

1

4'-0"

12

16

3

SEE DETAIL 5/A.3.

EXPOSED WESTERN RED CEDAR TRUSS, ROUGH SAWN.

CUSTOM WESTERN RED CEDAR LOUVER.

PRECAST CONCRETE SURROUND AT ARCHED OPENING.

PRECAST CONCRETE HAUNCH. COORD. PROFILE/SHAPE WITH ARCHITECT.

8'-0" M.O.S.

6'-8" M.O.S.

Architectural floor plan of a building, showing dimensions, room numbers, and construction details.

**Dimensions:**

- Overall width: 32'-0" (12'-0" + 20'-0")
- Overall depth: 22'-0" (10'-0" + 12'-0")
- Room 100: 12'-0" x 12'-0"
- Room 101: 12'-0" x 12'-0"
- Room 102: 12'-0" x 12'-0"

**Room Numbers:** 100, 101, 102

**Construction Details and Annotations:**

- CONCRETE SLAB W/ROOFS TRIMMED PERIM. SLOPE TO DRAIN.
- ACID-STAINED CONCRETE SLAB W/ST. BRGY. FINISH. SLOPE TO DRAIN.
- CEILING MOUNTED PENDANT LIGHTING, TYPICAL OF (4). SEE ELEC. DWG.
- PRECAST CONCRETE STAIR TREADS AND RISERS, TYPICAL.
- SEE SHEET U/S FOR TYPICAL DOOR OPENING SURROUNDS.
- SEE SHEET U/S FOR TYPICAL WINDOW OPENING SURROUNDS.
- ELECTRICAL PANEL. SEE ELECTRICAL DRAWINGS.
- WATERTABLE, TYP.
- ARCH ABOVE
- CUPOLA ABOVE
- YARDWAY PLASTER SEE FOUNDATION PLAN AND 414.
- ATLAS 1" HALL POINTED GAS LAMP BY GAS PRODUCTS CO. INC. TYPICAL OF (8). SEE PLUMBING DWG.

**Notes:**

- D.S. (TYPE OF A) COORD. FINAL LOCATIONS BY ARCHITECT.
- SEE SHEET U/S FOR TYPICAL DOOR OPENING SURROUNDS.
- SEE SHEET U/S FOR TYPICAL WINDOW OPENING SURROUNDS.

Page 1 of 14

# TABLE OF CONTENTS

Minor Project Request	
Examples of Minor Projects	
Schematic Review	Reflection Pointe Optional Schematic Review Request
Submittal One	Initial Application, Fees, Builder, and Sub-contractors
Submittal Two	Plans, Materials, and Colors
Submittal Three	Request for On-Site Reviews
Submittal Four	Featured Builder Application – Optional Featured Designer Application
Submittal Five	Universal Site Review Form

**REFLECTION POINTE ARCHITECTURAL REVIEW  
MINOR PROJECT APPLICATION  
(ONE PAGE)**

THIS FORM MUST BE COMPLETED PRIOR TO SENDING DRAWINGS TO THE  
REFLECTION POINTE ARCHITECTURAL CONTROL COMMITTEE.

UPON PROCESSING BY THE ASSOCIATION MANAGER,  
INSTRUCTIONS WILL BE EMAILED TO THE REGISTRANT.  
DELIVER, MAIL, FAX, OR SCAN AND ELECTRONICALLY MAIL THIS FORM  
WITH FEE PAID TO:

REFLECTION POINTE HOMEOWNERS ASSOCIATION, INC.  
C/O Property Matters Realty  
Attn: Sondra McKinney  
PO Box 158 Gastonia, NC 28053  
Email: [smckinney@propertymattersrealty.com](mailto:smckinney@propertymattersrealty.com)  
Office: 704-861-0833

**COMPLETE THE FOLLOWING:**

**Lot Number:** \_\_\_\_\_ - M (Project will be registered with – M in suffix)

**Lot Street Address** \_\_\_\_\_

**Registrant Name (primary contact):** \_\_\_\_\_

**Registrant e-mail address:** \_\_\_\_\_

**Registrant Telephone: (\_\_\_\_)\_\_\_\_\_**

**Lot Owner (if different):** \_\_\_\_\_

**Lot Owner e-mail address:** \_\_\_\_\_

**Type A Minor Project:** See attached List

**Review fee:** \_\_\_\_\$115.00\_\_\_\_ attached by check.

**OWNER ACKNOWLEDGE THAT HE/SHE HAS READ AND AGREE TO CONFORM TO THE  
REFLECTION POINTE ARCHITECTURAL GUIDELINES IN THE EDITION DATED \_\_\_\_\_.**

**Lot Owner Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**REFLECTION POINTE - Minor Projects**  
**(added to an existing home)**  
**Please consult the RPACC for the following minor projects:**

**Part A Projects**

**Project Description**

Awnings and solar shades  
Balconies  
Basketball Backboards – Permanent  
Decks and deck roof additions  
Disability Access  
Dog Houses  
Door Additions & Security Enhancements  
Drainage Changes  
Driveway Modifications or Expansion  
Exterior Painting (if different than originally approved)  
Garden Walls  
Hot Tubs/Saunas  
Lawn Ornaments – permitted in rear of the home or non-street facing sides only.  
Landscape changes  
Lattice Work  
Lights and Lighting Modifications – (none directed toward neighboring lots)  
Paving for Walks, Driveways and Patio Areas  
Playground Equipment and playhouses OVER 8 FT IN HEIGHT  
(paint or stain in colors that blend with nature. No primary red, yellow, blue permitted.)  
Ponds or Water Features  
Propane Tanks (with proper size and screening)  
Rain Barrels - For irrigation system  
Raised Flower or Vegetable Gardens in front or street facing side yards  
Removal of small scrub trees and shrubs prior to or after plan approval  
Retaining Walls (Impact fee required for curb damage)  
Roof Replacement (if different than originally approved)  
Rooftop Equipment  
Shutters – Storm shutters (permanent)  
Siding Replacement (if different than originally approved)  
Shutters  
Skylights  
Solar Energy Devices  
Stand alone structures, other than garages  
Vents  
Window Replacement (if different than originally approved)  
Window Tinting and Security Bars  
Wind Turbines, Wind Vanes

**Part B Projects (Although no application or fee is required, all Guidelines must be followed)**

**Project Description**

See Section 3-15B for minor projects not requiring RPACC approval.

# REFLECTION POINTE ARCHITECTURAL REVIEW OPTIONAL SCHEMATIC REVIEW REQUEST

This form must be completed prior to sending drawings to the Reflection Pointe Architecture Control Committee. Upon processing by the Association Manager, instructions will be emailed to the registrant. Deliver, fax or scan and email this form with \$200 fee, if applicable, paid to:

## REFLECTION POINTE HOMEOWNERS ASSOCIATION, INC.

C/O Property Matters Realty  
Attn: Sondra McKinney  
PO Box 158 Gastonia, NC 28053  
Email: [smckinney@propertymattersrealty.com](mailto:smckinney@propertymattersrealty.com)  
Office: 704-861-0833

Reference: Article 3.6 of the Reflection Pointe Architectural Guidelines for more information:

Lot Number: \_\_\_\_\_-S (AM: Please add "-S" to the lot number when registering, e.g., lot 1234-S)

Lot Owner / Prospective Lot Owner (PLO): \_\_\_\_\_

Lot Owner / PLO e-mail address: \_\_\_\_\_

Registrant Name (primary contact): \_\_\_\_\_

Registrant e-mail address: \_\_\_\_\_

Registrant Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ (w/area code)

ALSO, CONFIRM THE FOLLOWING AND INCLUDE FEES WHERE APPLICABLE:

I. Initials \_\_\_\_\_ Homeowner's fees paid to HOA for current year (include if not previously paid).

II. Initials \_\_\_\_\_ \$200 for owners intending to market the home and lot upon completion of construction or potential owners other than an individual or family unit. No fee for prospective lot owners or owners who intend to become residents of Reflection Pointe. See Article 3.6

**\*IMPORTANT GENERAL NOTES:** All submittals after this form are to be digital. You will be provided means to access the Charette Architects web site where you will upload you plans. Reviews will commence upon receipt of the digital submittal. **Reviews could take long as 30 business days per the CC&R's, but are typically completed within a few weeks.**

**Owner acknowledges that for this Optional Schematic Review the efforts of the RPACC are based on good faith and that there is no guarantee or warranty that the RPACC will not find unacceptable conditions at a later date as plans become more refined and detailed that would prevent approval of the home or that could incur additional costs to construct.**

Owner or Potential Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

# REFLECTION POINTE ARCHITECTURAL REVIEW SUBMITTAL FORM ONE (three pages)

SUBMIT THIS FORM AND YOUR APPLICATION FEES TO:

REFLECTION POINTE HOMEOWNERS ASSOCIATION, INC.

C/O Property Matters Realty  
Attn: Sondra McKinney  
PO Box 158 Gastonia, NC 28053  
Email: [smckinney@propertymattersrealty.com](mailto:smckinney@propertymattersrealty.com)  
Office: 704-861-0833

(YOU WILL BE NOTIFIED BY E-MAIL HOW TO MAKE FUTURE SUBMITTALS)

## COMPLETE THE FOLLOWING:

Lot Number: \_\_\_\_\_

Lot Street Address: \_\_\_\_\_

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

Registrant Name (primary contact): \_\_\_\_\_

Registrant e-mail address: \_\_\_\_\_

Registrant mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Registrant telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Builder: \_\_\_\_\_

## ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:

- I. \* Initials \_\_\_\_\_ Homeowner's fees paid to HOA for current year (include if not previously paid).
- II. \* Initials \_\_\_\_\_ Main dwelling Architectural Review fee (& dock where applicable) \$1,250
- III. Initials \_\_\_\_\_ Compliance Security Deposit for dwelling construction: \$3,000 for Featured Builders or \$5,000 for New Builders (not previously established on the Featured Builders List) **Must be paid from builder's account.** Deposits will be refunded to builder (only), less any assessments. (\$1,500 for remodel or shore stabilization).
- III A. Initials \_\_\_\_\_ \$1,000 compliance deposit paid by Owner
- IV. \* Initials \_\_\_\_\_ Non-Refundable Impact Fee: \$1,000
- V. \* Initials \_\_\_\_\_ Sewer Tap Fee: \$1,512
- VI. \*\* Initials \_\_\_\_\_ Sewer Grinder Fee: \$9,931.00 (Increase effective 7/1/2021)
- VII. \* Initials \_\_\_\_\_ Sewer Top Protection Fee: \$200
- VIII. Initials \_\_\_\_\_ Additional Plan Review \$250 fee is attached
- IX. Initials \_\_\_\_\_ Additional On-Site Review \$250 fee is attached
- X. Initials \_\_\_\_\_ Modification to Existing Home (< 25% of home value) \$450 fee is attached
- XI. Initials \_\_\_\_\_ Pool and/or Dock Review fee: \$450 is attached (\$350 if submitted prior to Final Site Review)
- XII. Initials \_\_\_\_\_ Review of change not addressed herein and not requiring a building permit \$115 fee
- XIII. Initials \_\_\_\_\_ Insurance Forms Attached per Article 8.4
- XIV. Initials \_\_\_\_\_ Modification fee (See article 3.14D)

\* Required to be paid with the initial Submittal for any new dwelling.

\*\* Sewer Grinder fee could vary with the cost of materials at the time of installation.

**General Note: The fees listed above are HOA fees and do not include any local government fees.**

Reflection Pointe Architectural Guidelines July 1, 2021 Forms

GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF ACC GUIDELINES  
ON SUBMITTAL FORM ONE PAGE 3

# REFLECTION POINTE ARCHITECTURAL REVIEW SUBMITTAL FORM ONE

## PAGE 2 of 3

This portion of the form must be completed in full prior to commencing the review. If the Association Manager does not have this on file prior to construction, you will not be issued authorization to submit your plans or to have your Builder obtain a gate access code to the community. If all subcontractors have not yet been identified, please note as TBD. When known, please resubmit this portion of the form to the Association Manager. Also, if you change subcontractors or need to add to the list, please contact the Association Manager. You will be accountable for all subs entering the community.

Address of Lot: \_\_\_\_\_

Homeowner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job Foreman: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Architect/Engineer/ Designer: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Lot Clearing/Grading: \_\_\_\_\_

Termite Co.: \_\_\_\_\_

Concrete: \_\_\_\_\_

Building Supply Company: \_\_\_\_\_

Framer: \_\_\_\_\_

Mason/Exterior Finish: \_\_\_\_\_

Water Proofing: \_\_\_\_\_

Gutters: \_\_\_\_\_

Roofing: \_\_\_\_\_

Electrician: \_\_\_\_\_

Plumber: \_\_\_\_\_

Lighting Company: \_\_\_\_\_

Wood Flooring: \_\_\_\_\_

Tile Work: \_\_\_\_\_

Carpet: \_\_\_\_\_

Cabinet Makers/Installers: \_\_\_\_\_

Reflection Pointe Architectural Guidelines July 1, 2021 Edition

GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF ACC GUIDELINES ON  
SUBMITTAL FORM ONE PAGE 3

**REFLECTION POINTE ARCHITECTURAL REVIEW SUBMITTAL FORM ONE**  
**PAGE 3 of 3**

Painter Interior/Exterior (Approval based on Sample Board) \_\_\_\_\_

Appliances: \_\_\_\_\_

Heating & Air: \_\_\_\_\_

Garage Door: \_\_\_\_\_

Landscaping: \_\_\_\_\_

Other – Please specify type of company as well: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTESTED TO (print name): \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Builder: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDER, OWNER AND REGISTRANT ACKNOWLEDGES HEREIN THAT THEY HAVE READ AND  
AGREE TO CONFORM TO THE COMMUNITY GUIDELINES**

**DATED: \_\_\_\_\_ WITH ADDENDUM(S) DATED \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (where applicable)**

By: (Property Owner signature) \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

By: (Builder signature) \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ NC Contractor License # \_\_\_\_\_

Contractor License Limit: \_\_\_\_\_

<b>Areas In Box To Be Completed By Reflection Pointe Association Manger</b> <b>It is the Property Owner's Responsibility to Request this as Receipt of Payment</b>			
TOTAL Review Fee(s). \$ _____	Check #: _____	Date: _____	Paid By: _____
Compliance Deposit : \$ _____ A	Check #: _____ A	Date: _____ A	Paid By: _____ A
Compliance Deposit : \$ _____ B	Check #: _____ B	Date: _____ B	Paid By: _____ B
Contractor A and Owner B			
RPHOA Fees Current?	(1) YES (1) NO	Insurance forms attached per Article 8.5	(1) YES (1) NO
Submittal Received By: _____			Date: _____
Gate Code Issued: _____			Date: _____
Application Entered on the ACC Web Site _____			Date: _____

**Reflection Pointe Architectural Guidelines July 1, 2021 Edition**

**GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF ACC GUIDELINES ON  
SUBMITTAL FORM ONE PAGE 3.**



# REFLECTION POINTE ARCHITECTURAL REVIEW

## SUBMITTAL FORM TWO

### APPLICATION FORM - FOUR PAGES

**NOTE:** A copy of the contractor's insurance endorsements must be attached to this form per Article 8.2 of the Reflection Pointe Architectural Guidelines.

**SUBMITTAL FORM ONE MUST BE COMPLETED PRIOR TO SUBMITTING THIS FORM.**

YOU WILL RECEIVE INSTRUCTIONS BY E-MAIL AS TO HOW TO SUBMIT THIS FORM. ALL INFORMATION, INCLUDING THIS FORM MUST BE SUBMITTED DIGITALLY AS A PDF, TIFF OR JPEG.

DATE OF SUBMITTAL: \_\_\_\_\_ LOT #: \_\_\_\_\_ ORIGINAL \_\_\_\_\_ RESUBMITTAL \_\_\_\_\_ (check one)

Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**GENERAL CONTRACTOR:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

NOTE: WHERE OWNERS ARE CONTRACTING WORK THROUGH PRIME SUBCONTRACTORS PROVIDE THE FOLLOWING. THIS INFORMATION IS NOT REQUIRED WHERE ALL WORK IS CONDUCTED THROUGH THE GENERAL CONTRACTOR. ALSO PROVIDE THE REQUIRED INSURANCE INFORMATION FOR ANY CONTRACTOR (ARTICLE 8.5).

**HVAC CONTRACTOR:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

**ELECTRICAL CONTRACTOR:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

**REFLECTION POINTE ARCHITECTURAL REVIEW**  
**SUBMITTAL FORM TWO PAGE 2 of 4**

**PLUMBING CONTRACTOR:** \_\_\_\_\_  
NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_

**LANDSCAPE CONTRACTOR:** \_\_\_\_\_  
NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_

**ARCHITECT/DESIGNER:** \_\_\_\_\_  
NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_

ARCHITECT/ DESIGNER HAS GIVEN APPROVAL FOR THE USE OF THIS PLAN ON THIS SITE AND FURTHERMORE HAS GIVEN PERMISSION FOR THE SARC TO COPY THEIR WORK FOR ITS USE: YES \_\_\_\_\_ NO \_\_\_\_\_

PLAN NAME: \_\_\_\_\_

HEATED SQ. FT: *1	1 <sup>ST</sup> FLOOR	_____ (SEE FOOTNOTE BELOW)
	2 <sup>ND</sup> FLOOR	_____
	BASEMENT	_____ OTHER _____
	SUBTOTAL	_____ (Heated)
UNHEATED SQ. FT.:	SUBTOTAL	_____ (Under Roof)
TOTAL SQ. FT. (ADD SUBTOTALS):		_____ (Under Roof)

Identify any construction or landscaping equipment to be used that is a track type loader or excavator: \_\_\_\_\_  
\_\_\_\_\_

EXTERIOR MATERIALS: (Specify website for Manufacturer, Product Name, & Color for all that apply. If website is not available, provide a digital photograph of proposed material taken in normal daylight)

BRICK: \_\_\_\_\_ COLOR: \_\_\_\_\_ (will be approved on sample board)  
STONE: \_\_\_\_\_ COLOR: \_\_\_\_\_ (will be approved on sample board)  
STUCCO: \_\_\_\_\_ COLOR: \_\_\_\_\_ (will be approved on sample board)  
SIDING: \_\_\_\_\_ COLOR: \_\_\_\_\_ (will be approved on sample board)  
OTHER: \_\_\_\_\_ COLOR: \_\_\_\_\_ (will be approved on sample board)

<sup>1</sup>The HEATED SQUARE FOOTAGE shall be measured to the inside face of the interior finish materials of the perimeter walls.

**REFLECTION POINTE ARCHITECTURAL REVIEW  
SUBMITTAL FORM TWO PAGE 3 of 4**

ROOF: \_\_\_\_\_ COLOR: \_\_\_\_\_ (will be approved on sample board)

WINDOWS: \_\_\_\_\_ COLOR: \_\_\_\_\_ (will be approved on sample board)

TRIM: \_\_\_\_\_ COLOR: \_\_\_\_\_ (will be approved on sample board)

DOORS: \_\_\_\_\_ COLOR: \_\_\_\_\_ (will be approved on sample board)

SHUTTERS: \_\_\_\_\_ COLOR: \_\_\_\_\_ (will be approved on sample board)

DRIVEWAY: \_\_\_\_\_ COLOR: \_\_\_\_\_

DRIVEWAY APRON: \_\_\_\_\_ COLOR: \_\_\_\_\_

PATTERN: \_\_\_\_\_

WALKS: \_\_\_\_\_ COLOR: \_\_\_\_\_

OTHER: \_\_\_\_\_ COLOR: \_\_\_\_\_

GARAGE DOOR: \_\_\_\_\_ COLOR: \_\_\_\_\_ (Front Loading Not Permitted)

FIREPLACE? YES NO QUANTITY \_\_\_\_\_ CHIMNEY (Material Type): \_\_\_\_\_

**UNVENTED GAS FIRE PLACES AND EXPOSED METAL STACKS ARE NOT PERMITTED.** \_\_\_\_\_ (INITIAL)

OPEN DECK? YES NO QUANTITY: \_\_\_\_\_ TOTAL SQ. FT.: \_\_\_\_\_

PATIO? YES NO QUANTITY: \_\_\_\_\_ TOTAL SQ. FT.: \_\_\_\_\_

PORCH? YES NO QUANTITY: \_\_\_\_\_ TOTAL SQ. FT.: \_\_\_\_\_

**CONFIRM THAT YOU ARE ALSO SUBMITTING THE FOLLOWING:**

**Both the builder and their client (owner of the property) must initial below**

Initials: \_\_\_\_\_

**DESCRIPTION OF HOME AND AMENITIES:**

A complete set of plans and elevations, wall sections and details along with a full set of specifications. Each drawing lists the lot number.

Initials: \_\_\_\_\_

**SITE PLAN:**

A Site Plan prepared by a licensed land surveyor is provided for the full site. The features of the survey include the following:

- a) All boundary lines and setbacks, easements and rights of way.
- b) Existing contours and finish contours noted at 2 - foot intervals along the full width of the site beginning at the street curb and extending a least 40 feet beyond the last disturbed area on the site.
- c) All planned construction, including the main home and amenities including driveways, retaining walls, decks and patios and denoting the planned elevation of the main floor above mean sea level.
- d) The front and closest side footprint of homes to the left and right of this home (only if on adjacent lots).

# REFLECTION POINTE ARCHITECTURAL REVIEW

## SUBMITTAL FORM TWO PAGE 4 of 4

Initials: \_\_\_\_\_

### EXISTING TREE SURVEY:

- a) A plan which shows the location and identification of all hardwood trees to be saved and removed with a caliper of  $\geq 6$ " at the base 15 feet outside the boundary of the home.
- b) Tree protection measures.

Initials: \_\_\_\_\_

### EROSION CONTROL AND SITE MANAGEMENT:

- a) A Drainage and Erosion Control Plan and including stone driveway. b) Show portable toilet, dumpster, and spoil locations.

Initials: \_\_\_\_\_

### PRODUCT LITERATURE:

Materials brochures photocopied and sent digitally, for each material and color.

Initials: \_\_\_\_\_

### PHOTOS:

- a) Digital photos of the site, labeled as to view location and orientation.
- b) Detailed photos of the full length of the street and curb especially showing any pre-construction damage.

Initials: \_\_\_\_\_

### LANDSCAPE PLAN:

A copy of the Landscape Plan submitted with a legend identifying all landscape elements, pools, patios and fences. Submittal of the landscape plan may be delayed to the time of the dry-in inspection (Article 3.11). Submittal of this plan after the dry-in inspection may result in an additional review fee.

Initials: \_\_\_\_\_

### CONTRACT: As specified in Article 8.1(c)

Initials: \_\_\_\_\_

Builder/Contractor's Liability Insurance endorsements required under Article 8.4.

Initials: \_\_\_\_\_

### VISUALLY PERMEABLE FENCES:

Fences proposed herein comply with being visually permeable where required by these guidelines.

**THE EDITION DATE OF THE GUIDELINES USED FOR THIS SUBMITTAL IS NOTED BELOW.  
THE UNDERSIGNED CERTIFIES THAT IT WILL OBTAIN, PRIOR TO THE START OF  
CONSTRUCTION ACTIVITIES, SITE CLEARING, BUILDING AND ZONING PERMITS ISSUED BY THE  
AUTHORITY HAVING JURISDICTION.**

**I acknowledge that I have completed and included everything on this checklist prior to submitting for architectural review. I understand that this information has been requested by the REFLECTION POINTE ACC prior to my obtaining bank loans or building permits, and the full cost of any delay resulting from the association not approving the plans, if reviewed and approved within 30 business days, or if not approved, with re-submittals for non-approvals within an additional 30 business days from my re-submittal, are at my sole expense.**

Lot/Property Owner Signature: \_\_\_\_\_

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

Builder Signature: \_\_\_\_\_

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

# REFLECTION POINTE ARCHITECTURAL REVIEW

## SUBMITTAL FORM THREE

*(one page, use three times during course of construction)*

### REQUEST FOR ON-SITE REVIEWS

UPLOAD THIS FORM IN SAME MANNER AS SUBMITTAL TWO

#### **1. PRE-CONSTRUCTION ON-SITE REVIEW:**

A PRE-CONSTRUCTION REVIEW MUST BE SCHEDULED TEN BUSINESS DAYS IN ADVANCE AND APPROVAL TO PROCEED MUST BE ISSUED PRIOR TO BEGINNING ANY CONSTRUCTION (SEE ARTICLE 3.12)

*THE SAMPLE BOARD MUST BE APPROVED BY THE ACC PRIOR TO CALLING FOR THE STAKING REVIEW.*

**MARK THE LOCATION OF THE AREA TO BE CLEARED WITH A VINYL YELLOW RIBBON. LEAVE THIS IN PLACE UNTIL FINAL REVIEW.** STAKE THE OUTLINE OF THE HOME WITH STRING LINES ALONG MAJOR WALLS.

STAKE-OFF THE DRIVEWAY. INSTALL OR STAKE-OFF THE STONE DRIVE. INSTALL THE SAMPLE BOARD.

MARK TREES TO BE REMOVED IF OUTSIDE THE CLEARING AREA.

**NOTE:** THE SILT FENCE, THE CONSTRUCTION FENCING, THE TREE PROTECTION, AND THE STONE CONSTRUCTION DRIVE MUST BE IN PLACE **PRIOR** TO BEGINNING ANY CONSTRUCTION ACTIVITIES. SUBMITTAL FIVE REFERS.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

#### **2. REVIEW AT DRY-IN:**

AT THE POINT THAT THE HOME HAS ROOFING AND THE WINDOWS AND DOORS ARE INSTALLED, THE OWNER OR THE BUILDER SHOULD NOTIFY THE REVIEW BOARD TO CONDUCT A REVIEW. THE REVIEW WILL BE SCHEDULED AS SOON AS PRACTICAL BY THE REVIEWERS. CONSTRUCTION SHOULD CONTINUE WITHOUT REGARD TO THE TIMING OF THE ON-SITE REVIEW.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

#### **3. CONSTRUCTION REVIEW:**

UPON COMPLETION OF THE HOME AND ALL LANDSCAPING AND FEATURES, THE OWNER OR THE BUILDER SHOULD CALL FOR A CONSTRUCTION REVIEW. THIS REVIEW WILL BE PERFORMED TYPICALLY WITHIN TWO WEEKS OF THE REQUEST. THE REVIEW WILL BE MADE WITH RESPECT TO SITE CLEAN-UP AND WILL RESULT IN APPROVAL OF ANY BOND MONIES THAT ARE TO BE REFUNDED TO THE OWNER OR THE BUILDER.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

UPLOAD THIS FORM TO THE SAME SITE AS YOUR APPLICATION EACH TIME YOU WISH TO SCHEDULE AN ON SITE EVALUATION.

# REFLECTION POINTE ARCHITECTURAL REVIEW

## SUBMITTAL FORM FOUR (A)

### FEATURED BUILDER APPLICATION

THIS FORM IS REQUIRED IN ORDER TO APPLY TO BECOME/REMAIN A FEATURED BUILDER.

(See Article 8)

**SUBMIT THIS COMPLETED FORM TO:**  
**Reflection Pointe HOA Board of Directors**  
**c/o Assn Manager listed on Submittal One**

Homes listed must be no more than four years old and cannot be the contractor's personal home. All builders must be residential custom home builders with an unlimited contractor license, at the time of the application, issued by the State of North Carolina.

I. Initials \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_  
QUALIFIER NAME: \_\_\_\_\_  
LICENSE NUMBER: \_\_\_\_\_  
LICENSE TYPE: \_\_\_\_\_  
LICENSE LIMIT: \_\_\_\_\_

II. Initials \_\_\_\_\_ COMPANY BROCHURE IS ATTACHED

III. Initials \_\_\_\_\_ CONTACT NAME AND PHYSICAL ADDRESS OF THE MOST RECENT THREE PROJECTS IN THIS AREA OF SIMILAR SCOPE AND VALUE TO THE HOME PROPOSED.

HOME NUMBER ONE: LIST QUALIFIED HOMES BUILT IN REFLECTION POINTE FIRST

1. Reference the ACC can contact: \_\_\_\_\_
2. Telephone: \_\_\_\_\_
3. Physical Address: \_\_\_\_\_
4. Total Heated Space: \_\_\_\_\_
5. Year Completed: \_\_\_\_\_
6. Number of months under construction: \_\_\_\_\_
7. Total value of the home: \_\_\_\_\_

HOME NUMBER TWO:

1. Reference the ACC can contact: \_\_\_\_\_
2. Telephone: \_\_\_\_\_
3. Physical Address: \_\_\_\_\_
4. Total Heated Space: \_\_\_\_\_
5. Year Completed: \_\_\_\_\_
6. Number of months under construction: \_\_\_\_\_
7. Total value of the home: \_\_\_\_\_

HOME NUMBER THREE:

1. Reference the ACC can contact: \_\_\_\_\_
2. Telephone: \_\_\_\_\_
3. Physical Address: \_\_\_\_\_
4. Total Heated Space: \_\_\_\_\_
5. Year Completed: \_\_\_\_\_
6. Number of months under construction: \_\_\_\_\_
7. Total value of the home: \_\_\_\_\_

I HAVE READ AND AGREE TO ABIDE BY THE REFLECTION POINTE COVENANTS AND ARCHITECTURAL GUIDELINE EDITION DATED \_\_\_\_\_.

SIGNATURE OF CONTRACTOR MAKING SUBMITTAL: \_\_\_\_\_ DATE: \_\_\_\_\_

## **REFLECTION POINTE DESIGNER QUALIFICATIONS**

THIS FORM IS RECOMMENDED TO OWNERS IN ORDER TO VERIFY CREDENTIALS OF THE ARCHITECTURAL AND LANDSCAPE DESIGNERS THEY ARE CONSIDERING TO PREPARE PLANS FOR THEIR HOME. DESIGNERS WHO DO NOT HAVE THE REQUISITE SKILL TO PROVIDE DRAWINGS MEETING THE THEMATIC AND TECHNICAL REQUIREMENTS STATED IN THESE GUIDELINES MAY CAUSE SIGNIFICANT DELAY IN THE APPROVAL OF YOUR HOME.

DESIGNERS WISHING TO BE LISTED AS A FEATURED DESIGNER IN REFLECTION POINT SHOULD COMPLETE THE FOLLOWING APPLICATION AND SUBMIT THIS COMPLETED FORM TO:

Reflection Pointe HOA Board of Directors c/o  
Association Manager listed on Submittal One

COMPANY NAME: \_\_\_\_\_ TEL: \_\_\_\_\_  
PROJECT DESIGNER: \_\_\_\_\_ TEL: \_\_\_\_\_  
NC or GASTON COUNTY LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ ATTACHED RESUME YES NO (circle one)

CONTACT INFORMATION FOR TWO OF YOUR SINGLE FAMILY RESIDENTIAL HOMES. SUBMIT DESIGN AND CONSTRUCTION DOCUMENTS IN .PDF FORMAT THAT DEMONSTRATE YOUR EXPERTISE IN EUROPEAN ECLECTIC THEMED HOME DESIGN.

HOME NUMBER ONE: EUROPEAN ECLECTIC

1. Client Name: \_\_\_\_\_
2. Telephone: \_\_\_\_\_
3. Physical Address of home: \_\_\_\_\_
4. Total Heated Space: \_\_\_\_\_ Year Completed: \_\_\_\_\_
5. Attached are digital photos of completed home: YES \_\_\_\_\_ NO \_\_\_\_\_
6. Attached are PDFs of full document set: YES \_\_\_\_\_ NO \_\_\_\_\_
7. I/We provided on site construction services: YES \_\_\_\_\_ NO \_\_\_\_\_

HOME NUMBER TWO: EUROPEAN ECLECTIC

1. Client Name: \_\_\_\_\_
2. Telephone: \_\_\_\_\_
3. Physical Address of home: \_\_\_\_\_
4. Total Heated Space: \_\_\_\_\_ Year Completed: \_\_\_\_\_
5. Attached are digital photos of completed home: YES \_\_\_\_\_ NO \_\_\_\_\_
6. Attached are PDFs of full document set: YES \_\_\_\_\_ NO \_\_\_\_\_
7. I/We provided on site construction services: YES \_\_\_\_\_ NO \_\_\_\_\_

I agree that the information submitted in response to my desire to be listed as a Featured Designer in Reflection Pointe may be posted on the ARC Consultant Website as well as the Reflection Pointe Community Website and in any publication promoting the Reflection Pointe community. I also agree that submitting this material does not guarantee that I will be listed as a Featured Designer on any website or publication.

I AGREE THAT PRIOR TO EACH PROJECT I WILL READ AND ABIDE BY THE MOST CURRENT REFLECTION POINTE COVENANTS AND ARCHITECTURAL GUIDELINES.

SIGNATURE OF DESIGNER MAKING SUBMITTAL: \_\_\_\_\_ DATE: \_\_\_\_\_

# UNIFORM FIELD REPORT

LOT REVIEW: ☐ Site Staking ☐ Dry In ☐ Final ☐ ADDITIONAL REVIEW

1. Community: \_\_\_\_\_ 2. Lot Number: \_\_\_\_\_ 3. Date: \_\_\_\_\_  
4. Homeowner: \_\_\_\_\_ 5. Builder: \_\_\_\_\_

**Road and Curbing:** ☐ Pre-construction Damage ☐ Damage from Current Construction

Note Damage: \_\_\_\_\_

**Water Meter:** Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_ Is Siphon Break in place?: Yes No

**Sewer System:** Condition of access point: \_\_\_\_\_ Type of protection: \_\_\_\_\_

**Silt Fence Condition:** Road Side \_\_\_\_\_ Interior Property lines: \_\_\_\_\_

## Site Staking:

**Y N** Stone for Driveway

**Y N** Dumpster on site

**Y N** Port-a-Potty on site

**Y N** Site Boundaries Marked

**Y N** House Staked as noted on plan

**Y N** Sample Board Complete

## Dry In

**Y N** Stone Driveway in good condition

**Y N** Dumpster location & site trash good

**Y N** Port-a-Potty location good

**Y N** Materials on home same as on board.

## Final

**Y N** Driveway Stone Removed

**Y N** Dumpster Removed

**Y N** Port-a-Potty Removed

**Y N** Materials same as board

If No explain: \_\_\_\_\_

**Y N** Building Materials Stored (Neighboring property Approval Letter Provided) \_\_\_\_\_

**Y N** Was neighboring Property restored after construction complete? **Y N** Roadway needs cleaning? \_\_\_\_\_

**Y N** Windows & Doors Confirmed \_\_\_\_\_ **Y N** Roofing Manufacturer & Style Confirmed \_\_\_\_\_

**Y N** Exterior Home Massing and Details as Approved \_\_\_\_\_

**Y N** Landscape Elements as Approved. If no, explain \_\_\_\_\_

**Y N** Mailbox in Place

**Y N** Photos on file?

Notes: \_\_\_\_\_

**Community Work Hours:** M-F \_\_\_\_\_ (am) \_\_\_\_\_ (pm) **Saturday** \_\_\_\_\_ (am) \_\_\_\_\_ (pm) **Sunday/Holidays** \_\_\_\_\_ (am) \_\_\_\_\_ (pm)  
(Check Guidelines for Holiday closure dates)

## NOTES:

- 1) Builder/Homeowner are responsible for maintaining site: Builder/**Homeowner** shall keep roadway clean of all debris. Roadways are to be swept clean by 5:00 PM each Friday. HOA May charge for cleaning if required.
- 2) Requirements for neighboring sites: **Homeowner**/Builder must have written approval to utilize adjoining lots in any manner. Damage to neighboring property will be the responsibility of **homeowner** under construction to make necessary repairs to bring impacted property back to pre-construction condition.
- 3) This review is based solely on compliance with the Architectural Guidelines and does not constitute approval of non-compliant design or construction, unless specifically identified herein as an approved variance, and does not relieve the Property Owner of the responsibility to fully comply with the Guidelines. Approval does not in any way represent an opinion of the adequacy of the construction, or of the suitability of proposed building materials or methods of construction for any purpose.

☐ Approved (To Proceed with Construction) ☐ Not Approved \* **Indicates Items to be Resolved**  
☐ Incomplete – Add'l On Site Review Required (**Additional \$**\_\_\_\_\_ **review fee will be deducted from the Deposit**)

**Y N** Is Security Deposit Authorized for release? If No, explain: \_\_\_\_\_

## Signatures:

Homeowner: \_\_\_\_\_ Builder: \_\_\_\_\_ Date: \_\_\_\_\_

ARC/ACC: \_\_\_\_\_ Date: \_\_\_\_\_