



**BEDFORD PLACE HOA**

Greenville NC

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# ARCHITECTURAL GUIDELINES

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Architectural Control Committee



IMPROVEMENTS OR ALTERATIONS TO  
EXISTING LOTS & RESIDENCES

INCLUDES ARCHITECTURAL

“RESIDENTIAL IMPROVEMENT & CONSTRUCTION APPLICATION”

BEDFORD PLACE HOA  
PO Box 30884, Greenville NC 27833

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# BEDFORD PLACE HOA

## ARCHITECTURAL GUIDELINES

(IMPROVEMENTS OR ALTERATIONS TO EXISTING LOTS & RESIDENCES)

Updated January 1, 2021

*Adobe Reader is required to view this document.*

### [Residential Improvements Application](#)

#### **Why Guidelines?**

The Bedford Place Homeowners Association (BPHOA) is concerned with preserving the inherent beauty of the community, with emphasis on value, quality and aesthetics. The spirit behind the Architectural Control Committee (ACC) is to uphold the aesthetic quality of the neighborhood and to protect the value of your home by maintaining the standards set forth in the Declaration. In order to maintain the focus on these goals and to preserve property values it was essential that Architectural Guidelines or “written standards” be developed. These guidelines establish the design criteria for new and current home sites; assists property owners in the design, construction and improvement of their residences and guide the growth of the community in a predictable and orderly fashion.

#### **Architectural Control Committee**

The Architectural Control Committee (ACC) has the responsibility of administering the Architectural Guidelines and reviewing all plans for (a) new residential construction, and (b) improvements or alterations to existing residences and lots. The goals of the Committee are to ensure that all plans submitted for review meet the criteria set forth in the Architectural Guidelines and that construction is completed in accordance with approved plans. The Committee consists of three Bedford Place property owners who are appointed and/or may include the BPHOA Board of Directors. All disapproval recommendations are referred to the Board for final decision.

#### **Architectural Review Process**

In accordance with existing Bedford Place Covenants and By-Laws, all plans for new residential construction, and all plans for additions or alterations to existing residences and lots, must be approved by the Architectural Control Committee PRIOR TO the commencement of construction efforts. Prior to the submission of plans to the Committee, owners, builders and/or architects may request an optional preliminary review of their design concepts, or may present any special conditions or hardships.

## Plan Submission and Approval

A completed Residential Improvement Application form (included in this document) shall be delivered or mailed to the BPHOA, Architectural Control Committee, PO Box 30884, Greenville, NC 27833 or <mailto:president@bedfordplacehoa.org> or fax to 252-695-0054.

Applicants will receive prompt written notification of all Committee and Board of Directors decisions. All approved plans are valid for twelve months.

All submitted applications will receive a response in writing as to the status of the application and will clearly state approval, not approved, or approved with conditions. The owner will receive written notification from the Committee and Board of Directors as to the reasons for denial or any other conditions. Owners are invited to contact the Committee again to discuss changes to the plans that may lead to full approval.

### Insurance

It shall be the responsibility of the homeowner to ensure that the contractor/builder has adequate and/or required liability and workman's compensation insurance.

### Changes

If changes to an already approved improvement application become necessary during construction phase (*and/or alteration to existing*); a written request describing the proposed changes shall be submitted to the Architectural Control Committee. The review process for these requests will be the same as that for new construction. The applicant will be notified promptly as to approval or disapproval of changes.

### Final Inspection

A final inspection is required upon completion of all construction or alteration of existing, in order to verify plan compliance. The homeowner shall contact the Committee to schedule the final inspection.

A Committee representative will make the inspection in a mutually agreeable, timely manner.

### Enforcement and Violations

The Design Guidelines and review process have been developed to encourage good design, preservation of property values and community resources. Therefore, any construction which occurs that has not been approved will not be tolerated and a stop work order will be issued to the homeowner, builder or contractor, and other legal remedies may be pursued.

Violation of the building agreement may result in action by the appropriate authority: the Bedford Place Homeowners Association, City of Greenville NC or Pitt County.

## Building Design

*NOTE: Reference Article Bedford Place Covenants and Restrictions for more detail.*

### **Building Size, Dwelling and Placement**

No dwelling shall be built containing a floor area of the main structure, exclusive of open porches, attics and basements of less than 2,500 square feet if the structure contains a garage and 3,000 square feet if the structure contains no enclosed garage. No residential structure shall be erected or placed on any building plot, which plot has an area less than the smallest lot shown on the recorded map of BEDFORD PLACE SUBDIVISION, SECTION 5, PHASE ONE, at Map Book 44, Page 125, of the Pitt County Registry.

No structure shall be erected, placed or permitted to remain on any residential plot other than one detached single family dwelling and other outbuildings built in conformity to plans approved by the ACC.

No building shall be located on any residential building plot nearer to the front lot line of any lot than as shown on recorded plat at Map Book 44, Page 125, of the Pitt County Registry. Further, no building shall be located on any residential lot nearer than ten (10) feet to any side lot line.

## Architectural Styles

Bedford Place property owners may choose from a variety of compatible architectural styles that are harmonious with the community. It is the intent of the Committee to allow for individual preferences of architectural styles as long as they complement each other and the community as a whole. The design for each lot should consider the community theme, the natural site characteristics and the adjacent lots. All homes must be built on site.

### **Exterior Elevations**

In keeping with the neighborhood image of compatible architectural styles, the exterior materials and colors should also complement the surroundings. Obtrusive or inappropriate colors and materials which would draw undue attention to specific buildings are not allowed. Owners are encouraged to include color samples with the Request for Approval of Residential Improvement form.

Approved exterior siding materials are:

- Brick and or Stone
- Stucco
- Horizontal wood siding
- Hardy board siding
- Cedar Impressions-type Vinyl

Approved materials are:

- Wood, painted or stained
- Aluminum, painted
- Vinyl

Other materials may be considered by the Committee on a case by case basis. The Committee shall determine the appropriateness of exterior materials and colors for all construction.

### **Entry**

The primary entrance to the home should have a sense of prominence that differentiates it from other entrances to the house. Preferably it should be sheltered on the exterior and have prominent single or double doors and detailing that is consistent with the architectural style of the home.

### **Roofs**

Roof material may be wood shakes, 25 year or better asphalt shingles, or slate. Colors that are compatible with the facade and that are harmonious with the surroundings should be used. Roof vents and accessories should not be located on the front elevation and must be painted to match the roof color. Gutters shall match the fascia trim color or they shall be copper. Downspouts shall match the exterior wall trim or be copper. Flue pipes are required to be cased in a chimney enclosure that matches exterior materials. A minimum roof pitch of 6/12 is required. Metal roofs will also be considered on a case by case basis.

### **Patios, Terraces and Decks**

Outdoor living areas should be constructed with materials and colors that are compatible with the exterior materials and detailing of the home. Railings should be designed to ensure safety and be consistent with the architectural character of the home.

### **Fence**

**No fences shall be erected on any lot or residence unless and until the design and plan for the same has been approved by the architectural control committee.** (Fences constructed on lot lines require building permits.) Shrubs, hedges and “green” fencing is preferred wherever possible to provide an openness to the neighborhood, while still providing the homeowner with privacy.

**All fencing requires ACC approval prior to the project beginning.** Fencing on all property lines cannot be higher than 6ft. Approved Fence types are stained and natural wood, aluminum and wrought iron, no white PVC or chain link.

### **Garages**

Preferably garage doors should include windows, panels, trim, etc. to enhance their appearance from the street.

### **Landscape**

All homeowner are required to keep their “respective lots free and clear of weeds, rubbish, trash, debris and other matter. Upon failure by any owner to so maintain his/her lot, Grantor, its successors, assigns, designees, or the architectural control committee provided for herein, shall have the right to enter upon the premises of such owner and to mow, trim, and otherwise maintain said lot so as to bring it in compliance with this covenant, and the costs of such work to be assessed against and paid by such owner.” *(Cross Ref: C&R’s Section 15)*

## **Site Design**

### **Drainage**

Extensive lot grading is discouraged as it destroys vegetation and can be visually disruptive to the natural character of the land. Flat areas may require subsurface drainage solutions. Individual lot drainage must be designed to integrate into the city’s master storm-water plan. In any case, directing runoff to adjacent lots must be avoided.

### **Utilities**

All utility services in the Bedford Place have been installed underground with the exception of transformers and junction boxes. These above ground facilities have been located at lot lines in most cases. Owners are encouraged to incorporate landscape screening around these facilities to reduce their visual impact. However, it is important not to block service doors with landscape materials.

HVAC compressors and electric meters should be screened from view from the streets and adjacent lots with plant materials. LP gas tanks and Grilling equipment or Barbeques shall be placed at the rear of the structure and not visible to front. Exterior television and radio antennas are not permitted and should be installed in attics. Satellite dishes visible from the front elevation should be screened with plantings and must be specifically approved by the Committee on a case by case basis. One satellite dish per household is preferred. Any unused or non-working satellite dishes need to be removed from the property. All utilities installed by lot owners must meet all state and local codes.

**Driveways and Walks**

Driveways and walks should be carefully designed for ease of circulation and aesthetics. Enlarging walk areas at the base of steps and at driveway connection points provides for more pedestrian movement and terminates each end of the walk with a visual “anchor.”

**Construction Guidelines**

In the interest of safety and an appealing community environment for residents and visitors, construction guidelines have been developed for the Bedford Place HOA to control all construction activities.

**General Regulations for Construction to Existing and Improvements****Completion Schedule**

The exterior of any structure under construction on any lot must be totally completed within six (6) months after the beginning of construction. Total construction must be completed within twelve (12) months after the beginning of the construction date. Landscaping shall be in place within ninety (90) days of the issuance of certificate of occupancy.

**Builder Requirements**

All builders of residences in Bedford Place HOA must be licensed by the State of North Carolina. A North Carolina Residential Builders License is the minimum licensing requirement.

**State and Local Code Compliance**

All construction must comply with State and local codes.

**Signs**

The General Contractor may post a standard identification sign and permit sign on lots during the construction phase.

**BPHOA Construction Hours for Building Permits**

Working hours for all construction activities and construction site deliveries are:

- Monday through Friday – 7 AM to 6 PM
- Saturday – 8 AM to 5 PM
- Sunday – No work allowed (unless otherwise requested and permitted by ACC)

**Conduct of Workers**

The conduct of all workers is the responsibility of the General Contractor. The following behavior by any worker or representative of the Builder, Contractor or Sub-contractor is prohibited and will result in an immediate fine payable by the builder.

- Trespassing on neighboring property without prior approval

- Using neighbor's electricity, water or other utilities without prior approval
- Blocking homeowners' driveways (this is a public safety issue which may result in towing at the expense of the builder).
- Blocking streets (this is a public safety issue which may result in towing at the expense of the builder).
- Dumping of construction materials, trash or debris into the storm water runoff.
- Working outside the approved hours of operation.
- Drinking of alcoholic beverages by construction workers.
- Loud or disturbing music that can be heard on neighboring properties.
- Any behavior that would be generally considered offensive and/or socially unacceptable in a residential neighborhood.

## **Before Construction**

### **Plan Approval and Site Maintenance**

No lot clearing, improvements to existing, installation of fences or other construction activities may begin until the Architectural Control Committee has approved all plans. The residential lot may not be used to store building materials or equipment prior to two weeks before actual construction is to begin.

## **During Construction**

### **Site Maintenance**

The homeowner is responsible for ensuring that the job site is maintained in a neat and clean manner at all times. Materials must be stored within the property lines maintaining a clear street right-of-way. Adjacent lots or common areas may not be used for parking or materials storage. Construction equipment shall be kept on the site and off the street. Vehicles parked on the street right-of-way during construction shall not impede traffic flow. Washing of vehicles (concrete trucks, etc.) shall occur on site and not in the streets. Excess concrete shall not be dumped on adjacent lots, common areas or right-of-ways.

Scrap material and debris shall be disposed of in trash receptacles and such receptacles shall be collected and emptied prior to their becoming overfilled. Hazardous debris and material shall be removed from the site each day. No hazardous material shall be stored on the site overnight. Weeds, debris and litter shall not be allowed to accumulate on the site. No burning of scrap lumber or trash allowed. Any damage to streets and sidewalks must be repaired/replaced by the Homeowner to the satisfaction of the ACC.



**Neighboring Properties**

Care must be taken to insure that paint, stucco, plaster, concrete, etc. does not spray over to neighboring properties. No building materials or trash may be dumped or stored on empty lots without the written permission of both the owner of lot and the ACC. Any construction trash and debris must be removed from neighboring properties whenever requested by the owner or the ACC. The homeowner is financially responsible for any damage to neighbors' properties. The homeowner is financially responsible for any damage to Association property caused by the contractor, sub-contractors or employees thereof.

**Sedimentation and Erosion Control**

Streets shall be kept free of mud, silt and debris from construction traffic. Sedimentation and erosion control facilities on the lot shall be maintained so that they function properly.

**Violations and Fines****Violations**

The ACC will inspect the building site on a regular basis and whenever requested by any homeowner. A written report will be prepared by the ACC for any violations of the Bedford Place Homeowner Association's Architectural Guidelines. All violations will be communicated by email, telephone, or faxed to the Homeowner/Contact on record. At the option of the ACC, the homeowner may be granted a time period to correct a violation before a fine is assessed. Re-inspections will be made daily to determine whether or not the violation has been corrected. The ACC will communicate the results of the re-inspection with the Homeowner.

**Fines**

All fines will be at the expense of the Homeowner/Lot owner. The committee will assess a fine of a minimum of \$100 (at the discretion of the HOA Board) for each violation of the Bedford Place Homeowner Association's Architectural Guidelines and/or BPHOA C&Rs. When re-inspections are made and a violation has not been corrected, an additional fine will be assessed for each re-inspection. In the event that the fine remains unpaid within 30 days, the Association may place a lien against the property to recover the amount due including legal costs incurred.

*(The Architectural Guidelines are subject to annual review and may be updated or changed by the BPHOA Board of Directors at any point in time.)*

# Residential Improvement & Construction Application

*(Changes to Existing Structures or Any Lot Improvements)*

**Property Owners Name, Address & Phone**

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**Lot/Parcel # or Street Address of HOA building site**

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**Builder Name, Address & Phone**

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**Permit**

Date \_\_\_\_\_

**Construction**

Date \_\_\_\_\_

**Completion**

Date \_\_\_\_\_

**NC License**

# \_\_\_\_\_

### Application Check List

**Improvement to Existing Construction and/or Building Permits:**

*(Indicate with "X" which is included with this Application)*

- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Floor Plan
- \_\_\_\_\_ Foundation plan
- \_\_\_\_\_ Building elevations
- \_\_\_\_\_ Landscape plan
- \_\_\_\_\_ Material & color samples and/or image samples (Building & Fencing)
- \_\_\_\_\_ Fencing Plan Drawing Indicating Lot lines and set backs

**Square Footage\***

- Current Heated living area \_\_\_\_\_ SF
- New Additional Heated living area \_\_\_\_\_ SF
- Current Heated garage area \_\_\_\_\_ SF
- New Addition/Improvement to Garage area \_\_\_\_\_ SF
- New Addition to Front porches \_\_\_\_\_ SF Screened? (Y/N) \_\_\_\_\_ Pillars? (Y/N) \_\_\_\_\_
- New Total under roof \_\_\_\_\_ SF
- Decks \_\_\_\_\_ SF

**New Addition Foundation\***

Crawl Space \_\_\_\_\_

Material \_\_\_\_\_

Finish \_\_\_\_\_

OR Pilings \_\_\_\_\_

**Existing Exterior Walls**

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color \_\_\_\_\_

**New Construction to Existing Exterior Walls\***

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color \_\_\_\_\_

**Changes to Existing Driveway** *(Building Permits usually required)*

Current Driveway Material \_\_\_\_\_

New Construction Material (Indicate Cement/Brick or Asphalt) \_\_\_\_\_

Addition to Current Driveway? (Y/N) \_\_\_\_\_ Replacement of Current Driveway? (Y/N) \_\_\_\_\_

Plot Plan Drawing Attached? (Y/N) \_\_\_\_\_

Placement Description, Including Length & Width:  
\_\_\_\_\_**New Decks/Patios/Terraces**

Material \_\_\_\_\_

Finish \_\_\_\_\_

Color \_\_\_\_\_

Placement Description: \_\_\_\_\_

**Fencing***(Submit Plan Drawing Indicating Placement on Property & Copy of Building Permit if on lot lines)*

New Fencing Material \_\_\_\_\_

Style \_\_\_\_\_

Color \_\_\_\_\_

Location on Lot \_\_\_\_\_

Height \_\_\_\_\_

Placement Description: \_\_\_\_\_

On lot lines? (Y/N) \_\_\_\_\_ If Inside boundaries, how far? (Y/N) \_\_\_\_\_

Are their plans for Evergreen Trees/Shrubs as Living Screening? (Y/N) \_\_\_\_\_ Please Explain if Yes: \_\_\_\_\_

**Garden Sheds/Out Buildings**

Material \_\_\_\_\_  
Finish \_\_\_\_\_  
Color \_\_\_\_\_  
Location on Lot \_\_\_\_\_  
Height \_\_\_\_\_  
Requires a Building Permit? \*(Y/N) \_\_\_\_\_

*\*(May Require Architectural Construction Application in Addition to Improvement to Existing Application)*

**Miscellaneous/Other Improvements: Indicate any Material Changes or Improvements to Vacant or Existing Lots/Structures including Landscape Plans or "Other Improvement" Not on this Application and/or indicate any proposed changes to Already Approved Application:**

**Is this a Proposed Change to an Already Approved Application? Y/N \_\_\_\_\_**

**Description:** \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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*(Attach any supporting documents for changes. i.e. drawings, plans, elevations, changes in material, etc.)*

**Submit finished application to:**

**Bedford Place HOA  
PO Drawer 30884  
Greenville, NC 27833  
Email Contact: [president@bedfordplacehoa.org](mailto:president@bedfordplacehoa.org)**

Revised July 15, 2019