construction contract amount. Should the builder be unable to complete his contract for any reason, the bonding company is then obligated to complete the contract at no additional cost to the owner above the contract amount.

Builder Payment.

It is customary and strongly recommended that some money be held back until final completion of the building to insure satisfactory work. The builder should not be over-paid at staged payments (draws), which should be clearly stated in the contract. It is suggested that final payment to the builder be withheld until the Roads Committee and AERC have made their final inspections.

Restrictive Covenants

Locate and read the Restrictive Covenants cited in your deed. These are found at the Transylvania County Office of Registrar of Deeds.

AERC Regulations and Design Standards

1. Carefully read *AERC Regulations and Design Standards*.
2. All property owners are required to comply with *AERC Regulations and Design Standards*.
3. Failure to comply may result in significant financial and/or remediation penalties to the property owner.
4. A re-survey of the lot is recommended.

Easements

Know exactly where the easements are located.

Set -Backs

Know exactly where the setbacks are located

Trees & Shrubs

1. Examine your trees and shrubs carefully to identify existing damage and trees that may pose a safety hazard.

2. Have a clear understanding with your builder on the trees to be cut down, shrubs to be pruned and/or removed, and those to be preserved and protected.
3. Learn to recognize and preserve the special plants, shrubs and trees in our community, including Blueberry, Buckberry, Dogwood, Rhododendron, Mountain Laurel etc. It is recommended that you consult with members of AERC who can direct you to the appropriate resource to help identify these and other native plants, as well as help rescue or move those plants that might be destroyed by construction. See Appendix D (Recommended Plants, Non-natives to avoid, and list of Local Nurseries).

2. SCHEDULE FOR OBTAINING COUNTY PERMITS AND AERC APPROVALS

Approval Sequence

1. Property owner should give the builder a copy of *AERC Regulations & Design Standards*.
2. Septic tank and field placement shall be approved by the County Health Department.
3. Stake building corners and lot lines.
4. Apply to AERC, including payment by owner of the Impact Fee and Environmental Damage Compliance Deposit (EDCD).
5. Final building plans approved by AERC.
6. Obtain and post County Building Permit.
7. Post Rules for Construction Crews in both English and Spanish (see Appendix A & B)
8. Site approval, selected tree removal, grading for building site and driveway, utility easements.
9. Implementation of Erosion Control Plan.

Inspection by the AERC

Any inspection by AERC shall be for the sole purpose of ascertaining that the work complies with AERC requirements set forth in *AERC Regulations and Design Standards*. Approval by AERC does not imply compliance with building codes, or any codes, regulations, or requirements of any government agency.

3. SCHEDULE OF INSPECTIONS BY COUNTY BUILDING INSPECTIONS DEPARTMENT

County Inspections required:

1. **Temporary pole and portable toilet.** Building permit shall be posted to identify property location and a portable toilet shall be installed on site. The temporary pole shall be installed to meet the utility company standards and the latest edition of the national Electric Code.
2. **Footing.** This inspection shall be made prior to the placement of concrete. All excavation is to be completed, all grades staked, bulkheads, forms and reinforcing steel are installed. Termite treatment may be required, check with your treatment company.
3. **Foundation.** All foundation walls, piers, foundation vents (if applicable) and anchors and bolts shall be installed. Footing projections on all sides of walls and piers shall be exposed. The interior ground surface of the crawl space must be smooth, free of pockets and debris. Formed concrete wall shall be inspected with all reinforcements and forms completed prior to placement of the concrete.
4. **Footing Drain and Waterproofing.** This item is required when interior grade is below final exterior grade and before any placement of backfill.
5. **Underground.** All concealed piping for plumbing, electrical and HVAC systems shall be inspected prior to slab inspection.
6. **Slab.** This inspection is required for all areas prior to placement of concrete. Termite treatment is required. Exception: driveways and walkways.

7. **Electrical Rough-In.** This inspection shall be made when all wiring, boxes, and panel boards have been installed, and connections are made and ready.
8. **Plumbing Rough-In.** This inspection shall be made when drainage, water supply and vent piping, tub, spa, shower-pan, and the necessary fixture supports are installed. A water or air test shall be applied to all plumbing.
9. **Mechanical Rough-in.** Mechanical rough-in shall be considered complete when all boots, returns, thermostat wiring, inside gas piping, mechanical ventilation and concealed ducts have been installed.
10. **Framing.** This inspection shall be made after all rough-in inspections have been approved. All framing, flashing, shelf-angles, windows and doors, fasteners, fire blocking, bracing, vents, chimneys and fireplaces shall be installed.
11. **Insulation.** This inspection shall be made after framing is approved and all insulation that will be concealed on the building final is installed with all baffles and vapor barriers.
12. **Electrical Final.** This inspection shall be made when the wiring system is complete.
13. **Plumbing Final.** This inspection shall be made when the water distribution system, DWV system, fixtures, traps, and building sewer including their respective connections and devices are complete. Note: The plumbing contractor may request water service piping and sewer piping inspection prior to this inspection and before covering.
14. **Mechanical Final.** This inspection shall be made when the mechanical system is complete, all manufacturers' instructions have been followed, and the gas yard line is installed.
15. **Final Structure.** This inspection shall be made after all of the above requirements have been met and the building is complete and ready for occupancy.

NOTE: Code enforcement officials may require additional inspections due to special conditions.

To request an inspection, call in or fax your inspection request by 4:00 p.m. the business day prior to the inspection. Contractors will need to provide the owner's name and permit number when requesting an inspection.

Phone: 828.884.3209, Fax: 828.884.3275

No inspections will be made unless the listed trade contractor calls for his required inspection. Inspections requested before work is complete and not ready at the time of the inspection will be charged an additional inspection fee. No person may occupy, or store furniture and other personal items in the structure until a Certificate of Occupancy has been issued.

Before electrical power can be released to the power company or the Certificate of Occupancy, can be issued the following must be completed:

- All inspections must be completed and approved.
- Grading around the structure must be completed.

Also, the Building Department will need copies of the following: final septic or sewer approval, and final termite treatment certificate. Additional fees such as partials, re-inspections must be paid in full. Authorizations for power are faxed to Duke Energy and Haywood Electric at 9:30 AM each weekday.

Stop Work Orders. The Building Inspector has full authority to issue a Stop Work Order when in his opinion deficiencies have not been corrected or if the plans have been changed without the approval of the County Building Inspector.

Penalties for Violation. Penalties are outlined in the North Carolina State Building Code and the Transylvania County Building Codes.

4. UTILITY SERVICE CONTACTS

Utility	Company	Address	Phone
Electric	Duke Energy	P.O. Box 1090 Charlotte, NC 282-1090	800.777.9898
Telephone	Comporium	190 E. Main Street, Brevard, NC 28712	828.884.9011
Water	Carolina Water	P.O. Box 160609 Altamonte Springs, FL 32716-0609	800.525-7990
Cable	Comporium Cable	190 E. Main Street, Brevard, NC 28712	828.884.9011
Internet	Comporium Internet	190 E. Main Street, Brevard, NC 28712	828.884.9011
Sewer	A&D Water	P.O. Box 1407 Pisgah Forest, NC 28768	828.884.9772

APPENDIX C: RULES FOR CONSTRUCTION CREWS are on the Sherwood Forest Website under AERC and hard copies are available at the Robin Hood Centre.

1. English
2. Spanish

APPENDIX D: Approved Roof Colors are on the Sherwood Forest Website under AERC and hard copies are available at the Robin Hood Centre.

APPENDIX E: Recommended Native Appalachian Plants for Landscaping in Sherwood Forest (including Non-Native Plants to avoid) and List of Local Plant Nurseries are on the Sherwood Forest Website under AERC and hard copies are available at the Robin Hood Centre.