

Ingrams Point

Architectural Review Board Guidelines

Revised January 2017

1. PURPOSE OF THE ARCHITECTURAL REVIEW BOARD

The Ingrams Point Architectural Review Board (ARB) has been created to protect property values and enhance the appearance of Ingrams Point. These guidelines are developed by the ARB and enforced by the Ingrams Point Board of Directors. They are designed to assist you in the planning of your new home. Ingrams Point is fortunate to be located in an area of great natural beauty. The terrain, water features, and beautiful trees combine to create an aura of tranquility. Simply stated, our philosophy is to protect this unique setting; to assure that the homes built in Ingrams Point add to the beauty and quality of the community rather than detract from it. If you have any questions not addressed in these guidelines, please contact the ARB.

2. AUTHORIZATION OF ARB

The Declaration of Covenants, Conditions, and Restrictions, as recorded at the Sussex County Courthouse, January 2017, provides for the establishment of an ARB and sets forth the Committee's responsibility and authority. The composition of the ARB is based on Article 9.2 of the Declaration of Covenants, Conditions, and Restrictions. The Declaration of Covenants, Conditions and Restrictions mandate that no exterior structure or improvement, as described in Article 9.5, shall be constructed or altered on any lot without prior written approval by the ARB. Article 9.4 allows the ARB to make subjective decisions based solely on aesthetic considerations. While the ultimate responsibility rests with Ingrams Point's Board of Directors, the ARB acts as the Board's agent for all matters covered by appropriate articles of the Declaration of Covenants, Conditions, and Restrictions applicable to Ingrams Point

3. GENERAL CONCEPTS

- A. We will consider a variety of architectural styles; however, we strongly encourage designs southern traditional, farmhouse, or cottage.
- B. The ARB will continually evaluate the building styles and techniques at Ingrams Point to determine those that have fulfilled development objectives. A feature or an entire home now considered unsatisfactory will not be construed as a precedent for repetition.
- C. It is not necessary for every home in Ingrams Point to be unique; however, frequent repetition of designs within the neighborhood will not be acceptable.
- D. Speculative builders provide an important service within the community by providing homes for people who do not wish to build a custom home. The same standards will be applied in reviewing designs submitted by speculative builders as for all other applicants.

4. PLANNING YOUR HOUSE

A home is a significant investment, and construction practices may vary in different parts of the country. We highly recommend that the architect and builder you select be familiar with Ingrams Point. Each house should be designed for a specific site and for the particular needs of the owner. A competent architect or designer will help you achieve this objective.

5. GENERAL CRITERIA

Most of the designs for houses constructed in Ingrams Point have been submitted by property owners building for their own use. While individual thought and new design approaches are always welcome, they must not detract from other Ingrams Point homes. It is important to realize that the overall impact of a house design involves issues of taste and judgment which cannot be reduced to measurable standards such as square footage, setbacks, roof pitch or similar items. A house, which meets all of the statistical criteria, may be unacceptable for purely aesthetic reasons, and the ARB has the authority to make subjective judgments of this nature.

Following are some specific guidelines to be considered in planning your new house:

- A. Required Flood Plain Elevation - As is common to all coastal areas, the Federal Government requires that the elevation of the first floor heated and air conditioned living space be above the level of possible flood waters expected at statistically predicted 100-year intervals. This elevation ranges from approximately 10 feet to 15 feet above mean sea level. You must check with the Sussex County Engineer to confirm the flood plain elevation for your home site, and have a clearly visible elevation mark set by the surveyor.

- B. Exterior Design – In evaluating the exterior appearance of a home, the ARB takes into consideration all elements of design, which contribute to a successful design resolution. These include, but are not limited to:
1. Site Utilization - Relationship of proposed construction to existing natural and man-made features; views to and from the home and adjacent structures; effect upon the streetscape, common open space, neighbors, drives, parking and landscape treatment. At Ingrams Point, special site restrictions exist for many lots. The sole objective of these sites restrictions is to protect the natural environment and/or ensure site and landscaping compatibility with adjacent property. Details are provided in Ingrams Point's Covenants and Restrictions.
 2. Scale -Relationship of proposed structure to surrounding structures and site size in terms of lot coverage, height, width and overall visual impact.
 3. Massing - Relationship of the elements of the structure to one another.
 4. Fenestration - Relationship of exterior openings (doors, windows, etc.) to the solid portions of the design and to one another, compatibility with the design of the home, materials used, and the manner in which fenestration is detailed.
 5. Roofing - Relationship of roof shapes and treatment to the overall design concept of the home to ensure that the design will represent a comprehensive design resolution.
 6. Aesthetics - Overall design quality based on the professional judgment of the ARB.
- C. Building Development Standards - Specific development standards relating to land use, building type, building height, building quality, minimum living area, and location of dwellings and structures on lots are contained in the Declaration of Covenants, Conditions, and Restrictions. The general standards and rules of thumb are as follows:
1. Minimum and Maximum Square Footages (Heated and Air Conditioned Space)
Minimum of 1800 square feet not including an attached garage for a single story residence.
Minimum ground floor is to be no less than an enclosed dwelling area of 1500 square feet for a multi-story residence; not including an attached garage. Minimum of 2400 total square feet for a multi-story residence.
 2. Setbacks – All setbacks must conform to the residential zoning requirements of Sussex County and DeIDDOT regulations. The Ingrams Point ARB may require specific setbacks in order to stagger the facades.
 4. Building Height – All houses shall be limited to a height of 35 feet from finished grade.
 5. Materials and Colors - The materials and colors selected for the exterior of your house are very important to its appearance and are expected to be in harmony with the character and natural surroundings of the community. Rough-sawn woods, hardiplank, brick and stucco in combination with subdued, earth-tone colors are appropriate on any lot. Vinyl or aluminum siding is not allowed. Exterior finish materials are expected to be of the highest quality. Woods used for siding or trim should be durable by type and/or treatment. Wood, hardiplank, brick, tabby, stucco and other materials proposed for exterior use must be submitted to the ARB and approved before installation.
 6. Roofing - The roof of a building is often a major feature of its design and the proposed roofing material, color and application will be critical parts of the Committee's design evaluation. Pitches of 6/12 or greater are preferred. "Low country" designs may have a porch roof pitch of 3/12. Acceptable materials include architectural grade fiberglass shingles, cedar or masonite simulated shakes, standing seam metal (painted), and simulated slate. Flat roofs are prohibited.
 7. Windows & Doors - Good quality windows and doors are required. Wood frame vinyl - clad are preferred. Aluminum awnings and/or jalousie type windows are not permitted. Window shutters are appropriate when sized to match window openings. Fiberglass or vinyl shutters are recommended.
 8. Garages – All homes shall have a garage. The garage may be attached or detached, and must be at least 400 square feet. They must have side or rear entry doors. *Garage doors facing the primary road are not permitted.* Garages should be designed to be compatible with the architecture of the home. Garage doors should be of the over-head type. Electric garage door openers are encouraged.

9. Off-street Parking and Driveways - A minimum of four off-street parking spaces (including inside garage space) must be provided for each house. No overnight parking is allowed on streets in the subdivision. Off-street turn around or backup areas must be provided to avoid the danger of backing from a driveway directly into a street. Turn around should be directed inward on the lot, if at all possible, to avoid infringing upon the neighboring lot line. Every house must have a defined driveway constructed of concrete, brick, stone or other hard and impervious material. Driveways shall preferably not be located closer than five feet from a property line to allow for landscape plantings. Where a lot fronts on more than one street, access from the secondary street is preferred. Where possible, driveways should be curved gently for aesthetic purposes.
10. Culverts - The ARB must approve the design, materials, composition and installation of any culverts. The ARB has standard designs available and brick masonry is strongly encouraged.
11. Out Buildings – Gazebos, cabanas, outbuildings, etc., may be accepted if incorporated into the design and landscape scheme according to ARB criteria.
12. Fences and Screens - No fence shall be constructed in the front of or between any houses from the rear of the house to the front street. On lots where fences are permitted, such fence shall be confined to the rear yard or lot area of such residence. Chain link fences shall not be permitted. Solid fences to enclose or define property lines of individual home sites are discouraged, but shall be used to enclose service areas or other areas requiring total privacy. Open fencing or decorative forms of screening are permitted around patios and swimming pools. If a fence or screen is desired, its plan must be submitted to ARB for approval prior to construction. Wood, masonry, wrought iron, vinyl, or plant materials are considered suitable components for fences and screens. If a wooden fence is approved, it should be made of cypress, painted or stained, and shall be maintained consistent with the maintenance of the home.
13. Television and Radio Signal Receiving and Sending Devices - Television antennae, towers or similar devices are not allowed. Size and location of satellite dishes must be approved by the ARB prior to installation.
14. House Numbers and Name Plates - Letters or numbers may be used; however, no letter or number shall exceed four inches in height. Nameplates are permitted provided they are mounted on the front wall of the house and do not exceed a total of eighty square inches.
15. Exterior Lighting - Lights shall not be of such intensity, location or direction as to adversely affect adjoining property owners.
16. Service Area - Plans must include an enclosed area to screen air conditioning compressors and garbage cans from view of the street and adjoining property owners. Such areas should be of materials and colors compatible with the house. When using lattice to screen air conditioning compressors, fiberglass or vinyl is preferred.
17. Mailboxes – All mailboxes must be approved by, and installed under, the direction of the ARB. They must be either the standard “Ingrams Point” mailbox, or a design that complements the design of the home. Plain metal, plastic, or vinyl mailboxes are not allowed.
18. Gas Tanks – All liquid propane gas (LPG) or natural gas tanks are to be buried.
19. Repetitive Designs - Some house designs may be unacceptable for a particular lot because of similarity to homes in the immediate vicinity. If in the judgment of the ARB, the massing, basic style, rooflines, exterior materials, colors or other features of a home are too similar to those of its neighbors, the design will not be approved.

6. LANDSCAPING

A. Considerable effort has been expended on careful land planning, conservation and enhancement of the natural environment throughout Ingrams Point. Suitable landscaping for your new home is an essential part of our effort to create a quality development sensitive to its existing surroundings. Therefore, it is the policy of the ARB that a landscaping plan accompanies all new architectural submissions and that this plan is implemented at the time of the original house construction. The landscaping must be completed prior to issuance of a certificate of occupancy. A competent landscape architect or designer will help you achieve these objectives. Landscaping plans will be reviewed with two major concerns in mind:

1. Landscaping must be adequate to properly complement the house and site.
2. Landscaping must be harmonious with the natural environment of Ingrams Point. Proposed plant materials and their configuration must be suitable to local climate and wildlife conditions. Keeping in mind that Ingrams Point is a natural habitat for a variety of wildlife, your landscaping should be planned accordingly. While it is difficult to recreate the natural landscape, new planting must appear comfortable with the old.

- B. The following proposals will be denied:
1. Unwarranted removal of specimen trees. Removal of any trees shall be in accordance with the Declaration of Covenants, Conditions, and Restrictions, which states that no trees that are more than 6 inches in diameter at a point 2 feet above the ground shall be removed without the prior written consent of the ARB; provided however, any trees, regardless of their diameter, that are located within 10 feet of a drainage area, a sidewalk, a residence, or a driveway, or any diseased or dead trees needing to be removed to promote the growth of other trees or for safety reasons may be removed without the consent of the ARB.
 2. Intensive use of plants with forms or colors not native to the area.
 3. Large, unplanted, windowless walls.
- C. Your landscape plans are a basic part of your architectural submission and are subject to the review and approval process of the ARB. One set of landscape plans must be submitted. All proposed plant material must be located, dimensioned or drawn to scale, and specified as to species, variety, and size at installation.
1. Grasses - All lawns shall be sod. Seeding is not permitted. The grass shall be planted to the edge of the roadway. All lawn, grass, and landscaped areas shall be served by a functional underground irrigation system. If a well is installed for irrigation, it must be a "deep well", and any minerals must be removed from the water to prevent unsightly staining of driveways, sidewalks, walls, etc.
 2. Restrictive Plant Materials - There is no plant that is specifically prohibited at Ingrams Point, however, there are some that should be used with great discretion. Generally, they include plants that are very unlike coastal vegetation. We discourage use of materials and landscape ornaments that are inconsistent with the character of Ingrams Point and wooded natural areas.

7. ARCHITECTURAL REVIEW PROCESS

Plans for all new construction, subsequent alterations, additions, or color changes, must be approved by the ARB. If the plans conform to all requirements and the application is deemed complete, the committee acts on the submittal. If determined to be incomplete, the application is returned without further action. After full and complete plans are properly submitted and subsequently reviewed, the ARB will forward the reviewers' comments, suggestions, and/or required changes to the applicant for appropriate action. The ARB shall make every attempt to review new applications as soon as possible. In the event that the ARB fails to approve or disapprove any complete application package within thirty days after accepting it, the application shall be deemed approved. However, no approval, whether expressly granted or deemed granted pursuant to the foregoing, shall be inconsistent with the Architectural Guidelines unless a variance has been granted in writing by the ARB. Applicants should adhere to the following procedures:

- A. Application Form - Application should be made on the forms provided in this document. One form will be returned to the applicant advising approval or disapproval after the plans are reviewed. These plans will be held by the ARB until the final inspection is completed and the Ingrams Point Certificate of Occupancy is issued. Applications are considered complete only when all of the required plans and samples are provided, the compliance letter has been signed by the property owner(s) and the builder, and the non-refundable construction impact fee of \$500.00² has been submitted. Incomplete applications will not be reviewed for approval. In addition, a \$1,000 refundable construction cash deposit is required before an Ingrams Point Building permit will be issued. This deposit will be refunded to the owner when the approved construction plan, including landscaping, is completed. If the owner occupies the house before an Ingrams Point Certificate of Occupancy is issued, a fine of \$1,000 will be levied by the Board for violation of ARB guidelines/rules, and the deposit will be forfeited to pay this fine and will not be refunded. The Board may impose additional fines if violations are not corrected. A Certificate of Occupancy will not be issued until all assessments and fines are paid.

Further, any unpaid assessment or fines levied for violations of Association and/or costs of repair for damage to Association property during construction by the owner, contractor, subcontractors, suppliers, laborer, and any person associated with the construction will be deducted from the deposit. Deduction of unpaid assessments and/or fines or costs of damage repair from the deposit does not relieve the owner of liability for any unpaid balance of assessments, fines and or costs of damage repair.

1. Site Plan: Drawings must identify all materials, be properly dimensioned, and show the roof plan (unless shown on a separate drawing) and all exterior lighting.
 - a. Provide a tree survey that clearly identifies the species, location and diameter of all trees 6" or larger in diameter at a height of 2 feet, as well as the location or significant clusters of smaller trees.
 - b. Designate other natural or man-made features, which could affect the design, including the 25' marshland buffer, if appropriate to your lot.
 - c. Site plan needs to be drawn to a scale of 1"=10', superimposed over the existing tree survey.
 - d. Show and identify species and diameter of all trees as described above, and indicate trees to be removed and reason for removal.
 - e. Show existing and proposed topography. Show grading plan. Draw arrows to indicate the direction of drainage. You are responsible for avoiding any unfavorable drainage impact on neighboring property.
 - f. Show property boundaries, location of house and setbacks from all lot lines. Indicate overhang by means of a dotted line.
 - g. Show sidewalks, driveways and turnarounds, patio, decks, fences, etc.
 - h. Show elevation of first floor, lot corners and edges of roadways and walkways.
 - i. Show proposed landscaping, indicating general massing of plants, trees, grass areas, and any natural areas.
 - j. Show proposed septic mound location. This may change according to the requirements of the County inspector.
2. Floor Plans
 - a. Drawn to a minim scale of $\frac{1}{4}'' = 1'$
 - b. Show changes in level, relationship to important site features, etc.
 - c. First floor ceiling height must be a minimum of 9'.
 - d. Show all dimensions.
 - e. Include door and window symbols and schedules.
 - f. Show all attached decks, fences and other appurtenances.
 - g. Indicate location of air conditioner compressors and service area.
3. House Elevations. Drawn to same scale as floor plans.
 - a. Show all elevations of the house including those, which will be partially blocked from view by garages, fences or other parts of the building.
 - b. Indicate all exterior finish materials and colors.
 - c. Show finished floor elevation and existing and proposed grade lines.
 - d. Show all exterior openings.
4. Building Sections - Show at least one building section through the most important portion of the house.
5. Wall Sections:
 - a. Drawn to minimum scale of $\frac{3}{4}''' = 1'$.
 - b. Indicate roof pitch. Minimum of 6/12.
6. Building Materials - On the form provided in the application, indicate the name and description of proposed exterior materials. Provide physical samples of colors, applied to samples of actual materials to be used, and roofing materials. Manufacturer's color chips or color charts are acceptable for some materials. An application will not be considered complete without these exterior samples.
7. Landscaping Plan - Superimposed over the site plan, show the location, bounds, estimated numbers and species of all plants, trees, shrubs and ground covers, as well as the size of shrubs to be planted (1,2,3 gallon, etc.), and lump sum budget.
8. Fees – A non-refundable construction *impact fee of \$500.00, and a \$1000.00 deposit refundable after all construction is completed and Certificate of Occupancy is issued*⁴ required with all submissions.
9. Submit any additional information, which will aid the ARB in evaluation of the proposed design.

- B. Meetings -The ARB meets on an "as needed" basis when plans are submitted for review. The Committee will conduct the necessary review and provide you with a phone call and a letter regarding their decision and/or recommendations. Applicants do not attend ARB meetings unless requested by the ARB.
- C. Architectural Review Board Response - If, the ARB does not approve your plan, you will receive a telephone call and a letter stating their concerns and recommendations. The ARB will offer specific suggestions to resolve any problems with the plan. The ARB will continue to work with the applicant to resolve any differences. Should you have any questions regarding the ARB decision, they will be happy to meet with you for further discussion. In the event a resolution cannot be reached between the ARB and the prospective builder(s), the ARB may present the issue to the Executive Board for consideration.

8. CONSTRUCTION

The purpose of this section is to inform both the owner and the builder of policies and procedures required by Ingrams Point that will eliminate potential problems and further ensure a quality house and neighborhood. It is important to remember that the Covenants and Restrictions of Ingrams Point require that once construction starts, all exterior work must be completed within one year and that no home may be occupied until construction and landscaping has been completed and a Certificate of Occupancy has been granted by the Ingrams Point ARB.

- A. Pre-construction activities:
 - 1. Except for under brushing, no work may be done on a lot prior to receiving approval from the ARB. In no event may trees be removed or earth moved prior to ARB approval.
 - 2. After approval of the final application, but prior to the issuance of an Ingrams Point building permit, the applicant must:
 - a. flag all trees to be removed.
 - b. Install temporary toilet facilities at the construction site.
 - c. stake and string the lot lines and an outline of the proposed building.
 - d. request an inspection by the ARB to verify adherence to the plans submitted.
Upon verification of adherence, an Ingrams Point building permit will be issued.
 - 3. A building permit must be obtained from the Sussex County Building Inspections Department.
- B. During Construction:
 - 1. No construction shall begin until a dumpster and portable toilet are delivered to the construction site. No other temporary structures may be placed on a lot without the written permission of the ARB. If allowed, such structures may never be used as residences and may not remain on the lot after construction has been completed.
 - 2. Every precaution must be taken to prevent damage to the street and right-of-way. Any damage to the street, common areas, or adjoining lots will be repaired and and/or replaced at the expense of the owner.
 - 3. Access to a building site by means of adjacent property will not be allowed. Parking of worker's vehicles/equipment will be limited to construction lot only. Applicant is responsible for damages done by workers vehicles to adjacent property, easements and roads around the work area.
 - 4. No materials may be placed in the right-of-way or on adjacent property, even on a temporary basis.
 - 5. There are no disposal areas available in Ingrams Point, nor is there a pit for obtaining fill dirt. Your building contractor will bear the responsibility of disposal of all construction waste.
 - 6. INGRAMS POINT DOES NOT HAVE A DUMP AREA. THERE WILL BE A FIVE HUNDRED DOLLAR (\$500) FINE FOR DUMPING REFUSE OF ANY TYPE ON INGRAMS POINT PROPERTY.
 - 7. The storage of materials should be in an inconspicuous area of the site, and contractors are required to make frequent clean-ups of surplus materials, trash, wrappers, etc. A dumpster must be maintained on each site for the disposal of construction trash and litter.
 - 8. No fires of any kind are allowed at any time during construction at Ingrams Point.
 - 9. All contractors and their employees must use the back construction entrance at all times. Use of the front gate for entry or exit will result in a fine. Construction hours are from 7a.m. until 6 p.m., Monday through Saturday. No construction is allowed on Sundays or major holidays.

10. Signage Requirements – No sign of any kind shall be displayed to the public view on any lot except those in accordance with the “Sign Standards” established for Ingrams Point. A builder’s temporary project sign may list owner, architect/designer, and builder. “For Sale” signs must be constructed and displayed in accordance with the ARB “Sign Standards and Specifications”. ARB permission is required for all others.

When the building and landscaping are complete, and a Certificate of Occupancy has been received from the Building Department of Sussex County, the applicant must request a final inspection by the ARB to ensure conformance with the approved plans and receive an Ingrams Point Certificate of Occupancy.

SCHEDULE OF VIOLATIONS

1. Clearing of site without approval or obtaining an Ingrams Point building permit (includes unauthorized tree removal). After approved clearing, all removed trees and plant material shall be hauled away within 2 weeks.	\$500 per violation. This violation warrants possible expulsion of the responsible contractor.
2. Construction or landscaping that does not conform to plans approved by the ARB. (To be assessed concurrently if not corrected within 7 days).	\$500 per violation. This violation warrants possible expulsion of the responsible contractor.
3. Trespass on adjoining lots and properties, including equipment, material storage, etc. Trespass of private property without written consent from the owner is prohibited.	\$500 per violation.
4. Entry or exit via the front entrance gate by any builder, subcontractor, or their employees.	\$100 per violation.
5. Failure to provide a dumpster for construction trash or failure to keep site clean of debris.	\$100 per week.
6. Failure to provide a portable toilet at the construction site.	\$100 per week.
7. Burning debris or making a fire of any kind.	\$100 per violation.
8. Placement of any signs not in compliance with the ARB guidelines.	\$50 per violation.
9. Violation of any part of the ARB guidelines not addresses above.	\$100 per violation.
10. Occupying a house without at Ingrams Point Certificate of Occupancy	<i>\$1,000 plus \$100 per week until Certificate of Occupancy is issued</i>