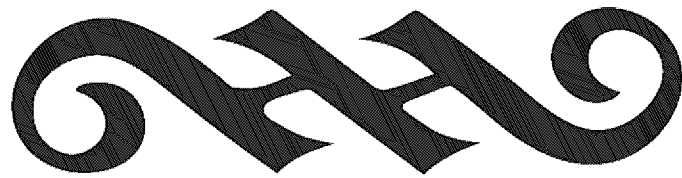


**Architectural Control
and
Design Review
Guidelines**



**HAMPTON HALL
CLUB**

Revised December 1, 2023

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DISCLAIMER

THESE ARCHITECTURAL CONTROL AND DESIGN GUIDELINES ARE INTENDED TO PROVIDE GUIDANCE TO OWNERS AND THEIR BUILDERS REGARDING MATTERS OF PARTICULAR CONCERN TO THE HAMPTON HALL ARB IN CONSIDERING APPLICATIONS; PROVIDED, HOWEVER, THE DESIGN GUIDELINES ARE NOT THE EXCLUSIVE BASIS FOR A DECISION BY THE HAMPTON HALL ARB CONCERNING A SUBMITTAL AND COMPLIANCE WITH THE DESIGN GUIDELINES DOES NOT GUARANTEE APPROVAL OF ANY APPLICATION. THESE DESIGN GUIDELINES ARE SUBJECT TO CHANGE AT ANY TIME BY THE HAMPTON HALL ARB AND ALL CHANGES WILL APPLY TO APPLICATIONS WITHOUT FINAL APPROVAL. APPROVALS BY THE HAMPTON HALL ARB INVOLVE SUBJECTIVE DETERMINATIONS AND OPINIONS OF THE HAMPTON HALL ARB MAY VARY AS TO THE DESIRABILITY OR ATTRACTIVENESS OF PARTICULAR IMPROVEMENTS. PRIOR APPROVAL OF ANY IMPROVEMENT DOES NOT GUARANTEE FUTURE APPROVAL OF A LIKE IMPROVEMENT AND THESE GUIDELINES MAY BE CHANGED TO PROHIBIT IN THE FUTURE IMPROVEMENTS SIMILAR OR LIKE IMPROVEMENTS PREVIOUSLY APPROVED. THE HAMPTON HALL ARB MAY IN ITS SOLE DISCRETION AUTHORIZE VARIANCES FROM COMPLIANCE WITH THESE GUIDELINES, INCLUDING ALL SETBACK REQUIREMENTS AS SET FORTH THEREIN OR AS SHOWN ON A SUBDIVISION PLAT, AND PROCEDURES SET FORTH HEREIN WHEN THE HAMPTON HALL ARB IN ITS DISCRETION DETERMINES THAT CIRCUMSTANCES SUCH AS TOPOGRAPHY, NATURAL OBSTRUCTIONS, HARDSHIP, OR AESTHETIC CONSIDERATIONS, ENVIRONMENTAL CONDITIONS, OR OTHER CONSIDERATIONS SO REQUIRE BUT NO VARIANCE SHALL BE EFFECTIVE UNLESS IN WRITING. EACH OWNER SHALL HAVE SOLE RESPONSIBILITY FOR ENSURING THAT ANY IMPROVEMENTS APPROVED BY THE HAMPTON HALL ARB OTHERWISE MEET ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, RULES, AND REGULATIONS, INCLUDING BUT NOT LIMITED TO APPLICABLE HEIGHT RESTRICTIONS, SETBACKS, FLOOD RESTRICTIONS OR REQUIREMENTS, SQUARE FOOTAGE LIMITATIONS, LANDSCAPE REQUIREMENTS, BUFFERS AND PARKING REQUIREMENTS.

Architectural Control and Design Review Guidelines

1.0 INTRODUCTION

1.1 OVERVIEW

The Hampton Hall Club Architectural Review Board (hereinafter referred to as ARB) Architectural Control and Design Review Guidelines (hereinafter referred to as Standards) have been established to meet the needs of our community, Hampton Hall Club, Inc., (hereinafter referred to as HHC). The objective of the ARB is to create and protect a high level of residential design and landscaping.

The ARB Standards are intended to help property owners, design professionals, and builders understand our requirements, the role of the ARB, and the policies and procedures affecting all exterior construction and improvements. The goal is a smooth and efficient review, approval, and construction experience with the addition of a new residence or modification of an existing residence that adds to the architectural diversity and beauty of the community. As the community matures, preserving its aesthetic appearance will maintain and add value to the community and individual properties.

1.1.1 Development Objectives

The aesthetic and ecological quality of HHC requires that all structures, varied as they may be, create an interesting and pleasing streetscape. While no specific architectural style is mandated, an important goal is to develop a community free from discordant or competing shapes and designs which compete for attention or attempt to create a greater visual impact than neighboring shapes and designs.

These Standards are intended to ensure that each home adds to the neighborhood and is not an individual creation arbitrarily placed on a home site. New home designs must complement and enhance neighboring properties through consistency of scale, quality of material and coordination of color.

Each project submitted to the ARB shall be reviewed to determine:

- That any structure, building, or landscaping complies with the applicable provisions of the Covenants and Standards.
- That the location and design of structures are visually pleasing and consistent with the terrain and vegetation of the lot, with surrounding lots or structures, and sensitive to scenic views from existing structures and do not dominate general development or natural landscape.
- That the architectural design of structures, their materials and colors complement HHC's overall appearance.
- That excessive or unsightly grading, indiscriminate earth-moving, removal of trees and vegetation, which would disrupt the natural water courses or scar natural landforms is prevented.
- That landscaping and drainage plans provide proper drainage of surface water, visually pleasing settings for structures on the lot as well as on adjoining or nearby lots. Formal, manicured landscaping is encouraged. *At installation, landscaping must be full, dense, and complete. Tiered landscaping and other attractive techniques are encouraged.*

1.1.2 Lot Types in HHC

- *Estate Lots* shall be defined as 100 and 80 foot lots
- *Pointe Neighborhood Lots* -See section 5.0
- *Carolina Home Lots*
- *Carriage Home Lots*
- *Cottage Lots*

1.2 THE ARB STANDARDS

1.2.1 Use of the Standards

The Standards are used in the review of applications and design documents for all new construction, and modifications to existing properties, including landscaping. They also serve as a guide to maintain consistency of the review process.

1.2.2 When the Standards Apply

The Covenants require that the ARB review and approve *in advance* all designs for new home construction, landscaping, all additions, renovations and modifications of existing homes affecting the outward appearance of a building or lot. ***Final written approval and issuance of a permit by the ARB must be received prior to the start of any clearing, grading, landscaping, or construction.***

This document is intended to clarify and amplify the relevant provisions of the Covenants. In the event of a conflict, the Covenants will prevail.

1.2.3 Nondiscrimination by ARB

The ARB will not discriminate against any applicant requesting its approval of plans and specifications because of such applicant's race, color, sex, religion, age or national origin. Further, the ARB in exercise of its powers granted pursuant to the Declaration will not take any action the intent or effect of which is to discriminate against persons or a particular race, color, sex, religion, age or national origin.

1.2.4 Amendment

The ARB Standards may be amended from time to time by a majority vote of the ARB and the subsequent approval of a majority vote of the HHC Board of Directors. No prior notice or announcement is required to amend these Standards. ***Contact the ARB office to ensure you have the most current copy of these Standards. See cover page for approval date.***

1.3 INTRODUCTION TO THE ARB

1.3.1 Purpose and Authority of the ARB

The ARB is established to define requirements for any construction in HHC. The Covenants set forth the ARB's jurisdiction, authority, and obligations for developing and enforcing policies and procedures to determine that HHC's standards, requirements and restrictions are properly met.

The ARB, as noted in Article 6.01 of the Covenants, may disapprove the design, construction, or refurbishment of a home on purely aesthetic considerations, when in its judgment; such disapproval is required to protect the visual integrity of the community. The authority of architectural review boards has been recognized and upheld by the South Carolina Supreme Court.

1.3.2 Meetings

The ARB meets regularly on the first and third Wednesday of the month. Meeting dates are subject to change. Other meetings may be scheduled from time to time if deemed necessary. The ARB may establish and amend its administrative procedures.

1.3.3 Members, Voting, Quorum & Administrative Procedures

The ARB shall be composed of five volunteer members serving a three (3) year term. The terms should be staggered to provide continuity from year to year. The ARB is authorized to retain the services of architects, landscape architects, engineers, inspectors, consultants and attorneys, as necessary, to advise and assist the ARB in performing its duties.

Each member of the ARB has an equal vote. A quorum (a majority of ARB members) is required for ARB action.

The ARB staff manages the day-to-day activities of the ARB and carries out the application and enforcement of the ARB's Standards and decisions.

The ARB office is located at 170 Hampton Hall Boulevard, Bluffton SC 29910, 843-815-4033

1.3.4 Discussions Outside of Meetings

Private discussions between applicants and/or their representative(s) and individual ARB members or groups of ARB members, do not necessarily reflect the consensus of the full ARB and must not be construed as an interpretation of ARB policies or positions. ***Only written approvals will be recognized as legitimate actions of the ARB.***

1.3.5 Limitations of Responsibility

These ARB Standards have been adopted by the HHC Board of Directors so that the ARB may exercise its jurisdiction and authority in performing its duties pursuant to the Covenants. Compliance with these standards is not intended to guarantee that the proposed improvements will satisfy all of the requirements of the governing documents, be dimensionally correct or that the proposed improvements will be structurally sound, or that they will comply with any applicable building code, or that they will be free from damage from wind, rain, or flood, or that they will not encroach on easements, or that they will not divert surface water in a manner not allowed by law.

In giving any approval the ARB finds only that the submitted improvements are satisfactory to the ARB and consistent with these Standards. Approval by the ARB is not an opinion, approval, warranty, or representation by it as to any of the matters mentioned in the foregoing paragraph and further the ARB is not responsible for any consequential damages of any kind that may result from the administration or enforcement of the Standards.

1.4 PROPERTY OWNER RESPONSIBILITIES

Every grantee of any interest in HHC, by acceptance of a deed or conveyance of such interest, agrees to be bound by the provisions of Article 6 and specifically Section 6.01 of the Covenants.

The ARB strongly recommends that owners obtain professional design assistance in planning their new home. The use of a registered architect is required. ***It is important that owners, design professionals and builders read and understand these Standards.*** Regarding the Design Documents, it is the responsibility of the property owner and the architect or design professional to ensure that all plans, documents, and submittals are in accordance with these Standards, satisfy building codes and all other governing codes, rules, and restrictions.

Architects must be registered to practice in the state of South Carolina.

All General contractors or owner/builder will provide to the ARB office, a copy of:

- South Carolina Residential Builder or General Contractor license.
- Town of Bluffton Business license.
- General liability and workman's compensation insurance.
- Vehicle insurance.
- Subcontractors are required to be licensed by the Town of Bluffton and carry workman's compensation and general liability.

2.0 ARB POLICIES & PROCEDURES

2.1 DESIGN REVIEW PROCESS FOR NEW HOMES

2.1.1 Pre-application Procedures

Contact the ARB as early as possible to:

- Obtain a copy of and become familiar with the *current* ARB Standards.
- Schedule an optional "Orientation Session" for the benefit of the homeowner, designer/architect, builder, and landscaper to:
 - Review these Standards, the ARB process, and procedures.
 - Understand potential restrictions on construction or other restrictions which may be associated with a lot or section within HHC.
 - Answer questions and provide any other assistance necessary.
- While it is recommended that the orientation session is conducted at the ARB office when the homeowner is personally available, the session may also be arranged as a conference call.

Compliance with all governmental and community regulations is the obligation of the property owner.

- Town of Bluffton's Planning Department should be contacted at the beginning of the planning and design process to ensure compliance with their regulations. However, compliance with Town of Bluffton's minimum standards may not meet these Standards.
- Ensure compliance with all easement requirements.

All designs for new construction projects, including landscape and drainage plans, must be reviewed and approved by the ARB. An approval in writing must be received *prior to commencing any construction or related activity*. The specific requirements for each phase of plan submissions are described below. *Incomplete submissions cannot be placed on the ARB's agenda for consideration and may delay approval.*

A non-refundable application fee payable to HHC, Inc. must accompany the initial design submission (Refer to *Appendix A: Fees Associated with ARB Review*). *All members must be in good standing with the Club to submit plans for review.*

2.1.2 Conceptual Design Review (Optional)

A rendering of the proposed improvement may be submitted to determine if a style or design is suitable. At this juncture of the review process, the ARB's opinion is strictly non-binding and will be offered only to save the applicant time and expense in pursuing a design that may not ultimately be approved. Conceptual approval does not imply or guarantee subsequent approvals.

2.1.3 Preliminary Design Review (Optional)

ARB review of preliminary submittals provides feedback on elevation drawings and site plans before foundation plans, roof plans, wall sections and other details are submitted. This review is of an advisory nature and preliminary design approval does not guarantee acceptance of final design submittals. **Preliminary design reviews are encouraged, but not required.** The intent is to complete this review with minimal detail, time, and cost on the part of the applicant, and to avoid unnecessary expense. Submittal fees, completed application, **two (2) copies** of drawings at the proper scale and a digital copy containing the complete set of plans are required for ARB review. The following items must be included on the drawings:

- Site Plan with Tree & Topo Survey by a licensed land surveyor
- Floor Plan
- Building Elevation Drawings

Submit appropriate application forms. Include a summary of changes if previously reviewed. Since preliminary design reviews are optional, approval is not required before submitting for Final Design Approval. However, all issues raised by the ARB in the preliminary review must be addressed at submission for final approval.

2.1.4 Final Design Review (Required)

Final design submittals are the only basis for conclusive action by the ARB and must adequately demonstrate the true and accurate design quality of the proposed construction. Plans for construction on 100- and 80-foot lots shall be unique when viewed from the street or golf course. Plans for Carolina Homes will be closely scrutinized for neighborhood compatibility but may be repeated. The design of each home must consider views, size, shape, topography, and significant vegetation of the specific lot proposed for the building site. Submissions of **two (2) complete sets** of building plans at the proper size and scale (see Section 4.0 Architectural Drawing Requirements) and a digital copy containing the complete set of plans are required for ARB review.

Sheet size must be 24" X 36".

The following items are required:

- ARB Application (*Form 1: ARB Submittal - New Construction*)
- Site Plan with Tree and Topo Survey prepared and stamped by a licensed land surveyor
- Floor Plan(s)
- Building Elevation Drawings (All 4 sides)
- Roof Plan
- Foundation Plan
- Wall Section
- Details
- Color Board (Provide actual paint chips and stucco samples) (*Form 1: ARB Submittal - New Construction*)
- Electrical Plan including all proposed exterior fixtures and cut sheets
- Landscape Plan including landscape lighting and cut sheets
- Drainage Plan prepared and stamped by a licensed engineer or landscape architect

Upon completed review of "final design" plans, the owner or applicant will be notified in writing of ARB action.

The exterior of the residence shall be constructed in accordance with plans as approved by the ARB. Fines or revocation of permit may be levied by the ARB for noncompliance. Any exterior changes, after final plan approval by the ARB must be resubmitted with any appropriate fees and approved in writing by the ARB prior to implementation of those changes. The builder is responsible for compliance of these Standards. In the event a plan is approved with items that do not meet the Standards, the builder is ultimately responsible for compliance prior to the start of construction.

2.2 CONSTRUCTION REVIEW PROCESS

No clearing, grading, landscaping, or construction may begin until receipt of ARB permits, final approval, receipt of building and stormwater permits, payment of fees and signing of necessary forms is complete. The builder must then request a String Inspection before lot clearing or any other construction activity.

Note: It is the responsibility of the builder and homeowner and not the ARB to ensure compliance with the approved plans.

2.2.1 Prior to the Start of Construction

The following forms must be signed:

- *Form 14: Lot Usage Agreement* - If construction personnel plan to use adjacent lots for parking or access, the ARB must have a Lot Usage Agreement signed by the builder and lot owner on file granting permission for the lot to be used.
- *Form 2: Contractor Department Agreement*

The following fees must be paid (See *Appendix A: Fees Associated with ARB Review*):

- Builder and Owner Compliance Deposits
- Street Use Fees (If applicable)

2.2.2 Approval to Commence Construction (Start of Construction)

The first step of the construction process is to have a pre-construction meeting with the ARB. Under no circumstances may any construction activity or clearing of trees begin without permits to begin construction.

A pre-construction meeting should include the property owner, or designee, and builder to review the ARB requirements and process pertaining to new home construction and existing home renovations, additions and improvements, review construction completion dates and penalties, collect the appropriate deposits, and ensure the necessary permits, insurance forms, etc. are in order. The property owner and contractor will be required to acknowledge in writing their intent to comply with the ARB Standards (*Form 1: ARB Submittal – New Construction; Form 7: Application for Renovations or Additions*).

2.2.3 ARB Inspections

During the construction process the ARB conducts several inspections to ensure that the construction is proceeding as approved. Each stage of construction must be inspected and approved before the job may proceed to the next stage. The builder is subject to fines when an inspection is not completed at the appropriate time. This section describes the typical inspections conducted by the ARB.

ARB inspections are scheduled by contacting the ARB office. If an inspection is requested and the jobsite is not ready for inspection or the inspections must be repeated through fault of the owner and/or builder, the project is subject to fines (*Appendix A: Fees Associated with ARB Review*) and additional inspection fees (*Appendix B: Fine Schedule for ARB Violations*).

The responsibility of scheduling inspections is that of the builder. All inspections are normally conducted on Wednesday and must be scheduled prior to the day of inspection. Any builder that fails to schedule a job inspection at the appropriate time is subject to fines.

2.2.3.1 String Inspection

The string inspection is to be conducted and approved prior to lot clearing and construction. The builder must clearly stake and label the proposed house, property lines, driveway, patio, walks and if applicable, the pool location. Staking shall be with a continuous string encircling the area to be cleared and any additional trees to be cleared located outside of the string area must be banded in **RED**. *See Form 16: Inspection Request*

2.2.3.2 Form Board/Foundation Inspection

To schedule the Form Board/Foundation inspection a copy of the Elevation Certificate and Form Board Survey must be submitted to the ARB office. When these documents have been received the inspection can be scheduled. The foundation must be approved prior to the pouring of the slab. *See Form 16: Inspection Request*

2.2.3.3 Drainage

The drainage inspection shall take place once the rough grade has been completed, prior to any landscape installation. *See Form 16: Inspection Request*

2.2.3.4 Landscape Placement Inspection

An inspection must be scheduled to review the landscaping before it is planted. All landscaping must be on site and placed according to the plan. *See Form 16: Inspection Request*

2.2.3.5 Final Inspections for Dwelling & Landscaping

This inspection shall be completed by the ARB or its representative and shall determine that the building has been completed in accordance with approved plans and color and material samples, appropriate landscaping is complete, and the house is ready for occupancy. Special attention shall be given to surface water drainage, site clean-up, builder sign removal, and removal of waste materials on adjoining lots and *conformance of landscaping to the Standards and landscape plan. Note that final landscaping approval is granted only after installation and inspection.* Final inspections will be scheduled upon the submission of a copy of a Certificate of Occupancy (CO) from Town of Bluffton, Elevation Certificate, an As-built Survey and Drainage Certificate. *(All refundable deposits will be processed for refund within (30) calendar days of a satisfactory final inspection.)*

2.2.3.6 Site Inspections

Job sites may be inspected periodically by the ARB or its representative. In the event an issue is observed, the builder will be contacted and given no more than 48 hours to correct that issue. At its sole discretion, the ARB may allow a longer correction period. If the issue is not corrected within the allotted time, the builder and/or owner will be fined. If the issues are recurring the jobsite is subject to a "Stop Work Order" until all issues are resolved.

2.2.4 Town of Bluffton Inspections

All construction work for which a building permit is required shall be subject to inspection by a Town of Bluffton Building Inspector. No work shall be done on any part of the building or structure beyond the point authorized in each successive inspection without first obtaining town of Bluffton approval.

2.2.5 Completion of Construction

A Certificate of Occupancy (CO) is issued from the Town of Bluffton once the home meets all the Town of Bluffton requirements. This, however, does not mean that the house is complete by ARB Standards. ***Final ARB inspection must be completed before occupancy of the home can be taken.*** Final inspections by the ARB can be requested with the submittal of a CO, As-built survey, an Elevation Certificate, pictures of the front and rear elevations and Drainage Certificate. Landscaping must be completed before final inspection. The ARB will then schedule a final inspection. Prior to inspections, the construction sign, all permits, dumpster, and portable toilet, and drain socks must be removed from the site. At the completion of these inspections the builder and owner will be notified in writing of any issues that need to be addressed. If the final inspection determines that changes were made without an approved change request, the builder may have to correct the change as it was originally approved. Once the issues have been addressed the builder must schedule a re-inspection. Once the ARB has verified that all items have been addressed, the ARB will process the refund of deposits less any fines or fees. Please note that the issuance of refund checks may take up to 30 days from the completion of a positive final inspection.

2.3 SUBMISSION PROCEDURES

All submittals must be either mailed or delivered to the ARB office at least one week prior to the next scheduled meeting. The ARB office is located at:

Hampton Hall Club, Inc.
170 Hampton Hall Blvd, Attn: ARB
Bluffton, SC 29910

2.3.1 Procedures

To allow for appropriate preparation and professional review, all construction submissions are due by 5:00 p.m. on the Wednesday prior to the next scheduled Wednesday meeting. Submit appropriate application forms. If an incomplete submission is received on the Wednesday preceding an ARB meeting, there will likely not be sufficient time to correct errors or add missing information in time for review. In such a case the submission may not be included on the following Wednesday ARB agenda. Accordingly, submission in advance of the deadline is strongly encouraged.

The ARB Staff will review submissions for completeness prior to placing the item on the ARB agenda. If the submission is not complete, at the proper scale or if there are other issues which would preclude an appropriate ARB review, the review may be delayed until corrections are made and properly submitted.

2.3.2 Communicating the Results of a Review

Normally, written results are sent out within five business days. All homeowners, builders, architects, and other involved parties will receive a formal response by email. The response will provide an approval or will describe the issues found within the submittal which must be addressed to secure approval. The applicant is encouraged to contact the ARB staff to receive more background and explanation regarding the ARB's action or recommendation.

2.3.3 Construction Change (Field Change) Request Submission Procedures

Any exterior changes (construction, color, materials, or other visible changes to the exterior) made to the plans after final approval must be submitted to the ARB in writing (*Form 4: Application for Change Request*) along with the appropriate fees for review and approval **prior to proceeding with the change**. Any changes made without prior approval are subject to fines and a stop work order. See *Appendix B: Fine Schedule for ARB Violations*. Field changes may be submitted at any time. It is understood that some requests are time sensitive, and waiting for approval could delay work. The ARB will respond as quickly as possible to such requests.

2.3.4 ARB Design Review Process for Modification of an Existing Home

Plans for modifications of or additions to existing homes are due by 5:00 PM the Wednesday before the next scheduled Wednesday meeting.

Major additions or renovations (major structural changes, siding or stucco change, roofline change, or pool addition) to an existing home requires submission of *Form 7: Application for Renovations/Additions*, a site plan showing the location of the addition or revision, elevation drawings, floor plan (if the footprint of the home is expanded), landscaping alterations and any color board samples (*Form 7: Application for Renovations/Additions*). The ARB needs to understand where it will be located, its appearance and planned construction materials. Major projects will follow the same inspection schedule as new homes outlined in **Section 2.2.3 ARB Inspections**.

Minor additions (deck or patio addition, dormer addition) also require submission of *Form 7: Application for Renovations/Additions*, and any relevant drawings to explain the scope of the project, landscaping alterations and any color board samples (*Form 7: Application for Renovations/Additions*). Simple modifications to an existing home or landscape may be acted upon prior to the Wednesday meeting to provide a faster response.

Minor improvements (roof changes, landscape changes, cart, or sidewalk addition) must be submitted with *Form 8: Application for Exterior Improvements* along with any relevant drawings to explain the scope of the project.

It is recommended that the applicant call the ARB office to discuss the submittal to ensure the necessary information is provided for a timely review by the ARB. ***Hand drawn plans submitted by the owner or builder may not be accepted. Generally, professionally drawn plans must be submitted for review.*** See *Appendix A: Fees Associated with ARB Review* for all fees associated with ARB review.

2.3.5 Design Re-Submissions

Revised submittals of home design plans and/or related material resubmitted in response to the ARB comments must include a letter from the builder, architect or landscape designer describing the design modifications and must be responsive to the concerns expressed by the ARB.

2.4 EXISTING HOME REQUIREMENTS

As with new construction, changes to existing homes must be reviewed to ensure a result which is aesthetically pleasing. The Covenants governing proposed homes also apply to existing homes and require every home in HHC to be maintained in a manner conforming to these standards.

No Dwelling Unit or other structure, including but not limited to, any building, pergola, fence, gazebo, retaining wall, sign, pool, deck, patio, fountain, flag, landscaping or other

structure or landscaping element or improvements thereto shall be erected, placed or altered on any Lot until proposed building plans, specifications, tree and topographical survey, exterior color and finish, landscape plan including exterior lighting, site plan (showing proposed location of such building or structure, setbacks, open space, driveways, landscape elements, patios, decks, and parking areas) shall have been approved according to the process and procedures described in the current ARB Standards.

2.4.1 Repainting or Re-staining

Form 9: Application for Exterior Painting must be submitted to the ARB along with samples for approval consideration. When approved, the applicant will be notified by letter. Repainting or re-staining may not take place until the approval letter has been issued. This includes re-painting and re-staining a house the same color. There will be no charge for painting the same color.

2.4.2 Exterior Improvements

No alteration, including re-roofing, painting or staining affecting the exterior appearance of any building, structure or landscape shall be made without prior ARB approval. See Section 2.3.4 for more information on exterior changes. A request for approval must be submitted to the ARB. It must include a completed application (*Form 7: Application for Renovations/Additions or Form 8: Application for Exterior Improvements*), all drawings necessary to define the proposed improvement including complete elevations of all sides showing the addition, color samples and site stakeout. The drawings must clearly define the existing home and distinguish it from the new construction. When approved, an ARB Permit must be issued prior to commencement of any clearing, material delivery or construction.

2.4.3 Interior Improvements

A property owner may make interior improvements and renovations without ARB review or approval. However, the exterior construction parking, placement of dumpsters, storing of materials, etc. related to the renovations is subject to ARB Policies and Procedures. Depending on the scope of the project, deposits and fees may be required. Please contact the ARB staff during the planning of the project to discuss the scope of your project.

2.4.4 Landscaping

Every property owner is responsible for maintaining landscaping in an attractive, neat and orderly manner. Preventing the development of any unclean, unsightly, or unkempt conditions of buildings or grounds which shall reduce the beauty of the neighborhood as a whole or the specific area is a Covenant obligation. In formal landscaped areas, bed and lawn areas must be maintained. Flower and shrubbery beds need regular weeding. Mulch must be refreshed on a regular basis. In natural areas, weed growth must also be controlled. As noted in several sections of this document and the covenants, any proposed changes in landscaping such as removal or additional planting of any kind, fences, fountains, lighting, game structures, drives, walks, landscape structures, signage and statuary require approval by the ARB. ***Homeowners are advised to secure such approval whenever a landscape change of any kind may be controversial or objectionable. The ARB reserves the right to require removal of any landscape element for which written approval has not been granted.*** No yard waste, rubbish, construction material or other debris shall be disposed of by dumping or blowing it into or on any property areas within HHC including all lots, common areas, streets, storm drains, paths, protected areas, waterways, lagoons, or wooded areas. Proper disposal of all yard waste is the

responsibility of the property owner. Those who hire landscapers are responsible for compliance with these rules.

2.4.5 Signage

No signs, banners, etc. including but not limited to, commercial signs, such as “for rent”, “for sale”, “private property”, or “no trespassing”, political signs and similar signs shall be placed on any Lot or on the property by anyone other than the Club except as may be permitted by the ARB Standards or as may be required by the ARB or by legal proceedings. The ARB reserves the right to restrict the size, color, and content of any approved signage. Driveway reflectors are not permitted. Single-family homes shall be identified only by the property owner's surname(s) on the mailbox, and street address. The street address number can only be placed on the mailbox lid and should not be placed on the sides of the mailbox or on the post. (See *Appendix D: Mailbox Specifications*). Owners' names and house names shall not be placed on the front of homes or on signs placed on lots, except on the approved construction signs or lot signs placed by HHC, see *Appendix C: Builders Sign Specifications*, unless approved by the ARB. Lot signs must be removed at the end of construction. The approved builder sign for use during construction of home in HHC must be purchased from the approved ARB sign contractor.

2.5 POLICIES

2.5.1 Precedent

Prior decisions or rules regarding matters of design or aesthetics shall not be deemed to have set a precedent if the ARB determines, in its sole discretion, that the repetition of such actions would have any adverse effect.

2.5.2 Variances

It is recognized that situations may arise where an exception to the ARB Standards may be justifiable.

All applications for a Variance (*Form 6: Application for Variance Request*) by any Owner shall require the applicant to notify the Hampton Hall General Manager, ARB and all Owners within 200 feet of the applicant's Homesite (as measured from the Homesite's corners) by certified mail return receipt requested, of the nature and purpose of the requested variance by inclusion within the notice a copy of the owner's application. Before scheduling a variance hearing, the ARB shall be satisfied that all Owners within 200 feet of the applicable Homesite have been duly notified as required by this Section and that a copy of the application for the variance has been posted on the Hampton Hall website prior to hearing the applicant. Once the ARB is satisfied that all parties have been properly notified, the ARB shall schedule a hearing date no sooner than ten (10) days after satisfaction.

Publication of Variance Order. Any decision of the ARB granting or permitting a variance must be reduced to writing and published on the Hampton Hall website within ten (10) day of the granting of the variance. The granting of a variance by the ARB shall not be considered finalized until the publication of the variance order by the ARB on the Hampton Hall website.

Appeal of ARB Variance Decision. Any Owner located within 200 feet of a Homesite that has been granted a variance by the ARB may appeal the granting of any such variance by filing an appeal with the General Manager of Hampton Hall as provided by Article 6.07 of the CCR's within fifteen (15) days of the posting of the variance order on the Hampton Hall website.

2.5.3 Appeal

If a final application has been denied, or the approval is deferred subject to conditions which the owner wishes to appeal, the owner may appeal the ARB decision by submitting to the Club's General Manager no later than fifteen (15) days after receipt of the ARB's decision with a letter requesting a review of the ARB's decision by the ARB Appeals Committee. The appeal request must include a copy of the ARB decision, a copy of the application submitted to the ARB, and the specific grounds for the appeal.

Upon receipt of an ARB appeal, the Club's General Manager shall schedule a hearing on the appeal before the ARB Appeals Committee to take place no later than thirty (30) days from receipt. All supporting documentation for any appeal should be provided to the ARB Appeals Committee ten (10) days prior to the hearing date. *See Article 6.07 of the Covenants.*

The appellant shall have 15 minutes to present the facts and any applicable legal principles supporting the appeal request. The ARB Appeals Committee may ask any such questions that they deem necessary.

Following the appellant's presentation, the ARB and any affected owner may present the facts and any applicable legal principles supporting their position of the denial.

Upon deliberation of the committee, the ARB Appeals Committee shall affirm the ARB decision unless the ARB Appeals Committee determines that the ARB decision should be modified or reversed for one or more of the following reasons:

1. Error by ARB. The ARB made an error in determining whether a requirement of the Declaration or the ARB Guidelines was met, or the ARB made an error in applying the Declaration or the ARB Guidelines to the application.
2. Unique Circumstances. Due to circumstances outside of the control of the Appellant, such as when topography, natural obstructions, hardship, or aesthetic or environmental considerations may require, or when architectural merit warrants such a decision.

The ARB Appeals Committee shall provide the appellant with written notice of its decision and post on the HHC website within ten (10) days of the hearing. Any decision made by the ARB Appeals Committee hereunder shall be effective only as to the application, Lot and/or Unit at issue and shall have no precedential effect as to any other application, Lot or Unit in Hampton Hall.

2.5.4 Approval Not a Guarantee

Compliance with local and national building codes as well as other regulatory agencies having jurisdiction is the sole responsibility of the property owner, architect, and builder, not the ARB.

The ARB will not be responsible or liable for any defects in any plans or specifications submitted, revised, or approved pursuant to the terms of the covenants, nor any defects in construction undertaken pursuant to such plans and specifications.

2.5.5 Time Limitations

An owner/architect/ builder has 90 days from the first submission to the ARB to complete the review process. If final approval is not completed within this period, the plans must be resubmitted for review with all applicable fees.

After receiving final approval from the ARB, construction must begin within 90 days from the date of approval or all approvals are void. After 90 days, a design must be resubmitted with a new submission fee for approval. **The ARB Standards current at the time of submission will apply.**

Final completion must be achieved within twelve (12) months after commencement of construction except where such completion date is extended in writing by the ARB for appropriate reason. Application for and granting of such an extension must be made in writing and be submitted prior to the lapse of the HHC Construction Permit. Failure to apply for an extension may result in fees per *Appendix A: Fees Associated with ARB Review* and forfeiture of deposits.

2.5.6 Lot Combinations and Divisions

HHC Board of Directors' approval is required in the event a property owner wishes to combine two or more lots into one. The member would be responsible for dues as if they were still individual lots, unless the Board of Directors decides otherwise. Subdivision of any lot will require the approval of the Hampton Hall Board of Directors.

2.5.7 Common Property & Adjacent Lots

Any damage to common property during construction including, but not limited to sidewalks, curbing, and roads must be restored to its original condition by the builder.

Approval for the use of adjacent property for access during construction must be in writing from the owner of said property. *Form 14: Lot Usage Agreement* must be signed by both parties and on file with the ARB. Any damage to the property must be repaired and the property restored to its original condition. Usage of adjacent lots without permission will incur fines.

2.5.8 Good Neighbor Policy

Often communication and cooperation among neighbors can lead to the best solutions when problems arise. The ARB supports and encourages this neighborly approach to solving problems through consensus of the parties involved. Accordingly, those contemplating construction, an addition or a modification to an existing structure or landscaping are encouraged, but not required to:

- Consider the project within the context of the neighbors and neighborhood.
- Discuss the proposed plans with neighbors who are encouraged to submit their comments along with the ARB submission.
- Neighbor's comments will be taken into consideration.

2.5.9 Active Projects – Member Review

For informational purposes only, interested and affected property owners may make arrangements with the ARB to view the exterior plans pertaining to any new home construction or an existing home renovation project.

2.6 LESSONS FROM EXPERIENCE

The following are issues which historically have resulted in delay and/or difficulty in obtaining ARB approval. Accordingly, the ARB recommends that such issues be approached with caution or avoided altogether:

- ***Plan changes by overlay, white-out or notation*** – If a homeowner, builder or architect makes changes by a means other than drawing the home as it will be built, this will usually cause delay.

Unless the changes are minor, the plans will not be an acceptable submission since the ARB must have a clear understanding of the home's appearance.

- ***Changing the exterior material on "stock" plans*** - This can certainly be done but, if not done well, a charming original plan can become quite ordinary. Changes are generally required to the details surrounding the windows and doors as well as many of the other architectural elements which made the plan work in the first place.
- ***Eliminating interesting architectural elements*** – Eliminating interesting architectural elements and details from a "stock" set of plans often tips the balance and makes an otherwise aesthetically pleasing and interesting plan unacceptable.
- ***Incomplete submissions*** – Whether from inexperience, unfamiliarity with these Standards or inattention to detail, incomplete submissions result in additional work and delay for everyone.
- ***Not following the Standards*** – The ARB Standards guide both the applicant and the ARB members. A conscious decision was made to include detail in the Standards so that ARB decisions are more consistent, and the applicant knows what to expect. A second reading of section 3.0 *Design Standards* can help greatly in reduced time, managing expectations and knowing when an exception request is required. Requesting an exception early in the process can avoid the disappointment of being invested in a plan which does not comply with ARB Standards.
- ***Window styles inconsistent with the style of the home*** – Elimination of grilles on a home style which traditionally has grilles usually negatively affects the aesthetic quality of the home.
- ***Inconsistent Grille Patterns*** – Attention to detail in the grille patterns is also important. If one window is 6 over 6 while others are 9 over 9, or have no grills at all, the presentation must be deliberate and noted in an explanatory note otherwise the ARB will assume it is an oversight and may comment adversely on the inconsistency.
- ***"Blowing up" or reducing plans originally drawn at the wrong scale to correct the scale*** – There is 4 times the detail on a 1/4" scale drawing than on a 1/8" scale drawing. The finishing touches, trim detail and other details can only be shown on drawings executed on the proper scale.
- ***Door designs inconsistent with plans.*** - Attention to detail of the door designs on the plans is also important. The plans must reflect the doors as they will be installed on the home. This will avoid inconsistency in the plan and the home at final inspections and fines for construction not conforming to the approved plan.
- ***No views are guaranteed due to future construction or landscaping.***

3.0 DESIGN STANDARDS

3.1 ARCHITECTURAL STANDARDS

3.1.1 Overview

These standards encourage a community of individual, well-designed residences, reflecting the individuality of their owners, which when viewed together produce a pleasing and desirable community environment. Architectural style must vary and maintain a consistently high-quality appearance throughout HHC. The aesthetic qualities of the design and construction materials are the focus of this section of the Standards.

The ARB may disapprove the construction, refurbishment, or design of a home on purely aesthetic grounds, where, in its judgment, such disapproval protects the integrity of the community and/or other homeowners. (See also Sec. 1.3.1 *Purpose and Authority of the ARB*).

The basic principles of good design require a residence to:

- Be located on the site in a manner sensitive to the location of existing homes and with minimum disruption to the natural topography, vegetation, and unique site features.

- Be consistent in design and scale and proportionality within the chosen architectural style.
- Enhance the appearance of the neighborhood and not detract from existing homes.
- Present a pleasing exterior appearance and color palette with approved building materials.
- Consider the regional climate including sun, prevailing breezes as well as occasional heavy winds and rains.
- Provide adequate privacy and screening from neighbors.

The specific features of the design must be well developed and carefully detailed and described to allow the ARB to readily understand what the applicant wishes to build and to serve as a reference document to ensure that what is built is congruent with approved plans.

3.1.2 Dwelling Size & Minimum Standards

3.1.2.1 Minimum Square Footage

Minimum square footage of the interior air-conditioned Space, excluding garages, shall be:

- 100 ft Estate Lot minimum = 2600 sq ft
- 80 ft Estate Lot minimum = 2100 sq ft
- Carolina Lot minimum = 1600 sq ft

3.1.2.2 Height Restrictions

No residence shall be constructed which has a height exceeding 35 feet above the FFE (finished floor elevation) of the first-floor living space of such residence, and no more than 40 feet from finish grade. Topography and location of lot and height of adjacent dwellings shall be taken into consideration in granting final approval. Single family residences must conform to Federal flood zone regulations for minimum finished floor elevation established by the Federal Emergency Management Agency (FEMA). The ARB requires that the proposed finish floor shall not be excessively higher than the required elevations, but at least the level of the hundred-year flood. No house shall have more than two and a half (2 ½) habitable levels on 100- and 80-foot lots. Carolina Homes are limited to two (2) habitable levels.

The height of the front foundation wall of the home (garage not included), as measured from finished grade at the exterior of the structure, to the finished floor elevation will be between a minimum of twenty-four (24 inches) and a maximum of forty-eight (48) inches. Allowances will be made for homes located in the flood plain.

3.1.2.3 Building Setbacks

Setback is defined as the minimum distance from a property line that any structure may be placed. Compliance with setback requirements will be determined by measurement of the distance from property lines to the closest portion of the proposed construction. Setback variances will be considered by the ARB on a case-by-case basis

	100' Lots	80' Lots	Carolinas
Front Setback	30 feet	30 feet	20 feet
Side Setback*	12.5 feet / side	10 feet / side	5 feet / side
Rear Setback**	20 feet	20 feet	20 feet
Golf Setback***	30 feet	30 feet	30 feet
**Rear flatwork/patio	Rear set-back requirements are five (5) feet from property line; however, a variance may be requested to get within three (3) feet of the property line.		
*Side Service Yards	Subject to ARB approval, side service yards may encroach a maximum of six (6) feet into the side setback on 100' and 80' lots.		
**Screened Enclosures	Subject to ARB approval, the screened enclosure (structure with a screened roof) of a home may reach a minimum rear setback of 5 feet on wooded lots, 10 feet on lagoon lots, and 15 feet on the golf course.		
**Pools	Subject to ARB approval, pools may encroach to a maximum distance of one half the setback.		
***Golf Setbacks	20' setback on 100' and 80' lots if there is a lagoon between the property and the golf course.		

3.1.2.4 Easements

There is also a ten (10') foot utility easement inside all front property lines, rear property lines and side property lines. Each lot has a five (5') foot drainage and utility easement down the side property lines for underground utilities and drainage improvements. Other easements for storm sewers, etc. may be shown on the plat drawings. These easement areas are an important aesthetic and functional feature of Hampton Hall. Any proposed improvements in the easement will require specific approval by the ARB.

Improvements permitted by the ARB, placed within an easement by a property owner shall be considered installed at risk. If landscaping is disrupted by a legitimate easement holder (utility company or HHC) it may not be replaced by easement holder. Any landscaping or improvement created on club property, or an easement may be damaged by club maintenance activity. The club assumes no liability for any such damage to improvements and/or landscaping and repairs must be made at the property owners' expense. Any such improvement conveys no ownership rights whatsoever to the improved club property.

3.1.2.5 Site of Building

Homes do not have to be placed square with the street or setback lines.

In general, homes should be designed and positioned on the lot to minimize the removal of all hardwoods and other large trees. All trees six (6) inches or larger must be identified for stakeout inspection or will require written approval by the ARB prior to removal.

To aid the Architect/Owner and the ARB in the positioning of the new home, the plot plan for the proposed home should include the location and first floor elevation of the adjacent homes.

3.1.3 Roofs

3.1.3.1 Roof Materials & Construction Requirements

The roof must be consistent with the architectural style of the residence. The ARB encourages diversity in roof styles and materials. Exaggerated roof slopes (both high and low) must be avoided. Roof vents and other penetrations must be low profile, painted to blend with the roof color and be installed on the rear roofline of a house or in a location that is concealed from the street.

The roof color must be consistent so that roofing material from different “batches” or “lots” is not noticeable. The following materials in appropriate colors are generally approved roof surfaces:

- Fiberglass (Asphalt) shingles in colors and configurations that do not call attention to the roof. Fiberglass shingles must be 300# and/or 30-year warranty.
- Metal roofs must be standing seam with a minimum of 24-gauge.
- Natural or simulated slate
- Through-color clay or cement tiles

The specific approval for the use of these materials will be based on the compatibility with the individual home design. All architectural roofing materials must be approved by the ARB. A color sample must be submitted with the color board for review.

There are numerous roofing products to choose from of varying quality and performance characteristics. The ARB does not recommend any specific products. It is up to the owner, designer and/or builder to determine the suitability of a product for a specific application. It is not the intention of the ARB to exclude materials which are of equal or better quality than materials currently approved. The ARB welcomes the submission of samples of new materials for consideration.

3.1.3.2 Gas Water Heater Venting

Gas water heaters and gas tank-less water heaters that are vented through the roof are allowed up to two concentric vents to be installed on the rear roofline of a house or in a location that is concealed from the street. The vents can be no more than 4” in diameter and no more than 12” above the roof and must be painted to match the roof color. Any more than two vents will need to be submitted with locations on a roof plan and may be required to vent into a chimney chase. Any upside down “U” vertical or tee vertical terminations will still be required to vent into a chimney chase or into a service yard. Gas water heaters and gas tank-less water heaters that are vented through the sidewall shall discharge into the service yard. The discharge pipe(s) shall be concealed from view from the street, golf course and adjacent properties by a service yard fence of adequate height. Specifications must be provided for roof penetrations beyond the standard plumbing vents and attic fans (i.e., vent hood termination, skylights, and solar tubes).

3.1.3.3 Gutters & Downspouts

Gutters are not required but may be helpful in dealing with storm water. Gutters must be non-paintable and match the fascia trim color. The downspouts will also match the fascia color. Approval for the installation of gutters must be obtained prior to installation. A drawing showing the gutter locations and the downspouts must be submitted for approval. Regardless of when gutters are installed (at construction or later), the resulting runoff must be accommodated by the submitted drainage plan and must not cause water to flow onto adjacent lots or, when applicable, the golf course.

3.1.4 Exterior Materials, Details & Colors

3.1.4.1 Siding Materials

A change in exterior siding materials should only occur at inside corners not outside corners. The following siding materials are approved:

- Wood: Cedar shakes, cypress/cedar/redwood, tongue and groove. Board and batten or ship lap siding will be considered on its own merit. All vertical or wood siding including stairs must be painted or stained except for redwood or other approved woods, for horizontal decking.
- Stucco
- Natural and simulated stone: A sample is required for review. They will be considered on a case-by-case basis.
- Brick: Natural or painted.
- Hardieplank (fiber cement)
- Tabby (foundation only)

The following siding materials will NOT be approved:

- Metal siding
- Decorative concrete block or concrete block (except sub-surface wall)
- Siding made of fiberglass, plastic, vinyl, or asphalt.
- Logs

3.1.4.2 Trim Materials

The following trim materials are approved: Smooth finish Cypress, Redwood, Cedar, Pressure treated pine, cellular PVC, Fiber cement with a minimum thickness of ¾" and cast or cut stone. All other materials will be considered on their own merit.

3.1.4.3 Water Tables, Band Boards & Quoins

On brick homes, water tables are required. If the brick home has quoins, the quoins may either extend to the ground (through the water table) or to a rusticated base. Quoins, if used, are preferred on all corners for consistency from the side view. The elimination of quoins on the rear will be evaluated on a case-by-case basis. Wood sided homes must have a band board in design and proportion to match the home style.

3.1.4.4 Exterior Colors

Exterior colors, which in the opinion of the ARB would be dissonant or incongruous, will not be approved. The colors of existing homes will be considered before approval. Colors may not be repeated on adjacent homes. The ARB may request an onsite color board or a section of a wall to be painted before final approval of a color is granted.

3.1.4.5 Steps

Front entry steps should be graceful with risers between 6" and 6 1/2". Steps must be in finished materials like brick, stone, or tile. Unfinished concrete, painted concrete, or wood steps will not be approved. Railings are strongly recommended for all steps. Secondary steps are not restricted to the riser height above.

3.1.5 Grading & Drainage

A site drainage plan, prepared and stamped by a licensed civil engineer or licensed landscape architect, is required for all new home construction, and may be required for renovations and/or pool additions. This plan must be on a separate drawing. A signed Drainage Agreement form is also required. (*Form 3: Acceptance of Responsibility of Site Drainage Plan*)

Grading and drainage shall be designed to ensure no storm water or roof water runoff is directed toward adjacent home sites, golf course, or HHC property. Runoff must be directed into swales or dry wells to prevent runoff onto any adjacent properties. (*See 3.2.4.2. for lot line requirements*)

Site grading must be kept to a minimum to maintain the existing drainage patterns of the land. In general, the areas of the lot that may be filled are limited to the area immediately under and around the house and adjacent driveway. This fill area must start transitioning down to existing grade as soon as possible once beyond the building line. Cuts and fills must be designed to complement the natural topography. Grading must produce graceful contours, not sharp angles. A smooth transition must be provided at the crest and base of the slope.

If at any time, a drainage plan is found to be unsuccessful, immediate corrective action will be required. If action is not taken immediately, HHC reserves the right to take corrective action and bill any charges to the member's account.

3.1.6 Garages

3.1.6.1 Garages placement/design

A minimum 2 car garage is required. Front-facing garages are not permitted on 100- and 80-foot lots. When possible, garages should be located on the front half of the property. A garage that is more than 45° off the bearing of the street will not be considered a front entry garage. A detached garage must be connected to the house by a solid-cover passageway, and must be compatible in style, material, and color with the main house. *Single bay garage doors are encouraged* and all garage doors are required to be a residential type design, matching the style of the residence. Garages must have finished interior walls. The color and finish of garage doors must be submitted on the color board along with cut sheets. The design must be properly represented on the elevation drawings. Garage door windows must be complementary to the other windows of the home.

3.1.6.2 Garage Screening

A landscape buffer must fully screen rear entrances visible from the golf course and service entrance doors from the road.

Note: Boats, trailers, recreational and similar vehicles are required to be stored in an enclosed garage and not exposed to view.

3.1.7 Driveways, Walkways and Golf Cart Paths

3.1.7.1 Driveway placement

Driveways may be parallel to the side property lines but no closer than 5' to permit a buffer of landscape material. One driveway access to the street is allowed unless the street property line is equal to or exceeds 100'. If more than one driveway access is allowed, the outer edge of the driveway paving will have a minimum dimension equal to the side yard setback line where it joins the street. Circular driveways are permitted subject to ARB approval. Driveway reflectors are not permitted. **Cutting of existing concrete curbs is not permitted.**

3.1.7.2 Materials

Driveways must be of a hardscape. Acceptable driveway and walkway materials include:

- Brick
- Concrete with a salt finish (1/8-3/8" in size) and appropriate dividers.
- Light Broom finish concrete.
- Concrete pavers
- Cobblestones or other natural stone approved by the ARB.
- Stamped or decorative concrete
- **Coating of concrete driveways is not permitted**

3.1.7.3 Dividers and Aprons

Careful consideration must be given to subdividing the driveway in sections to add detail and definition to the entire driveway. Concrete driveways must be sub-divided throughout the entire paved area. The driveway divider pattern must be included on the plans. If the driveway is curved, the dividers must be tangent to the edge or curve. Aprons are strongly encouraged.

3.1.7.4 Paths and Walkways

Any path for walkways must be approved by ARB. Paths and walkways must match the driveway with materials and design.

3.1.7.5 Golf cart paths

Golf cart paths are especially important for homes with rear or side entry golf cart garages. Landscaping is required on both sides to conceal. All golf cart paths must be approved by the ARB.

3.1.7.6 Guest Parking

Guest or visitor parking spaces for two (2) vehicles is required. Guest parking must not block access to or from the garage. It must be located no closer than 5' from the property line. Guest parking must be screened from the adjacent property and road with landscape material. Screening plants must be at least 4' tall at installation.

3.1.8 Doors & Windows

Windows (which must be made of glass) and doors must be restrained in the number of types, styles, and sizes. All openings must be articulated with the use of flat or arched lintels, projecting sills or surrounds. Doors and windows add character to a home. It is important that the styles of all doors and windows are properly drawn on the elevations so the true style of the home can be reviewed. No

homeowner shall display, hang, store or use any clothing, sheets, blankets or other articles inside or outside their home to cover window or patio doors which may be visible from the outside of the home that would distract from the Association aesthetic values. Temporary window and door coverings may be used for a maximum of eight weeks after closing for new homeowners. Thereafter, all windows including the garage if applicable, require window treatments that are white or ivory lined or in a color that matches the scheme of the house. The ARB has sole discretion to review, approve, or disapprove any interior component that will be prominently displayed and seen from public areas.

3.1.8.1 Doors

The main entrance must have a sense of prominence that is reflected in the design. The entry shall be sheltered on the exterior and include a pair of doors or a single door of substantial scale with sidelights if compatible with the overall design of the residence. The main entry must contain more detail than other openings but remain consistent in styling. The door design must be accurately represented on the elevation drawings. The secondary doors must also reflect the design of the home. The door design must be properly represented on the elevation drawings. All main front entry doors must be a minimum height of 8 feet.

3.1.8.2 Windows

Various styles and functions of windows are encouraged. All elevations must have compatible design features and be based on normally accepted architectural guidelines. Any windows in unfinished areas of the home must be blackened out or have window treatments so the unfinished areas are not visible from outside of the house. Any windows where stored items are visible from the exterior (i.e., Garage, bonus room, etc.) must use window treatments to conceal from view from the exterior. Window treatments should be neutral in color from the exterior.

3.1.8.2.1 Window Styles

- **Bay window:** Bay windows must be carried down to the grade or there must be an expressed visual support of a cantilevered condition.
- **Glass block:** Glass block must not be visible from the street.

3.1.8.2.2 Skylights & Solar Tubes:

Skylights & solar tubes must not be located on street elevations. Flat paneled glass is preferred and must blend with the roof color. Skylights or solar tubes must be flush mounted and must be approved by the ARB prior to installation.

3.1.8.2.3 Detailing and Placement

- **Placement:** Windows must not go into the frieze board.
- **Brick homes:** Brick homes must have a brick mold showing a reveal of wood material around the window. A brick or masonry sill is required. A brick soldier course or other architectural element is required above the window. Brick or masonry architectural elements on the sides of the windows are optional.
- **Siding or Shake homes:** Siding or shake homes must have wood trim above or surrounding the window.

3.1.8.2.4 Grilles/divided lites

The use of divided lites must be guided by and in keeping with the style of the home. Where divided lite windows are used, they must be simulated or true divided lites with at least 7/8" mullions. Windows must be specified as "true divided" or "simulated" divided lites. *Snap-in grids are not permitted.*

- **Consistency:** Window/door grille patterns must be used consistently on all four elevations. Large areas of glass without divisions are not normally permitted.

- **Design:** in divided pane windows, with few exceptions, panes must not be wider (horizontal) than they are tall (vertical).
- **Transoms:** Transoms over double doors or windows should match the openings below.
- **Muntins:** Muntins divide a single window sash or casement into a grid system of small panes of glass called lights or lites.
- **Mullion:** A mullion is a vertical element that forms a division between units of a window, door or screen and is used decoratively.

3.1.8.3 Shutters

Shutters may be wood, metal or a composite material.

Hurricane shutters and plywood sheathing may be installed 48 hours prior to a storm and must be removed within 48 hours after the storm, unless otherwise directed by HHC security.

3.1.8.4 Awnings

Awnings must be color coordinated with colors of the home. It must be retractable. All awnings must be reviewed by the ARB for approval prior to installation.

3.1.9 Service Yards

All residents are required to have a minimum of one visually screened area to serve as a service yard in which all garbage containers, fuel tanks or similar storage receptacles, electrical meter base, HVAC compressors, tank-less hot water heaters (if mounted on an exterior wall), water softeners (if located outside), all pool equipment (i.e. pumps, filters, heaters, pool nets) and other such objects must be placed or stored in to conceal them from view from the road, golf course and adjacent properties. The appropriate utility companies shall provide completely underground connections to water, sanitary sewer, electricity, telephone, and cable TV. The installation of all utilities to homes within HHC shall be installed meeting the specifications prescribed by the providing utility.

The location of the attached service yard must be planned to minimize disturbances to adjoining property in relation to noise and view. Multiple service yards may be permitted. The service yard must be in the side yard. A service yard may exceed the building setback lines, if necessary, but must allow adequate room to meet all screening requirements and still allow access. The minimum height of the service yard wall is six feet. The maximum distance between the bottom of the screening enclosure and the slab is 6". The wall height must be tall enough to **completely screen all utilities**, including electrical meter bases, that are located within from view outside of the service yard. Any items stored in a service yard (i.e., ladders, skimmer nets, etc.) should be concealed by the service yard and not be visible from outside of the service yard. The detail for the service yard wall must include a note about adequately screening all utilities.

The service yard must be constructed of like materials and colors of the house (i.e., stucco house-stucco service yard; wood house-durable wood or composite; brick house-brick service yard). All service yards must be constructed on a concrete slab. Columns are essential to the design and ventilation for HVAC must be considered in the design. The service yard can become a maintenance issue for the homeowner if not constructed with durable materials. Waterproof caps on columns and walls along with vertical bracing on wood to prevent warping are essential elements for well-constructed service yards that weather the elements over time. The service yard must be shown on the site plan and elevations. Details delineating the size, design, color, texture, and location must be

represented accurately on the plans for approval. If during construction the size or location needs to be altered, please submit a change request along with revised plans for approval.

3.1.10 Fireplaces & Chimneys

3.1.10.1 Chimney

Chimney exteriors shall be constructed of material that is compatible with the exterior wall materials of the home. When located on an exterior wall, the chimney must be supported by a foundation at grade. A specialty chimney made of copper or other metal compatible with the style and architecture of the home will be considered on a case-by-case basis for approval.

3.1.10.2 Direct Vent or Ventless Fireplaces:

Any Direct vent fireplace vented through the roof must be enclosed in a decorative chimney. Direct vent fireplaces (vented through the side wall) are permitted; however, the regular maintenance of the exterior wall (removal of soot) where the unit is vented will be the responsibility of the owner. Compliance is required. Ventless fireplaces are also permitted.

3.1.10.3 Chimney Top

Special attention must be paid to the design of the chimney top. It must coordinate with the style of the home. Decorative masonry, decorative clay or decorative metal tops are required. "Aluminum caps" or industrial looking chimney caps or pipes protruding from the brick, stone or stucco are not acceptable. Prefabricated chimney flue caps must be screened with a metal or other non-combustible material shroud for safety and ornamentation.

3.1.11 Pools, Spas & Hot Tubs

3.1.11.1 Pools and Decorative Ponds

The size, shape, location and colors of pools or decorative ponds must be carefully designed to achieve a sense of compatibility with the surrounding natural and man-made environment. The location may not be on the street side of the residence. The top of the pool construction may not be higher than two feet (2') above the existing grade or six inches (6") below the finished floor elevation (FFE) of the house unless it is integrated into a terraced construction. The owner is responsible for compliance with all applicable laws, codes, regulations, ordinances relating to construction/operation and installation of any safety barriers which may be required by the State Building Code. Pool fences are required and shall be a minimum of 48" above grade. The pool fence should be constructed in accordance with section 3.1.12 Fences and Walls. No above ground swimming pools are permitted. All pools require ARB approval. All pools must be landscaped in accordance with section 3.2.4.6.

3.1.11.2 Setback Requirements:

Swimming pools may encroach into the setback area if within two feet (2') of the finished grade and no closer than 50% of the building setback line. Pools that encroach into the setbacks will not be approved for any vertical construction outside the setback.

3.1.11.3 Equipment:

All pool/spa equipment must be screened or enclosed in a service yard so that it is not visible to the adjoining property owners or objectionable because of noise. Pool equipment enclosures must be architecturally related to the residence and other structures in their placement, mass and detail and must be shown on the site plan. Any pool cover must be approved by the ARB.

Pool nets must be stored so that they are not visible to others. ***Back wash from any pool, spa or hot tub must be contained on the lot.***

3.1.11.4 Spas & Hot Tubs:

A spa or hot tub visible from the golf course or street must be sunken into the ground or patio/lanai with a surrounding masonry terrace of brick, tile, decorative stamped concrete, or wood in a masonry surround. All prefabricated hot tubs must be located within a screened enclosure or an enclosed porch. The location may not be on the street side of the residence and must be within the allowable building setbacks. A spa or hot tub that is not visible from the street or golf course and proposed to be installed above the ground shall be considered on a case-by-case basis. It must demonstrate compatibility with the surrounding environment and be completely screened using privacy walls and/or extensive landscaping. If a hardscape wall is used it must be at least 6" taller than the height of the installed hot tub, must architecturally relate to the residence and have appropriate landscaping outside the wall. If plants will be used for screening without any hardscape, the plants at installation must be at least 6" taller than the height of the installed hot tub and dense enough to screen the hot tub from view.

3.1.12 Fences & Walls

Fences are allowed in HHC. Each fence request will be considered on a case-by-case basis and approval is up to the discretion of the ARB.

3.1.12.1 General information

- Fences are limited to back and partial side yards as approved by the ARB .
- Maintenance is the sole responsibility of the owner.
- *Deer fences are not acceptable.* Each owner must consider that deer live on the property when planning their landscaping and use plants which shall be less attractive to deer.
- Invisible fences are permitted and do not require approval. A 10' setback from the street or sidewalk is required. Flags must be removed as quickly as possible. One small Invisible fence sign is permitted as approved by the ARB.

3.1.12.2 Fence Design Requirements

- Aluminum fencing must be black with a flat top.
- Fencing may be 48-60" above grade.
- Fences must be erected a minimum of 3' from the rear property line and 3' from side property lines. The club maintains easement rights on golf course and lagoon lots.
- ARB has sole discretion on use of fence material and location.

The following fence materials will ***NOT*** be approved:

- Chain link
- Wire fencing
- PVC
- Vinyl

3.1.12.3 Plan Submittal Requirements

- *Form 11: Application for Fencing*

- A fence plan must be drawn on a previously approved site plan. A dotted line drawing of the proposed wall or fence, with measurements, column/posts size and locations and gate locations must be superimposed on the main drawing with a description of the fencing plan showing all materials, sizes and all measurements of the fence must be included for review.
- Elevation of one section of fence or provide a spec sheet of the fencing. It is not recommended that you attach a fence directly to a stucco house as the hardware can allow for water intrusion behind the stucco.
- When designing a fence layout, start with columns or posts on the corners and break up the fence runs evenly with additional columns or posts. Gates should be anchored with a column/post on each side.

3.1.13 Wells

No private water wells for the purpose of domestic consumption shall be drilled or maintained on any residential lot. Wells shall be permitted for irrigation purposes only. Wells for irrigation purposes may be installed on an owner's property provided the well complies with all State regulations and the following ARB guidelines.

- Wells may not be located closer than 10 feet to the property line, 50 feet to a body of water, or 5 feet to a home or other structure.
- All pumps, tanks, filters, or other mechanical equipment must be located underground or in a service yard, or other approved structures.
- All electrical equipment must be in the service yard.
- Approval for irrigation wells may be obtained by submitting to the ARB a completed *Form 13: Application for Well Approval*, a check for the current fee, a copy of the permit from the State of Carolina-DHEC, verification that the well driller is licensed with the State Dept. of Labor, Licensing and Regulation, and submittal of the site drawings showing the location of the proposed well with appropriate dimensions, the location of pump, tanks, filters, and all mechanical and electrical equipment.
- Well heads must be painted and landscaped to blend with the natural surroundings. If feasible, the tank must be located within the service yard. If the tank cannot be located within the service yard, then it must be painted and screened with landscaping. A well head or tank may not be visible from an adjacent property, street, or golf course.

3.1.14 Accessory Structures

All structures located apart from the main residence require written approval from the ARB prior to installation. Such structures include, but are not limited to, pool house, guest house, gazebo, pergola, sauna, additional garage, built-in BBQ grills, and play areas or equipment. They must be within the building setbacks and compatible with the main residence regarding building materials, colors and style and meet the relevant design requirements as defined throughout this section. The ARB will consider, among other things location, views from adjacent lots and screening requirements. The accessory structure must also comply with applicable governmental building codes.

3.1.15 Propane Tanks

- Propane tanks of 60 gallons or larger must be located underground outside of the service yard and be located no closer than five (5) feet to the property line.
- Propane tanks smaller than 60 gallons, including 100 lb. exchange units, must be installed in a service yard or buried underground.
- Propane tanks must meet the requirements of the current NFPS documents administered by the Office of the South Carolina Fire Marshall.

3.1.16 Satellite Dishes & Antennas

- Satellite dishes, which do not exceed 2' in diameter or 2' in height, may be erected and maintained on the property.
- No television antenna, radio receiver, transmitter, or other similar device shall be attached or installed on the front exterior portion of a property. Placement behind roof ridges or chimneys helps to conceal from view. Placement of a dish or antenna in the front yard is not acceptable.
- Satellite dishes must be painted to blend with their surroundings and/or be landscaped around to screen from view.
- No exterior speaker, horn, whistle, bell, or other sound device, which is unreasonably loud or annoying, except security devices used exclusively for security purposes, shall be located, used, or placed upon lands within HHC.
- All satellite dishes and antennas require approval by the ARB.

3.1.17 Solar Panels

Solar Panels are permitted for the generating of electricity, heating of pools, spas, water heaters and for HVAC units only. Panels should not be visible from the golf course, street or lagoon. Panels should not exceed 2.5 inches in thickness and all plumbing is required to be interior. Any roof hardware or molding must be of good quality and match the color of the roof. The installation should be aesthetically pleasing and inconspicuous; the panels must be installed parallel with the roof pitch and will require ARB review and approval in advance of installation.

3.1.18 Terraces, Patios, Screened Porches, Lanais & Pool Enclosures

Decks, terraces, patios, screened porches, and pool enclosures must be incorporated as an integral part of the architecture of the main structure using compatible materials and lines and express the same architectural elements as the main structure. Approval of the design and location of all such structures shall be at the sole discretion of the ARB. The frame must be bronze. The screening material must be 20/20 fine gauge "No-see-um" screen and bronze or charcoal in color. Landscaping must be *mature* plants. All submittals shall be considered on a case-by-case basis by the ARB.

3.1.19 Fire Pits

- The addition of a fire pit requires ARB approval.
- Fire pits can be no greater than 36" interior diameter and 24" in height.
- Fire pits must be within the setback lines and must be free of overhanging trees or shrubs that may be a fire hazard.
- All open fire pits must adhere to fire codes. Materials should complement the home or surrounding hardscape. Any fire pit constructed on a wooden deck must have fireproof insulation between the bottom of the fire pit and the decking material.
- All firewood must be hidden from view from the street, golf course or adjacent properties.

3.1.20 Exterior Lighting

Exterior Safety, Security, and Landscape lighting should be subtle and understated and must be installed so that neighboring properties and street traffic are unaffected by the glare. The design and location of all exterior lighting shall be on the Electrical Plan and/or Landscape Plan. All exterior lighting plans must be approved by the ARB. Spec sheets for all exterior lighting must be submitted for approval.

- Driveway Entrance and Home Entrance lighting should be architecturally compatible with the home design. Light source is recommended to be LED/warm white and should not be overwhelming.
- Home perimeter lights must ensure the light source is not visible off the home site. Soffit lights are preferable.
- Driveway and walkway safety lighting should be close to the ground with no more than 180-degree light spread.
- Security Lighting should be used sparingly and not present objectionable light to neighbors. Security lighting must be controlled and only activated by property intrusion.
- Landscape lighting should be subdued and close to the ground. If up-lighting is used, avoid creating a halo effect in the sky. Down-lighting should be subtle and focus on specific vegetation and not used for general illumination.
- Landscape and Safety lighting should use LED fixtures, low voltage or solar, 3-6 watts, 300-600 lumens, color temperature 2700-3000 degree Kelvin (warm white).
- Colored Lighting is not allowed for Landscape Lighting. Temporary holiday lighting is allowed.
- Decorative string lighting is prohibited.

3.1.21 Play Equipment

HHC is a diverse community with residents of various ages. Accordingly, the ARB will work with homeowners to ensure play equipment is aesthetically pleasing, sympathetic to the surroundings, of high aesthetic quality construction and placed to minimize visual or audible disturbances to neighbors. All portable play equipment must be out of sight at dusk.

All play equipment is considered a structure and must be submitted to the ARB for approval prior to installation. The ARB requires the proposed location and a brochure from the manufacturer prior to considering any of the following:

- ***Swing, slide, play set:*** The type of play equipment must be primarily of high-quality wood in earth-toned colors (including any slides, swing seats, awnings and other details). All metal swing sets will not be approved. The equipment must be placed within the building setbacks and not visible from the front or golf course. Additional landscaping may be required if visible from the golf course or neighbor's homes.
- ***Soccer goals or rebounding nets:*** Must not be visible from the street or golf course. Additional landscaping may be required to screen from view.
- ***Basketball goals must be portable only.***

3.1.22 Outdoor Accessories, Signs, House Numbers and Mailboxes

General Guidance - As noted in several sections of the document and the covenants, any proposed changes in landscaping including but not limited to additional removal or planting of any kind, fences, fountains, lighting, game structures, drives, walks, landscape structures, accessories, signage and statuaries may require approval by the ARB. ***Homeowners are advised to secure such approval whenever a landscape change of any kind is being considered. The ARB reserves the right to require removal of any landscape element or signage for which written approval has not been granted.***

3.1.22.1 Acceptable Signs

Acceptable signs are:

- Club issued lot identification sign (for unimproved lots only). (*Appendix C*)
- Mailbox with number and last name(s). (*Appendix D*)
- For homes under construction, contractor signage, which is approved by HHC, may include "No Trespassing- Private Residence" as part of the installed sign.

- Security signs are allowed if they are positioned in the left or right side in the plant bed closest to the front door.
- Graduation signs are allowed for a period of two weeks prior and two weeks following the graduation date.
- Requests for any other type of signage must be approved by the ARB.

3.1.22.2 Builder Signs

The builder/contractor must place an approved ARB builder sign on site during construction. The builder sign must meet the specifications as noted in *Appendix C: Builders Sign Specifications*. The Town of Bluffton building permit and any ARB issued permits must be posted. All documents must be placed in protective covers or laminated. Builder signs must be removed at the end of construction, prior to final inspections. The club issued lot signs are permitted to remain until construction is completed but must be removed prior to final inspection. No subcontractor signs, business signs or other forms of advertisement are permitted.

Town of Bluffton and any other ARB issued permits for all other ARB approved projects must be placed in protective covers or laminated and attached to ARB provided yard signs. The sign shall be installed next to the mailbox.

3.1.22.3 Mailboxes, Posts and House Numbers

House numbers must be three inches (4") in height and black in color. Mailbox numbers must also be three inches (3") in height and white in color and the mailbox post color is "Historic Charleston Green" and the formula is available at the Home Depot or Sherwin Williams in Bluffton, SC. The paint color may be identified as "Historic Charleston Green/Hampton Hall Mailbox" paint. The approved mailbox is a Gibraltar Industries Large model and may be purchased at Home Depot and Lowes. New mailbox assembly must be purchased from a company identified by HHC. House numbers may not be painted on the curb or placed on the mailbox post. "All occupancies shall display their correct physical address on the building. If the building is more than 50' from the street or road, this number must also be posted near the walk, driveway, gatepost, fence or common entrance so as to be clearly visible from the road." (Mandate from the South Carolina State Legislation, Section 23-47-60).

One white or silver mailbox circular reflector (not oval) may be placed on the "arm" of the mailbox OR two, may be placed on the post facing oncoming traffic only. See diagram in *Appendix D* for approved placement locations.

3.1.22.4 Flags/Flagpoles

Flags must be displayed properly from either an approved flagpole, or house mounted flagpole. All flags must be in good condition. No ripped, torn, or faded flags will be allowed.

A permanent in-ground flagpole for display of the American Flag will be permitted, subject to ARB approval based on the following:

- The American flag must be properly displayed.
- Height of 25' maximum for a two-story house and 20' for a one-story house.
- Materials for the poles must be unpolished, matte, or equivalent finish, in aluminum or white.
- The rope/chain must be designed not to make noise in the wind.

- The location must be inside the building setback, with a less prominent placement close to the house or trees so as not to appear overly prominent.
- No flagpole will be used as an antenna.

House/garage mounted flags will be permitted subject to ARB approval based on the following:

- The flagpole must be no longer than 60" including the finial and no larger than 7/8" in diameter.
- The American flag must be no larger than 4' X 6' in size and team or decorative flags must be no larger than 3' X 5'.
- Appropriate flags are the American flag, team flags or holiday flags. Flags must not be offensive to neighbors or the community.
- Two flags may be displayed, including those used as landscape accessories. No flag may extend so that the end protrudes more than four (4) feet from the exterior wall of the home or garage to which it is attached. Flags 12"X18" or smaller may be displayed from the mailbox. All flags shall be maintained in good condition.
- Flags are not permitted to be mounted on trees.
- Political flags are not permitted.

3.1.22.5 Landscape Accessory Structures and Ornaments

All landscape accessory structures and ornaments, including but not limited to pergolas, trellises, birdhouses, statues, planters/pots, lampposts, etc. greater than thirty-six (36) inches in height require ARB approval. All must be located within the applicable building setbacks and be constructed of materials that complement the home and blend with natural surroundings. Brightly colored or glittery objects must be completely screened by landscaping from view outside of the property. Ornamentation may not be located closer than ten (10) feet of any property line. No permanent exterior decorative objects such as fountains, closed loop circulating ponds, decorative streams and waterfalls and the like will be placed or installed on the site without approval of the ARB. All sculptures require approval. The ARB reserves the right to require removal of or an alternate location for any items considered (in the sole judgment of the ARB) to be objectionable.

Pots and planters should not be used in lieu of landscaping. Pots should be kept to a minimum and used as accents to entry steps, garage doors, and driveway entrances.

3.1.22.6 Miscellaneous

- No exposed clotheslines, tool sheds or doghouses will be allowed. Sport courts are not permitted on any home site.
- POD containers used for storage or moving are allowed to be placed in the driveway for a maximum of 5 days. Parking permits for them must be obtained from the HOA.

3.1.22.7 Holiday Decorations

Holiday decorations are permitted for all holidays and may be displayed from 3 weeks prior to the holiday to 1 week after the date. Christmas/Hanukkah/Kwanzaa decorations may be displayed from Thanksgiving weekend to January 15.

3.2 LANDSCAPE STANDARDS

3.2.1 Overview

An important ARB responsibility is to ensure that HHC, during build out and at completion, be attractive and harmonious with the surrounding environment. Toward this end, the degree of attention and sensitivity shown in the landscaping of each individual lot becomes a significant approval consideration. A condition of approval from the ARB to proceed with construction is the submittal of a landscape plan that meets the minimum requirements as directed by the ARB.

Landscaping must:

- Be in accordance with the Standards set forth by the ARB and be installed prior to occupancy of the home.
- Be full, mature, and established at installation, include only heavily planted beds and have no evident gaps in row plantings.
- Create an environment of color and texture throughout the year.
- Be maintenance manageable for the specific homeowners or their landscape provider.

A formal, professional landscape plan is required. The drawing must include/locate: all existing and proposed structures (pergolas, fountains, fencing, etc.) on the lot; existing and proposed trees (and trees for removal) with the type and size noted; all beds, plant types, sizes, quantities, and mulch type; lawn area (sod); ground covers; boundaries of any natural areas; types, sizes and quantities of all foundation shrubs and screening material. A complete plant list, including botanical and common names, keyed to the plan is required. The plant list must indicate the size (height and width at installation), spacing and quantity of the proposed plantings. Note that while gallon size may be indicated, the key determining factor is the “minimum size when planted” which shall be noted on the keyed plant list.

3.2.2 Landscaping Lessons from Experience

- It is the owner’s responsibility to comply with all ARB standards. Do not assume that your builder or landscaper fully understands the ARB standards. A common problem is the belief that the builder-provided landscaping budget/allowance is adequate to meet ARB standards. Experience has shown that this is not always the case. Make sure your builder and landscaper understand that your budget/allowance must be adequate to fully comply with ARB standards (*Section 3.2 Landscape Standards*).
- Planting of undersized plants, with the explanation that “they will grow with time” is not acceptable. ***Dimensional and coverage requirements must be met at the time of planting.*** All plant material must be “...full, mature and established at installation...”
- A common non-compliance issue relates to screening requirements, especially foundation screening. Carefully review *Section 3.2.3 Landscape Design Requirements* and discuss this with your builder/landscaper before they begin installing plant material.
 - A lanai and porch have a foundation and all plant screening requirements apply.
 - Statuary, lighting, signage, hardscape, walkways, fences, fountains etc. require ARB approval prior to the time of installation.
 - At any time, removal of any tree with a trunk diameter of 6” or greater at a height of 4’ above natural grade must be approved by the ARB.
 - Consult with the ARB should there be any questions. The ARB is there to assist HHC owners with these and other issues related to compliance.
 - Large areas of pinestraw to reduce sod costs are discouraged. While the installation of pinestraw areas may seem less costly than the installation of sod, the yearly replenishment cost can quickly

exceed the initial expense to install sod and irrigation. It is always more expensive to expand sod and irrigation areas after the completion of construction.

- Vegetable gardens are not permitted if visible from the street or golf course. Most lots will not accommodate, and approval must be obtained prior to installation. Growing a few tomato plants, herbs or other common vegetables in containers is permitted. Stakes or cages must be discrete and tasteful.

3.2.3 Landscape Design Requirements

3.2.3.1 Planting Design

A simple massing of plant material is generally the most effective method of creating a successful planting scheme. The layering (tiers) of plant material from taller to shorter is strongly encouraged. Staggering of material is also encouraged to soften the visual effect. The use of mature/well established plant material (existing or new) is strongly encouraged. The use of native materials, including deer resistant, drought resistant and winter hardy varieties is encouraged. Lawn areas are encouraged in open areas around the house where sunlight is available for a good portion of the day. Wooded areas should be preserved and enhanced by the selective introduction on ground covers and edging plants. Care must be taken that massed plant material, particularly ground covers such as Lantana and Mexican Heather that die back to the ground in the winter months, be kept to small pockets that do not affect the integrity of the design when dormant. Large areas of pine straw or mulch with little or no plantings will not be approved. Forty to fifty percent of the bed area must contain plant material. If poor conditions, such as poor soil, over or under watering, disease or infestation prevents plants from thriving, then replacement is expected. For reasons of safety, plantings may not obstruct street/roadway sight lines at driveway entrances. No plantings that obstruct the sight lines (2' above the street/roadway) will be allowed.

3.2.3.2 Sod

All lawn areas must be sodded. A significant area of sod should be used in the front and rear yards. Sprigging and seeding is not permitted. A significant area of lawn must be maintained along the street. Grass (sod) must be established in the area between the front (and side, if applicable) property line and the edge of the street pavement. The lot must have a finished look on all sides. The property owner is responsible for the landscaping and maintenance of the landscaping from the property lines to the street (this includes the area between the sidewalk and the street). Sod areas and any landscaping must be covered by an irrigation system. Zoysia is the preferred grass variety.

3.2.3.3 Mulching

All areas except for the lawn, groundcovers and approved natural areas must be appropriately prepared and mulched (preferably with pine straw, pine bark or shredded hardwoods) in natural colors. Any dyed mulch must be submitted to the ARB for approval prior to installation. Synthetic or rubber mulches will not be approved. Landscaping plans that incorporate rock or crushed rock as a predominant element will not be approved. Weeds will emerge quickly where mulch is too thinly applied. It is the owner's responsibility to correct improperly mulched beds as well as maintain the beds to an acceptable standard as determined by the ARB.

3.2.3.4 Natural Area(s)

Leaving “natural” areas may be appropriate and acceptable in some cases, but owners are cautioned that these areas must be maintained (cleaned, pruned, weeds/vines removed) and not left to grow wild. Natural does not mean unkempt.

3.2.3.5 Evergreen plants

The predominant plantings in foundation planting and screening must be evergreen in order to provide color and texture that is persistent throughout the year.

3.2.3.6 Artificial Turf

Artificial turf is not allowed.

3.2.4 Screening Requirements

The following areas may require screening from the street, adjoining properties and golf course views with evergreen screening type plants which provide an immediate screening effect at installation. Play equipment, sports equipment, satellite dishes, statuary elements and all plumbing and electrical fixtures, ornamental elements, etc., must be significantly screened with landscaping to make them inconspicuous from the property perimeter at the time of plant installation.

3.2.4.1 Foundation

Foundation plants must provide a minimum of 50% foundation height and width coverage and under no circumstances be less than thirty (30”) inches high at installation. If unusual architectural circumstances dictate, such situations will be considered on a case-by-case basis. Foundation plantings must be evergreens. Plants must be arranged in double staggered rows with taller plant material in the back and smaller low growing plants in the front. The front and rear foundations require a minimum of two rows of plant material. Single rows of plant material at the foundation on the front and rear of homes will not be approved. At the end of the first growing season the foundation must be fully screened so that it is not visible through gaps in plant material.

3.2.4.2 Property/Lot line

The first owner to build with an undeveloped lot next door is required to install a low, wide berm the entire length of the property line. The berms will stop water from draining to adjacent properties and the grades can be contoured in front of the berms to drain the water to the front or back of the property as required. For lots that have an established lot line already in place, these lots will be handled on a case-by-case basis.

3.2.4.3 Guest Parking

Guest parking areas must be fully screened. The landscaping must provide a screen so that headlights do not shine into adjacent homes. Guest parking must be screened from the adjacent property or road with landscape material that is at least 4’ tall at installation.

3.2.4.4 Golf Cart Paths

The foundation plants (30” min) should be behind the cart path and the second tier in front of the cart path. Additional layers are encouraged to provide complete screening of the cart path.

3.2.4.5 Service Yards

Service yards require a minimum of 48" in height and minimum fifteen (15) gallon size plant material to properly screen. The service yard must be heavily screened so that instant coverage is provided at installation.

3.2.4.6 Swimming Pools and Spas

Swimming pool(s) and spa(s) must be fully and heavily screened from neighboring properties and golf course views with tall/full evergreen screening type plants which provide an immediate screening effect at installation.

3.2.4.7 Wells

Well heads must be painted green and landscaped, so they are not visible from the street or golf course. Well locations must be noted on the landscape plan and screened accordingly.

3.2.5 Tree Removal and Protection

Approval is required to remove any tree from any lot and may require mitigation with significant trees. Submit *Form 10: Application for Tree Removal* to the ARB for approval. Standard mitigation is one 10'-15' tall 4" caliper for every four trees removed during construction. Removal of trees on developed lots may require one for one mitigation. The need for mitigation, including the height and diameter of the tree, will be determined at the sole discretion of the ARB. The number required to be planted will vary, based upon home placement/lot.

Acceptable Trees

The following list of preferred trees is recommended by experts for planting in the Lowcountry. Native trees are a good choice because they will have a natural resistance to pests, fungus, heat, drought, and will tolerate infrequent light frost.

Overstory Trees

Florida Maple, Black Oak, Walnut, Red Maple, Pecan, Hickory, Loblolly Bay, Black Tupelo, Southern Magnolia, Red Oak, Southern Live Oak, Sycamore

Understory Trees

Trident Maple, Crepe Myrtle, River Birch, Arborvitae, Eastern Redbud, Cabbage Palmetto, Flowering Dogwood, Loquat, American Holly, Eastern Red Cedar

The ARB may designate specific trees, which must be protected throughout clearing and construction. Barriers should be erected at least six (6') feet from the trunk of the tree. The ARB may permit modest clearing and pruning of trees and vegetation along lakes and lagoons to enhance the views and breezes. However, please be mindful that the area along the edge of lagoons and lakes in an environmentally sensitive area. ***The ARB must be contacted before removing any plant material along the edge of any water body.***

3.2.6 Golf Course Lots

Landscaping of lots adjacent to the golf course shall be required and if the plan calls for grass, the acceptable grasses are Zoysia or Centipede. Sod may be installed on Club property in the event a lagoon is directly behind the lot. Sod may be installed only to the top of the bank. Irrigation water may be directed onto the area from the property owners' residence to maintain this area, but no irrigation equipment can be installed. On a case-by-case basis and with approval in advance by the

ARB, requests to install grass or other landscaping may be considered on lots adjacent to the golf course. The effect of drainage, natural beauty and golf play will be considered in reviewing these requests.

3.2.7 Landscape Lighting

(See *Sec. 3.1.20 Exterior Lighting*). All landscape lighting requires approval by the ARB.

4.0 ARCHITECTURAL DRAWING REQUIREMENTS

Plans must be submitted in duplicate on 24" X 36" maximum sheet size with *appropriate applications*. The following items must be submitted to ensure the timely review of the project. Incomplete submittals will not be placed on the ARB agenda for review.

4.1 SITE PLAN

The siting of the house is a major design decision. The site plan must be sensitive to the individual lot's unique characteristics as well as the surrounding lots and existing homes. During the site analysis, an understanding of the existing terrain must be developed so that the proposed site structures and their elevations can be designed with the consideration of the existing terrain and adjacent properties. Particular attention must be paid to the setback so that homes on a street are not all aligned.

A site survey must be conducted to accurately portray the contours and details required on the site plan. The site survey must determine the site's topography, locate significant trees, and pinpoint unique site characteristics and the location of adjacent home sites and structures.

The site plan must be presented in a scale of 1" = 10' and contain the following:

- Legal description, Lot number, Phase and Street address.
- Tree and Topographic survey
 - Topographic Map: Surveyor certified /sealed topographic map of the proposed building site based on an on-ground survey, at no more than one-foot (1') intervals, and lot corner and center spot elevations of the original grade.
 - Tree Survey: An on-ground survey showing the location and type of trees over 6" in diameter measured 4' above existing grade indicating trees to be removed. The drawing may be combined with topographic map and must adhere to all Town of Bluffton tree ordinances. Indicate trees to be removed.
 - Arborist Report: An arborist report may be requested if or when:
 - Lot contains specimen/hardwood trees, such as oak, cherry, elm, magnolia, and others, over 8 inches in diameter, and large healthy Pine trees. This report will be sent to the architect, contractor, and homeowner to assist in siting the home and protecting the trees during construction.
 - There is a desire to remove additional trees beyond those required for the footprint of the home.
 - There is any question regarding the health of a tree that is outside the footprint of the home.
- Property lines, setback lines (as a continuous envelope around the lot) and easements (golf, access, and utility) with dimensions shown. Also show the access street, secondary street(s) if applicable, edge of roadway and adjacent homes.

- Existing topography lines & proposed finished grade: both existing (from the survey) and finished grades must be shown along with spot elevations. Show contour lines in increments of one foot. Also show unique or extreme site features as well as the edges of water, marsh, woods, or other natural areas.
- Detail and dimension the location of all proposed vertical and horizontal structures on the site including the residence and any accessory structures. For each structure show the placement of the structure with terraces, patio, steps, and stoops (as appropriate). Materials for driveways, walkways, decks, patios, etc. must be labeled.
- Finished floor elevation (FFE) above MSL must be clearly shown for the first floor and garage. Finished first floor level shall not be less than 24" above finished grade, across the front of the home.
- Dimensions must reflect the closest point from the property line to the building foundation on all four sides of the house/garage.
- To aid in the siting of the new home the plot plan for the proposed home must include the location and first floor elevations of the adjacent homes. State if there are no adjacent homes.
- The location of a propane tank and well must be noted on the site plan.
- Driveway and driveway divider pattern. Label both driveway and divider material(s). Space must be provided for turnarounds, and guest parking for 2 cars. Show the driveway drawn to the curb. Cuts in the curbing are not permitted.
- Note the location of retaining walls, courtyard walls, garden walls, gates and other "hardscape". Dimension and label materials. Provide separate detail elevation drawings as necessary to show details.
- Location of fountains and other decorative structures. Dimension and label materials. Provide separate detail elevation drawings to show detail.
- Pools, therapy pools, spas, and hot tubs if any.
- Location and design of any fencing or gates showing placement of brick or stucco columns or walls. Dimension and label material. Provide separate detail elevation drawings and/or manufacturers brochure to show detail, style, material, and color.
- The service enclosure (dumpster and portable toilet) for use during construction must also be drawn on the site plan. See *Appendix E* for specifications.
- Show silt fence location, including installation details, and other erosion control devices such as check dams and construction entrance details.

Note that the above list primarily shows *what is required* on the site plan but does not address the detail, design and material requirements listed in the previous section. For example, the site plan must show fences, walls, driveways, walkways, driveway and walkway dividers, terraces, decks, etc. The permitted materials and requirements of design are specified in the previous section.

4.2 FLOOR PLAN

Floor plans are required for each floor showing the arrangement of spaces, all door and window openings, and all porches, terraces, and courtyards. The scale must be $\frac{1}{4}'' = 1'0''$. If the plan at this scale cannot fit on a 24" x 36" paper, please contact the ARB for further direction.

The Floor Plan(s) must show the following:

- All interior spaces drawn to scale and dimensions, with room names and sizes labeled.
- All window and door opening shown.
- Plan of garage, entry, terraces, porches, decks, and stairs to grade or residence.
- All interior level changes must be shown *and* labeled. (At a minimum, the plan must label the first floor FFE (finish floor elevation), garage slab elevation and the second-floor elevation if there is a second floor.
- The second-floor plan must show lower roof projections, decks, roof decks, and chimneys.

- Square footage for conditioned space for each floor
- Square footage of garage
- Square footage of covered deck, screen porches etc.
- Square footage of open decks or patios

4.3 BUILDING ELEVATIONS

Dimensioned elevation plans are required for each elevation: front, left side, right side, and rear. The scale must be $\frac{1}{4}'' = 1'$. If the plan at this scale cannot fit on a 24" x 36" paper, please contact the ARB for further direction.

The elevation plan must show the following:

- All detail elements, consistently shown, such as water tables, quoins, trim work and belt courses; window and door types and design; detail of the trim around all openings; consistent grille patterns and proportions; shutters; foundation and roof vents; HVAC and trash enclosure (service yard); railing and handrail details; terraces and porches; decorative, privacy and retaining walls.
- Hidden elevations not shown in other drawings.
- Label *existing grades* and proposed *finish grades* against the elevations, show all steps to finished grade and label the *finished floor elevation*. The elevation must be drawn with the foundation and finished grade as the structure will be built.
- Label all materials and finishes accurately. For example, a drawing *showing* stone and stucco, but *labeled* as brick will not be accepted. The elevation drawing must show the home exactly as it will be built, and not rely on the ARB to "imagine" what the home will actually look like.

4.4 ROOF PLAN

A roof plan is required. The scale must be $\frac{1}{4}'' = 1'0''$. The plan must show the following for each roof area:

- Slopes, crickets, directions of slope and drainage.
- Indicate and label roof material and gutters.
- Label and locate all roof structures and projections including vents, skylights, solar collectors, dormers, and chimneys.

4.5 FOUNDATION PLAN

Due to FEMA flood elevation requirements, a substantial foundation may be required. No more than 4' of foundation may be exposed around a home as measured from the bottom of the floor joists. High foundation walls shall require careful treatment to help reduce their apparent height and massiveness. Foundations on standard lots are required to have a minimum of a 24" reveal. Louvered or lattice openings in a crawl space foundation wall are a preferred alternative. (If lattice is used for openings, a maximum of 30% void is required in order that the crawl space is not visible from the outside.) The finished floor level shall not be less than 24" above the finished grade, except for Carolina Homes. The garage floor elevation must be a minimum of 24" below the first finish floor, to achieve positive drainage away from the garage and home.

A dimensioned foundation plan is required. The scale must be $\frac{1}{4}'' = 1'0''$. The plan must show the following:

- All walls, footings, piers, beams, and floor joists. Include foundations for terraces, retaining walls, and exterior stairs.
- Locate all access openings and foundation vents in crawl space.

Foundations may be a) full block, partial block or poured concrete pier joist system; b) slab or raised slab; or c) piling. It is the architect/designer/builder's responsibility to determine which foundation plan is best for a given lot and home design. The ARB will be concerned with the aesthetic appearance of the exterior on the foundation (as shown on the elevation drawings) and its relation to the aesthetic appearance of the rest of the structure. All foundations must have a brick, stucco, tabby or stone veneer.

It is strongly recommended that a surveyor set the corners of a home when laying out the foundation. For a crawl space foundation, the pins must be set by a surveyor once the footings are dug to ensure proper placement of the home. Encroachment of a foundation into the setback without a prior approved variance is subject to ARB fines and correction.

4.6 DETAIL SHEET

- Wall sections: Must show the following:
 - Sections at the main house, garage, screening, and other sections necessary which may depict unique conditions.
 - Complete notes and dimensions.
- Service yard: The height must be a minimum of 6'. The height must be adequate to screen all utilities and its contents from view outside of the service yard.
- Corner detail.
- Columns and pilasters.
- Banding and frieze details if not shown on wall sections.
- Door and window head, jamb, and sill details.
- Door and window schedules – must list type, size; specify simulated or true divided lights and any special features.
- Step detail: Show riser and tread size. The entry step riser must be 6-6 1/2" to provide a more graceful entry. Steps must be brick or stone finishes.

4.7 ELECTRICAL PLAN

The electrical plan scale must be 1/4" = 1' and must show the following:

- All interior and exterior lighting and electrical outlets must be detailed.
- Electrical meter (must be located in the service yard).
- Provide cut sheets for all exterior lighting fixtures.
- All landscape lighting must be detailed on the landscaping plan. Cut sheets are required for fixtures. Wattage must be noted. Show power and wiring requirements for fiber optics service in service yard.

4.8 DRAINAGE PLAN

The ARB requires a detailed drainage plan prepared and stamped by a registered civil engineer or landscape architect on a separate drawing. This plan must detail significant elevation changes between the proposed site and adjacent lots.

The drainage plan must be on the same scale as the site plan and show the following:

- House and garage finished floor elevations (FFE).
- Existing and finished grade lines at 1' intervals maximum extending 25' inside the adjacent property lines.
- Spot elevations at corners of the house and any other pertinent locations.
- Swales and berms with the direction of the drainage noted.
- Culverts or other drainage structures as required.

- Neighbors may view the drainage plan in the ARB office.
- Finished first floor elevation on adjacent homes.

4.9 LANDSCAPE PLAN

See *Section 3.2 Landscape Standards* for the specific standards for landscape compliance. A landscape plan that meets minimum requirements is due before final approval will be granted. Two (2) sets of plans are required for this submittal. The ARB requires that the landscape be designed by a certified landscape architect on new home construction.

The landscape plan begins with the approved site plan and must include an accurate and to scale drawing of the footprint of the house, any paved areas or patios, fences, walls, pools, HVAC and trash service yards to be screened and any decorative hardscape. The plans must specify the drip line diameter and the height of the plant material at installation. Trees must be specified by the diameter of the trunk.

The landscape plan must locate the following:

- All existing and proposed hardscape features such as terraces, pools, fencing, arbors, fountains, and walkways on the lot.
- Existing trees and trees to be planted, types and sizes (and trees for removal).
- All beds, plant types, sizes and quantities and mulch type.
- Type of lawn (sod). **ARB recommends Zoysia.**
- Boundaries of any natural area.
- Types, sizes and quantities of foundation shrubs and screening plants.
- A complete plant list, including botanical and common names, keyed to the plan. The list must indicate the size, spacing and quantity of the proposed plantings. **Note that while gallon size may be indicated, the key determining factor is the “minimum size in inches from the ground when planted” which shall be noted on the keyed plant list. The final intent is that the foundation at a minimum is 50% covered at time of planting.**

Because there are a variety of symbols/representations for a particular plant and size varies when planted, the drawing of plant material is rarely to scale and as depicted, often misleading. Accordingly, where foundation and screen (row) plantings are drawn, the plan must note the linear feet of the plant row.

All approved construction changes pertaining to the site plan must be reflected on the landscape plan. Any previously unapproved but requested changes to the layout of the driveway, guest parking, turnarounds, walks, walls, or other items must be shown on the Landscape plan and specifically noted on *Form 1 – ARB Submittal Cover Sheet*. The Landscape designer often has excellent suggestions to better integrate the landscape and “hardscape”. As always, such changes must be noted and approved.

Note the requirements of *Section 3.2 Landscape Standards*. Requirements include sod usage; tree removal approval; mulching and bed requirements; minimum plant sizes; screening requirements for foundations, property lines, guest parking, service yards, pool/hot tub equipment.

4.10 COLOR BOARD

The ARB requires that architects, designers, and owners be aware of the color scheme of nearby residences when making color selections to avoid duplications. A color board (8 ½” X 11 ½”) must contain the following information:

- Paint chips showing exterior wall, trim, shutter colors and any other vertical construction (2 X 2 samples).
- Siding material and color. An LRV (Light Reflective Value) range no higher than 85 is suggested for the body of the home. Black, white or an LRV between 55-85 for the trim.
- Masonry or brick sample. Include an image of the sample on the color board.
- Roofing sample.
- Driveway material and color.
- Door colors (Cut sheets for the garage and front door).
- Cut sheets for all exterior lighting.
- Fence cut sheet.
- For cottages, the **pre-approved exterior color is Sherwin-Williams 6475 (Country Squire) and the columns and trim color is Sherwin-Williams 6113. Front doors may not be painted, stain only.**

An on-site color board may be required for some homes. Contact the ARB for specifications.

5.0 CARRIAGE HOMES AND THE POINTE NEIGHBORHOOD HOMES

5.1 CARRIAGE HOMES

The ARB will review any requests for new construction and modification of any Carriage Home. The ARB will review each submittal to determine that aesthetics are compatible with the existing Carriage Homes and buildings. After preliminary review by the ARB, the Carriage Homes HOA Board must also approve the new construction plans prior to final approval being given by the ARB.

All modifications to a unit must be reviewed and approved in advance by the ARB. Modifications would include, but not be limited to, any screen enclosures, hot tubs, patios, porches, lighting, landscaping, driveways, walkways, roofs, gutters, and any other exterior features of the Carriage Homes.

5.2 THE POINTE NEIGHBORHOOD

The ARB recognizes that conditions which are unique to Hampton Hall exist in The Pointe neighborhood that requires special consideration.

5.2.1 ‘The Pointe’ General Design Overview

The architecture of The Pointe homes shall not compete with the architecture of the neighborhood in terms of size or visual dominance but blend with it architecturally.

Roof forms and roof pitches should diminish in scale so that no one roof element becomes dominant on the landscape. Roof pitches should not be exceedingly steep (over a 12/12 pitch) nor should they be basically flat. Small areas of flat roof may be acceptable on a particular design, but a flat roof should not be the primary form of the home. The profile of any individual portion of the house façade should not be so large or as dramatic in form as to dominate the skylines. Hipped roof forms are more desirable than gable roof forms or shed roof forms. Gable and shed roof forms may be acceptable when the gabled walls face inward to the street.

5.2.2 Site Analysis

To coordinate these guidelines, it is required that the design professional, and when practical the property owner, meet with the ARB for a pre-design conference. This important meeting will help to identify the concerns specific to the lot, including landscaping, early in the design process.

As part of the presentation for houses in this area, the ARB requires a site analysis of the lot indicating the site uses in relationship to adjacent home sites. In most cases, this will involve an analysis for lots neighboring, adjacent to, and across from a proposed building site.

If buildings exist on neighboring lots, this analysis must include building locations, site hardscape features, and landscape plan (trees and shrubs) for one half the lot on either side. This analysis must include curb cuts and /or driveway locations on adjacent lots, as well as building setbacks and any adjacent existing trees within the zone.

If a building has been proposed for an adjacent home site, the ARB will make plans available to the owner to include those plans in the analysis. It is important that the owner and design professional bring the site analysis to the initial meeting.

The ARB will supply a site Master Plan for The Pointe Neighborhood for reference during the site analysis and design of individual projects. Due to the 25-year stormwater flood elevation of 14.96', the grade requirement at the rear property line will require a 15' elevation at grade. However, a request can be made to move it up to 20' from the rear property line.

5.2.3 Setback Requirements

Hardscape or Horizontal Construction

The hardscape or horizontal construction setback will be twenty (20') feet from the rear property line.

Building or Vertical Construction

Any wall, column, fence, sign, or light higher than eighteen (18") inches above grade is considered vertical construction.

Front setback	- 20 feet from the road right-of-way.
Side setback*	- 10 feet
Rear setback	- 30 feet

*Side setbacks, when 50% or more of the length of the side elevation is over one story in height, will increase by five (5') feet for each additional story of construction.

5.2.4 Overstory Trees

Each property owner will be required, as part of the overall landscape plan, to plant a minimum of one (1) large overstory tree on the street side of the home site as well as two large overstory trees on the lake side of the home site. The overstory trees should be at least a six (6") inch caliper.

5.2.5 Review Process

All processes shall comply with the ARB Standards and Design Guidelines unless modified herein for The Pointe neighborhood.

Site Plan: In addition to the requirements of the Design Guidelines, the Pointe site plan must include:

- Footprint of any adjacent homes.
- Topographical one-foot contours and lot corner and center spot elevations of the original grade surveyed by a South Carolina licensed land surveyor and showing his seal.

- Major features on adjacent properties within twenty-five (25) feet of the property line including roads, paths, marshes, lagoons, swales, culverts, golf courses, vertical construction of buildings, decks, patios, driveways, pools, etc.

Refer to the full ARB Standards and Design Guidelines for the complete requirements for securing an ARB Building Permit.

6.0 UNIMPROVED LOT REQUIREMENTS

Unimproved lots also require maintenance and upkeep. Mowing is required by each lot owner. Dead, infested or fallen trees must be removed from unimproved lots. Owners will be notified by the HOA if a tree(s) needs to be removed. The owner must make arrangements to have the tree(s) removed or the HOA will make arrangements to have the tree(s) removed and the charges will be billed to the member's account.

Many unimproved lots have property line landscaping. At minimum, yearly pruning, weeding and fertilizing of this landscaping is required to prevent overgrowth and unkempt conditions.

Each unimproved lot is identified with a lot sign. This sign identifies the street address or last name and lot number. Like fences, bridges, street signs, mailboxes and building signs these need to be regularly maintained. The HOA will notify the lot owner if their lot sign is in need of repair. Repairs will be made and charged to the member's account. In some instances, a new sign may be required. All costs associated with a Lot sign are the responsibility of the member.

In the lowcountry, it is common to receive heavy rainfall in a short period of time. It should be anticipated that natural low-lying areas shall be preserved and that these low areas may retain water for several days following heavy rainfall. In most cases, standing water will be allowed to drain naturally.

7.0 BUILDER/CONTRACTOR STANDARDS

7.1 BUILDER RESPONSIBILITIES

- The builder is responsible for ensuring that all their employees and subcontractors obey all work rules.
- All permits must be obtained and prominently displayed *before* clearing any lot or *beginning* construction.
- The builder sign on site must be the official HHC sign and must be installed on site prior to the start of construction. See *Appendix C: Builders Sign Specifications* for specifications.
- The builder is responsible for the scheduling of all inspections. See 2.2 Construction Review Process for complete information.
- The builder is responsible for any fines assessed during construction. Fines will be deducted from the builder's deposit.
- Streets and sidewalks must be cleared of all soil and debris *daily*.
- The builder will be responsible for any damage to streets, curbing, storm drains, sidewalks, adjacent property, and grass areas in the vicinity of the construction site. Damages will be deducted from deposits for any repairs not made promptly at builder's expense.

- Builders will only use the utilities provided at the site on which they are working. Under no circumstances may utilities from a neighboring home be used. It is the property owner/builder's responsibility to have all utilities activated.
- The HHC security department has jurisdiction to maintain the safety and welfare of all owners and residences. Builders and subcontractors are required to adhere to all rules and directions issued by security officers.
- The established speed limit within the community is 25 miles per hour for all vehicles, unless otherwise posted. Vehicles must come to a complete stop at all intersections controlled by a stop sign. Speeding or running stop signs may result in forfeiture of decal and being escorted from the property. Damage to roundabouts from trucks delivering to a dedicated site will be charged to the appropriate lot owner.
- It is the responsible party's obligation to immediately notify Security of any cutting of water, telephone, cable TV, electrical or any other utility lines.
- Commercial vehicle decals may be removed, and access denied for failure to obey the rules.
- Construction must be completed within twelve (12) months of the start of construction. Jobs which may require a longer time to complete construction may apply for an extension of the Building Permit **before** it expires. Extension of permit fees will apply. Failure to apply for the extension will result in fines and may result in loss of deposits. (See *Appendix A: Fees Associated with ARB Review*)

7.2 WORK TIMES AND DAYS

- Construction access to the community is permitted from 7:30 a.m. until 5:30 p.m., Monday through Friday and from 8:00 a.m. to 4:00 p.m. Saturday. **Workers must be off property by 5:30 p.m. Monday through Friday and 4:00 p.m. Saturday.** Permission to perform emergency work outside of the normal work hours must be requested and approved by the ARB.
- Construction work may not be performed on the following days: Sundays, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day & the Friday following Thanksgiving, Christmas Day.

7.3 PARKING

- Vehicles are to be parked on the site on which the contractor is working. No vehicles (cars, trucks, vans, etc.) may be left on property overnight. Construction equipment may be left on site while needed with permission but must be kept off the street. All trailers must have a decal to be left on property.
- Vehicles may not block any driveway.
- Vehicles parked on the street must be parked on the side closest to the site. Vehicles from all construction sites must be parked on the same side of the street in the direction of traffic. One lane for vehicle travel must always be left open. Street parking will be limited to 6 vehicles total or three vehicles with trailers in any one area at the same time. Every effort should be made to park off the street. Safety cones will be required for all street parking.
- Construction vehicles may not park or block sidewalks at any time.
- Parking conditions will vary at each work site. The ARB will work with each builder/contractor to develop a parking solution for each site.
- Washing of any truck or vehicle is not permitted. Any washing of concrete delivery trucks must be on the construction site.

7.4 SITE PREPARATION AND MAINTENANCE

7.4.1 Posting of Permits

- The builder must place a builder construction sign on the lot before any clearing or construction on a lot begins. The builder sign must meet the specifications noted in *Appendix C: Builders Sign Specifications*. All documents will be placed in plastic covers or laminated and will be affixed to the construction sign so they can be read.
- No permits, notices, plans, work rules or any other item will be nailed, tacked, or attached to any tree.
- Builders are required to display permits as soon as they are received.

7.4.2 Erosion Control

- Proper erosion control is the responsibility of the builder.
- Silt fencing must be properly installed and maintained throughout construction on all sides of the lot, including the street side (up to the backside of the curb), except for the gravel entrance.
- A bed of basecoat rock must be placed on a construction site. The bed area should be cut down 6" below the grade and framed with a wood border and lined with Geotextile fabric. A hose bib must be near to allow for tire cleaning. The location must be in accordance with the approved site plan to help maintain the edge of the roads and reduce dirt on the roads.
- A black or straw covered drain sock must be placed in the storm sewer drain closest to each jobsite. Drain socks must be installed in accordance with the Town of Bluffton requirements and must be regularly maintained to prevent the buildup of debris. Replacement may be necessary if the drain sock becomes unsightly. Storm drains will be inspected before and after construction. The builder will be responsible for cleanout of any silt build-up during construction.
- ***The streets must be kept free of all soil and debris from erosion and construction traffic. Fines will be imposed daily when streets are not cleaned at the end of the workday.***

7.4.3 Portable Toilets

- Builders must place at least one portable toilet on each construction site.
- The portable toilet must be emptied on a regular basis, depending on the size of the work crew. During the summer months, emptying may be needed more frequently.
- The portable toilet must always remain screened while on the job site and should typically be placed in the construction enclosure with the dumpster. At the end of construction, the portable toilet may need to be relocated to install landscaping but must remain screened.
- If there is a vacant lot next to the job site, then the toilet must be placed on that side of the construction site.

7.4.4 Dumpster

- A dumpster is required for each job site. Builders must obtain a dumpster that is large enough to handle the expected debris and trash that is produced at the construction site.
- Builders are not to use dumpsters that are on other job sites or HHC property.
- All sanitation and refuse equipment must be enclosed in an ARB approved enclosure. See *Appendix E: Construction Enclosure* for specifications. The location must be noted on the site plan. The dumpster must be located to allow access to empty. If there is a vacant lot next to the job site, then the construction enclosure must be located on that side of the construction site.
- Dumpsters must be emptied or replaced when the full line is reached. Debris must not be visible over the top of the dumpster. Builders must schedule the removal of a full dumpster to avoid fines.
- A dumpster may not be placed on HHC common property or on the private property of others unless written permission has been received in advance.

- Debris of any kind may not be left on the ground outside of the dumpster enclosure.
- Food waste should be removed by subs daily and should not be placed in dumpsters, which may attract animals.

7.4.5 Maintenance of Construction Sites

- Construction supplies must be stacked and stored in a neat and orderly fashion. The job site must be clean at the end of **each** workday.
- Fires are not permitted. Burning in barrels or any other devices is strictly prohibited.
- Grass and weeds must be controlled to avoid any unsightly conditions. Regular mowing may be required. The height of grass must not exceed the height of the silt fence.

7.5 WORKERS, WORKER TRANSPORTATION AND DECALS

- Only workers are allowed on property. Spouses and family members may drive workers to the site and pick them up but must not remain on property unless they are employees of the contractor. No worker's pets are allowed on the property.
- All workers must maintain appropriate dress while on property. All workers must always wear shirts.
- Workers may not walk to a construction site.
- Builders/contractors may not bring bicycles on property.
- Vehicle operators must take the most direct route to the construction/work site.
- Workers may not gather on HHC property to wait for transportation.
- HHC common property and the private property of others may not be used for short cuts or U-turns.
- All construction and maintenance personnel are required to enter and leave through the designated gate. Passes or decals will be required for all vehicles.
- Please obtain current rates from Security, security@hamptonhallsc.com

7.6 USE OF HHC FACILITIES

- Builders and their employees may not use any HHC facilities, equipment, supplies, water, ice, or electricity unless written permission has been received from the ARB. This includes but is not limited to roads, leisure trails, grass areas, landscaping, golf cart paths, golf course, etc.
- Builders will reimburse HHC for the cost of repairing or replacing any damaged or destroyed property, equipment, or supplies caused by their employees. Additional cost may include labor provided by HHC to repair or replace damaged or destroyed property.
- All common property must be restored to the condition that existed before clearing or construction commenced.
- Builders and their employees will not purchase food items from any HHC facility.

7.7 REMOVAL OF DEBRIS

- Builders/contractors and yard workers are responsible for removing all debris from HHC. Debris includes lot clearing, yard work and construction material.
- Yard debris may not be placed on any private property, in any lagoon, or on any common property.
- Debris may not be burned on any HHC property.
- Yard workers may not blow, rake, or shovel yard debris on to any street, storm drain, adjacent lot, cart path, leisure trail or lagoon.

7.8 MISCELLANEOUS

- HHC assumes no liability for equipment left on job sites.

- All work must be performed on the construction site unless written approval to work at another location has been given.
- Workers are not allowed to fish on HHC property.
- ***Workers may not bring or possess any weapon while on HHC premises.***
- Workers must discard all personal trash (e.g., food and beverage containers) in appropriate containers on the job site or will be subject to fines.
- ***Loud music is not permitted.***

7.9 HURRICANE/EMERGENCY PREPAREDNESS POLICY REQUIREMENTS

- If a hurricane watch is established in Beaufort County by the Emergency Management Department, it shall be the responsibility of the builder/contractor to monitor the status of the storm.
- Should the county be advised that an emergency alert has been established, builders are immediately on notice to empty dumpsters if possible or otherwise contain contents to prevent any projectile debris.
- Should the county be advised that an emergency alert has been established, builders are immediately on notice to remove portable sanitation equipment if possible or otherwise secure.
- All materials and debris must be removed, secured, or contained on the site to prevent any projectile debris.
- All workers must leave HHC once the site has been secured.
- Builder is responsible for notifying the Director of Security and/or the ARB once the site is secured.
- All contractors must comply with the Town of Bluffton, Municipal Code, Chapter 5, Article 6, Section 5-272- Preparation of construction sites and developed sites for severe weather events.
- Hurricane Shutters and plywood sheathing may be installed 48 hours prior to landfall of a storm and must be removed within 48 hours after the storm, unless otherwise directed by HHC Security.

7.10 FINES AND PENALTIES

Fines and penalties may be levied when the ARB Standards or HHC covenants are violated. Fines must be paid within 48 hours of being incurred. Fines not paid within 48 hours will result in a stop work order if applicable. Unpaid fines at the end of the project will be deducted from the compliance deposit(s). If all deposits have been exhausted, new deposits will be required, and fines may be billed to the owner/member's account.

- If an Owner and/or Builder deposit is depleted, a stop work order will be issued until new deposits are received.
- Violations not corrected within 48 hours of notification are subject to a stop work order until the violation is corrected.
- Fines for repeat offenses may be doubled.
- See *Appendix B: Fine Schedule for ARB Violations.*

7.11 REMOVAL, CLOSURE OR FINES FOR FAILURE TO COMPLY WITH WORK RULES

- The HHC Security and/or the ARB have the authority to close a construction site and remove the workers for failure to abide by the ARB Standards. Workers may not return to a construction site until assessed fines have been paid and/or a violation has been corrected.
- Construction workers may not remove any tape, signs or any other barrier that has been placed there by HHC Security to identify the closure of a construction site. Only HHC security or the ARB will remove tape, signs or barriers that have been placed on a construction site.

- Builders, contractors, and their employees will not engage in arguing or hostility with HHC Security or the ARB who are enforcing the ARB Standards. Builders, contractors, or their employees may inquire and discuss with the ARB and/or HHC Security the cause for a fine or closure. A violation of this rule will result in possible permanent revocation of building permission at HHC and may initiate criminal charges.

APPENDIX A: FEES ASSOCIATED WITH ARB REVIEW

Submission Type	Refundable Compliance Deposits			
	Form #	Application Fees	Builder	Owner
New Construction	1	\$4500	\$8000	\$4500
Preliminary/Conceptual	1	\$1500		
*credited toward \$4500				
Change Request (Any change following final approval -	4	\$100/per submittal		
Request for Variance	6	\$300		
Appeal Request		\$300		
Extension of Construction Permit Fees – Automatically accrues once initial permit expires and continues until the final ARB approval is issued, unless ARB has approved extension				
Day 1-90		\$500/month		
Day 91-180		\$1000/month		
After 180 days		\$1000/month plus forfeiture of deposit		
Major Additions/Renovations – Major structural changes, siding or stucco change, roofline change, pool addition.				
House	7	\$1,500	\$,3000	\$1,000
Pool	8	\$1,000	\$3,000	\$1,000
Minor Additions – To include deck, porch enclosures, patio additions, , hot tub addition or other minor additions.	7	\$500	\$2,000	\$1,000
Exterior Improvements – To include roof shingles replacement, architectural enhancements, pergolas, and other minor improvements.	8	\$250		\$750
Exterior Repairs – To include but not limited to stucco, brick work, roofing, siding, driveway resurfacing, and other	8	\$250		\$750

repairs/replacements that include material removal or delivery.			
	Form #	Application Fees	Owner Refundable Deposit
Exterior Painting	9	\$150	\$500
Play System Basketball Hoops	8	\$150	\$500
Minor Landscaping – To include addition of new beds and associated plantings or changing existing footprints of beds.	See ARB Standards for minimum requirements.	\$150	\$500
Well	13	\$150	\$500
Tree Removal	10	\$150	\$500
Fencing	11	\$150	\$500

**Deposits (Refundable) and Fees (Non-refundable) must be made out in separate checks.
All Checks should be made payable to Hampton Hall Club, Inc.*

*All members must be in good standing with the Club to submit plans for review.
If a member becomes delinquent while the Club is holding deposits, then all deposit refunds paid by the member will be applied to the past due amount.*

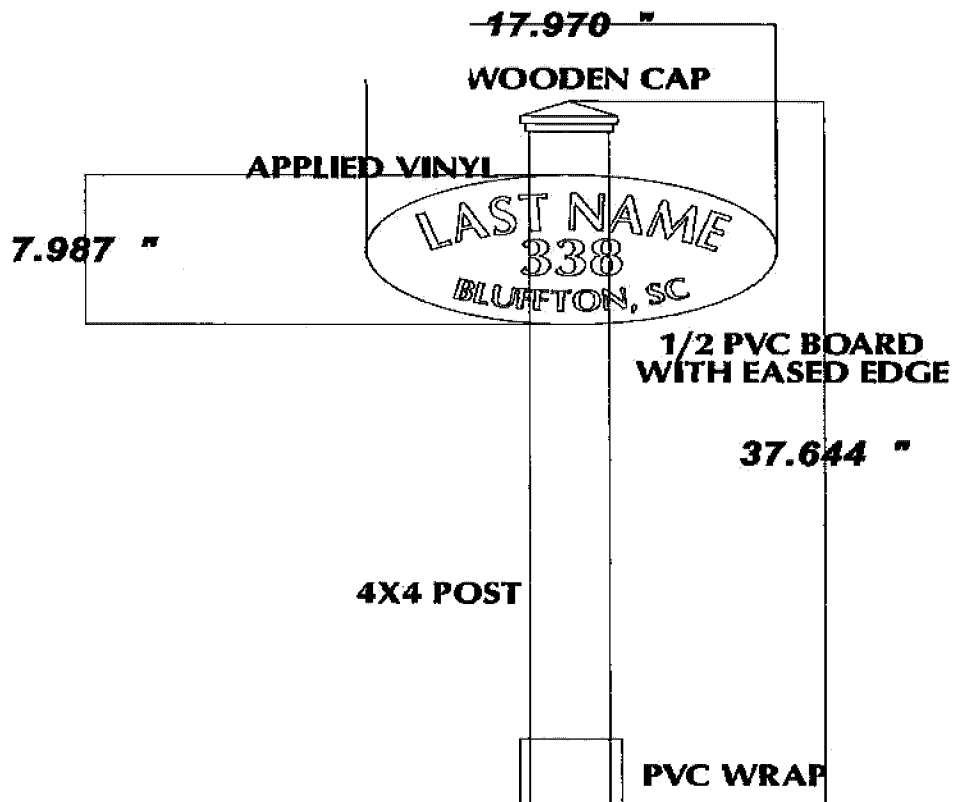
APPENDIX B: FINES SCHEDULE FOR ARB VIOLATIONS

	Description of Violation	Fine	Compliance Requirement
1	Construction does not conform to plans approved by the ARB.	Minimum \$500 fine.	Determined any time during construction or at final inspection. Stop Work Order may be issued until corrected. Changes must be submitted for approval. If approved, <u>accurate</u> as-built drawings showing affected elevations must be submitted. If disapproved, correction of violation is mandatory.
2	Clearing site without approval (also to include unauthorized tree removal).	Minimum \$500 fine.	Stop work order issued until resolution is achieved
3	Failure to clean roadways or jobsite at the end of each workday.	\$100 per day fine.	Stop work order may be issued until roads are clear of debris or worksite is in order.
4	Sanitation and refuse equipment not maintained in enclosure or enclosure is not maintained. Debris not contained in dumpster.	\$100 per day fine.	Stop work order may be issued until enclosure is erected and debris is contained.
5	Violation of Sign Rule (Sign not installed, permits not affixed).	\$100 per day fine.	Stop work order may be issued until signs and/or permits displayed.
6	Damage to street curbs, common areas or adjoining lots.	\$500 fine plus the cost of repairs.	Repairs must be made in 5 days or plan submitted to ARB within 3 days. If not corrected, a stop work order will be issued.
7	Dumping of any kind on HHC property, lots or other private property within HHC.	\$250 fine per violation plus cleanup costs.	Stop work order may be issued until clean up completed.
8	Construction trash fires.	\$500 per violation.	HHC permit may be rescinded
9	Construction not initiated within 60 days of ARB approval.	Revocation of approval.	Must resubmit with current submittal fee.
10	Failure to prevent improper water drainage onto abutting lots or to provide soil erosion	A minimum of \$100 per violation plus restoration costs.	A stop work order may be issued.

	control during construction.		
11	Trash, fill dirt, landscape debris, paint, or concrete spills on roads.	\$200 per violation plus clean-up costs.	Immediate cleanup is mandatory. A stop work order may be issued.
12	Final approval re-inspections caused by owner or builder.	\$100 per inspection	
13	Unauthorized work on Sunday or during non-designated times.	\$100 per violation.	Violators will be required to leave site.
14	Encroachment into setback.	Minimum \$500 per violation.	Foundation or boards may need to be reset if variance is not granted.
15	Pouring foundation without Form Board/Foundation inspection.	\$500 fine.	Foundation may need to be re-poured if it does not conform to approved plan.
16	Accessory structures installed without ARB approval.	\$50 per day fine after notification until corrected.	Apply for and receive approval or remove structures.
17	Failure to maintain silt fences.	\$100 per day fine.	Stop work order may be issued until silt fences are properly erected.
18	Failure to maintain tree protection.	\$100 per day fine.	Stop work order may be issued until tree protection is properly installed. Mitigation may be required if tree dies.
19	Installation of landscape without approval.	\$500 per day fine until landscaping is approved.	Stop work order may be issued.
20	Violations of ARB Standards not covered in items 1 through 20.	To be determined by ARB.	

A STOP WORK ORDER OR OTHER ACTION MAY BE TAKEN FOR REPETITIVE OR UNCORRECTED VIOLATIONS.

APPENDIX C: LOT SIGN SPECIFICATIONS
APPENDIX C: LOT SIGN SPECIFICATIONS
OWNER



APPENDIX D: MAILBOX SPECIFICATIONS**Mailbox**

MODEL: Gibraltar Industries - Large

COLOR: Black

**LETTERING: 1" tall white reflective vinyl,
Font: Optima Bold**

NUMBERS: 3" tall white reflective vinyl

Post

SPECIFICATIONS: 6" x 6" milled, primed and painted pressure treated post, wooden cap, routed coves and a concrete protective wrap at the base.

PAINT COLOR ONLY AVAILABLE AT:

Sherwin Williams

PAINT NAME:

Historic Charleston Green - DCR099

PAINT TYPE:

Emerald Urethane Trim Enamel - Satin

WM Enterprises, our preferred vendor, performs mailbox installations and maintenance, 843-258-5519.

PLEASE CONTACT HOA@HAMPTONHALLSC.COM TO ENSURE YOU ARE PURCHASING THE CORRECT MAILBOX, PAINT, NUMBERS, AND LETTERS IF YOU CHOOSE TO REPLACE OR REPAIR YOUR OWN MAILBOX.

THE HOA OFFICE SELLS QUARTS OF HISTORIC CHARLESTON GREEN POST PAINT. PLEASE SCHEDULE A TIME WITH HOA FOR PICKUP.

Guidelines from the USPS to Place the Mailbox:

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.

Fig. a.

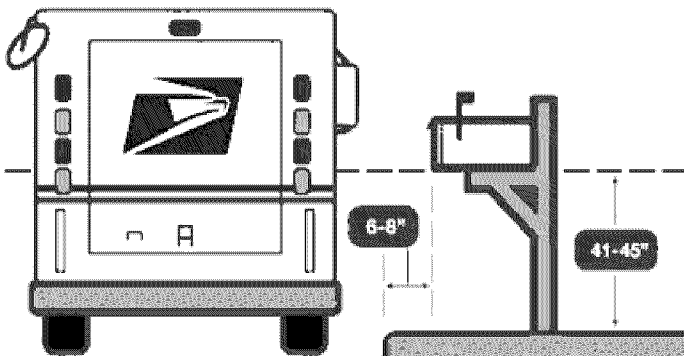
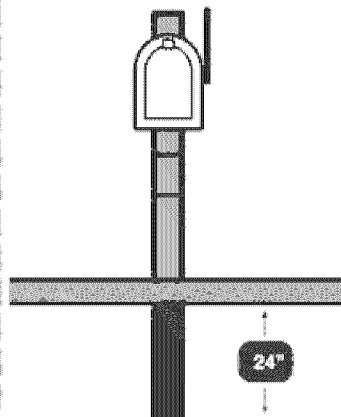
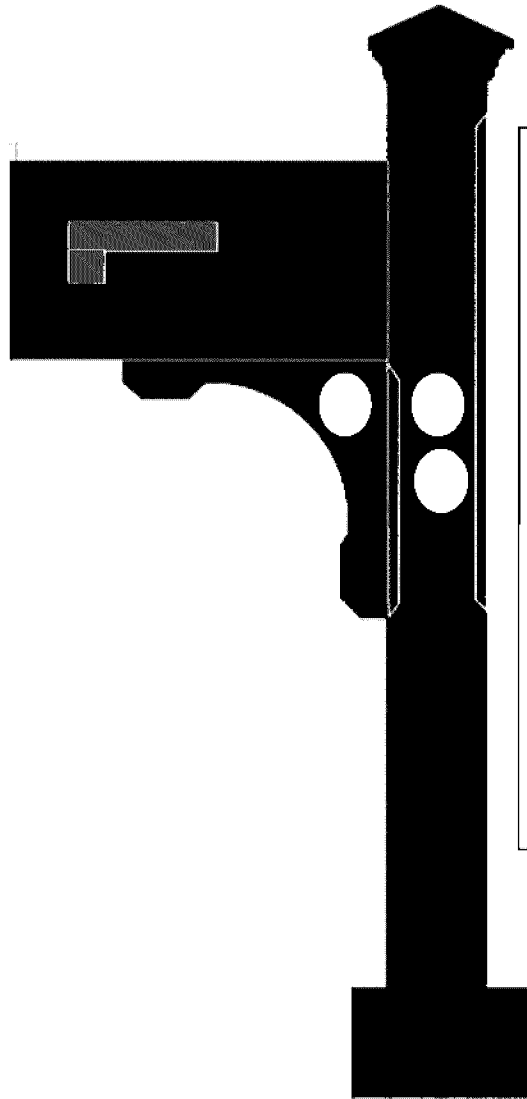


Fig. b.



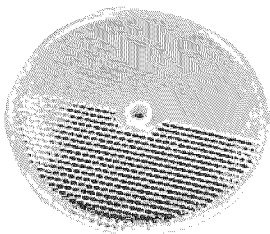
APPROVED MAILBOX REFLECTOR PLACEMENT (Reflectors are not required)



One reflector (3") placed on the arm

OR

Two reflectors placed on the post BUT NOT BOTH.

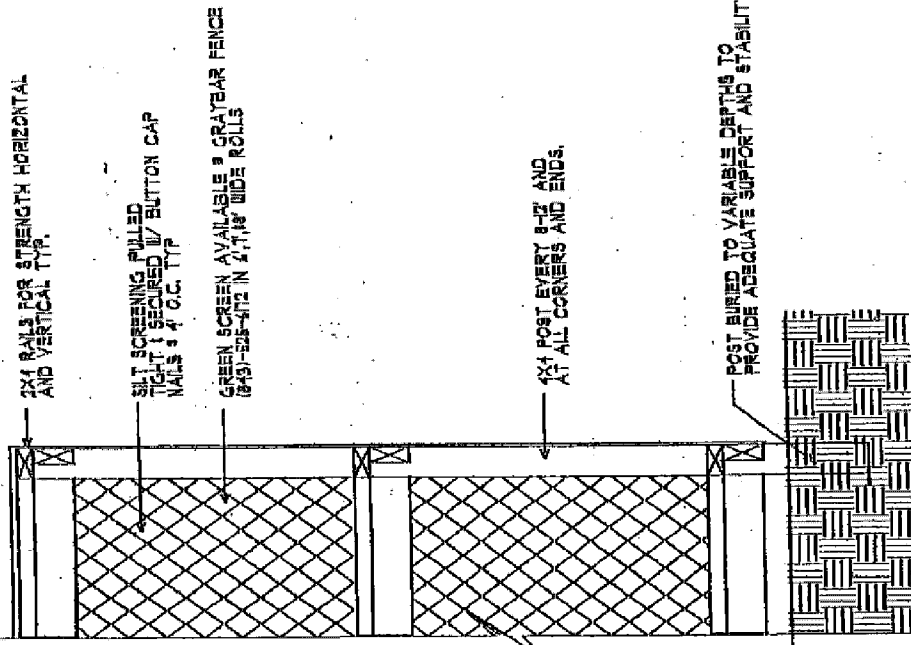
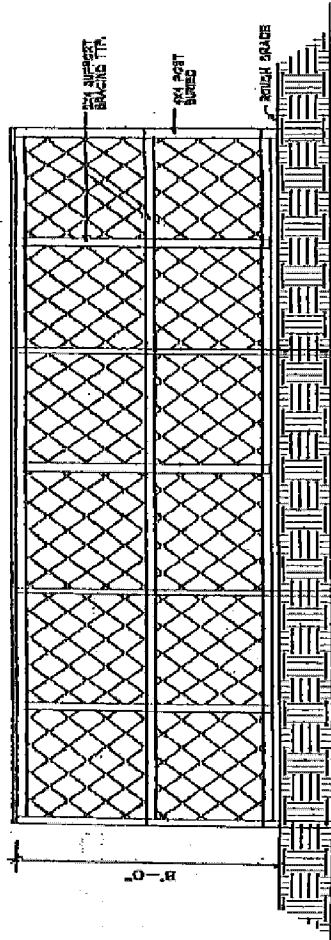


APPROVED MAILBOX
REFLECTORS

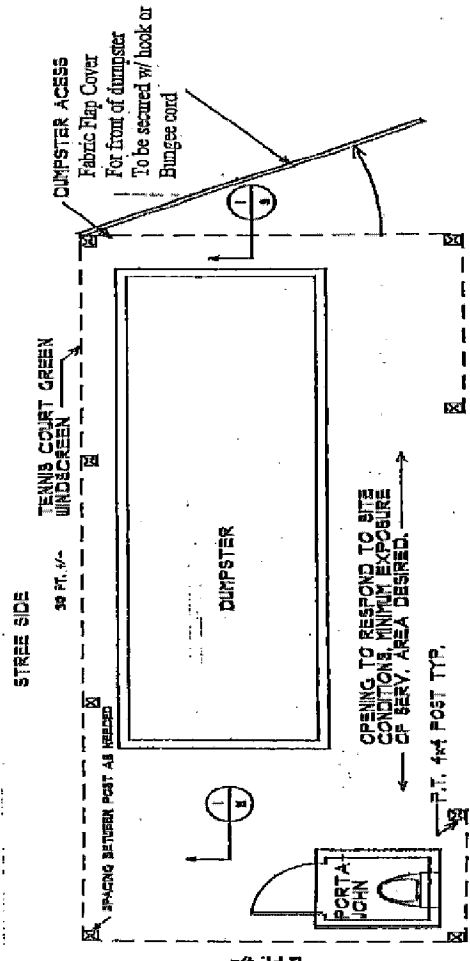
**White or silver round reflectors
ONLY**

APPENDIX E: CONSTRUCTION ENCLOSURE SPECIFICATIONS

1 INTERIOR ELEVATION TYP.
NOT TO SCALE



2 CROSS SECTION TYP.
NOT TO SCALE



TYPICAL CONSTRUCTION SERVICE ENCLOSURE
NOT TO SCALE