

Islands of Beaufort

Architectural Review Board

Guidelines for Construction

10/28/05

Revised 9/28/09

PHILOSOPHY

The Islands of Beaufort (IOB) Homeowners Association (Association) has established the Architectural Review Board (ARB) as a permanent committee with the objective of guiding the design & construction of homes that result in an attractive, compatible and aesthetically pleasing community. The ARB guides residential development within IOB to maximize the blending of construction and landscaping with the natural beauty and topography of the land.

IOB is one of the most desirable and prominent small communities in the Carolina Lowcountry. We are a collection of traditional home designs that blend with the environment and neighboring properties to create a sense of place and community lifestyle. The ARB guides designs to incorporate exterior features, materials, landscaping and site plans that are consistent with this vision. The ARB will guide projects throughout their construction to ensure that the plans are delivered as agreed and that the overall quality of the finished product preserves the enjoyment and property values of all members of the HOA.

INTRODUCTION TO THE ARCHITECTURAL REVIEW BOARD

Background

The ARB reviews and approves applications and design documents for all new construction and for alterations, modifications, or changes to existing properties, including landscaping, auxiliary structures and docks. The ARB establishes high standards of design that ensure the preservation of the natural beauty of the site, enable creation of a community lifestyle and protect property values. The ARB consists of representatives of the residents and property owners appointed by the Board of Directors, advised by an architectural and a landscape professional. The ARB meets on the third Monday of each month.

Each Application is evaluated on its own merits with reasonable flexibility for design, function, creativity, and the special needs of the site. As design aesthetics, building codes and materials evolve, the ARB may modify any part of its guidelines and procedures, at its sole discretion. For instance, the availability of improved fiber cement siding products caused the ARB to relax its requirement for natural siding materials. Homeowners are welcome to suggest new concepts; however, the ARB is not required to accept these proposals nor is it required to agree to continuation of construction, design practice or materials that experience has proven incompatible with achieving the objectives of the Community in establishing the ARB.

At closing, each property and/or homeowner (owner) agrees that they will be bound by the Islands of Beaufort Covenants & Restrictions and their deed is annotated to reflect this agreement. The Covenants provide for the ARB. Thus it is the obligation of each owner to ensure that homes, grounds and auxiliary structures are built and maintained consistent with the designs as approved by the ARB. If a deviation from the approved plan is required, it is the owner's responsibility to obtain approval of the change prior to work commencing. The ARB may issue a stop work order if a project is found to be progressing in an unapproved manner. Failure to communicate changes and seek approval in a timely fashion can and has caused serious delays and expense for some owners. The ARB will take every practical step to avoid such situations, but the owner must keep in mind that volunteers staff the ARB and that the owner must plan to address changes at the regular ARB meetings.

Authority

The authority of the ARB is set forth in the Islands of Beaufort Declaration of Covenants & Restrictions which encumber every building site. The ARB is responsible for carrying out its duties on behalf of all members of the Association for the benefit of the total Community.

Majority Vote

The ARB shall be made up by at least three (3) property owners. Each member of the ARB shall have an equal vote and the majority of all members of the ARB shall constitute a decision for approval or denial of an application. Additionally, the ARB may retain paid or unpaid consultants expert in architecture, landscape, and construction. In all cases, however, the Board of Directors of the Association shall have review powers of denied applications.

Meetings

The ARB shall meet on the third Monday of each month to review applications received, as required by the Islands of Beaufort By-Laws. These meetings are generally closed. Property owners may choose to make their own presentation but will be asked to leave for the discussion.

Responsibilities

The ARB is empowered to perform the following:

- 1) Establish architectural criteria and exterior design themes for the Community.
- 2) Establish design review criteria for the protection of enduring property values and to provide the best possible safeguards for continuing value appreciation.
- 3) Review all Design Review Applications for compliance with design review criteria and with the Declaration of Covenants and Restrictions for Islands of Beaufort.
- 4) Assure compatible architectural designs and harmonious relationships with neighboring building sites.
- 5) Require high standards of design and quality construction.
- 6) Ensure the collection of all Board of Director approved fees that may be necessary for the review of applications, construction impact and escrows as may be required.
- 7) Establish the role responsibilities of the ARB Administrator. Hire, supervise and replace the Administrator as required. (Attachment V)
- 8) Monitor deviations from the approved design, require corrective actions, withhold certificates of completions, inspect and approve corrections, and refer any substantial, unresolved non-compliance to the Board of Directors of the Association for possible legal action.
- 9) Prepare and amend design review criteria, processes and approved materials lists.
- 10) Contact applicants whose plans and specifications have been disapproved and provide reasonable assistance and recommendation for adjustments to bring applications into compliance with design criteria.
- 11) Maintain permanent copies of approved final applications, design documents, modifications and related records.
- 12) Review site plans and arborist recommendations to ensure preservation of specimen trees and other important landscape features.
- 13) Establish additional financial and/or review criteria for projects of new builders and/or builders who have demonstrated an inability to work successfully within the ARB processes. (Attachment IV)
- 14) Inform members of the Property Owners Association regarding activities of the ARB.

SUBMITTAL REQUIREMENTS

The ARB meets monthly to review applications for new construction and modifications to existing sites. Meetings are held the third Monday of each month. To be included on the agenda, a complete submittal must be made at least two business days before the meeting. To confirm the date and time of meetings and submittal deadlines, the applicants should contact the ARB administrator.

Submittals not meeting the following requirements will be considered incomplete and will not be reviewed by the ARB until all required information and fees are provided. As outlined in Article IV Section 3 of the "Covenants and Restrictions," no improvement shall be erected, remodeled or placed on any lot until all plans and specifications therefore and a Lot plan therefore have been submitted to and approved in writing by the ARB".

DESIGN APPROVAL PROCESS

As a courtesy to Owners and those contemplating purchase of an IOB lot, the ARB may provide an informal reaction to a rendering, picture or other brief description of a proposed concept, as time permits. Such informal reactions by the members do not commit the ARB to accept any part of a later formal submission and do not replace the need to comply with the approval processes.

The Design Approval Process applies to all new construction and modifications to existing construction and landscaping. New homes typically require two separate submissions as outlined below. Modifications to existing home sites are frequently reviewed and approved in one meeting. Fees cover the standard two-step process. If further meetings are required, the ARB may charge additional fees to offset related costs.

Step One: Preliminary Architectural Review

The ARB **strongly** advises a preliminary review of the proposed site plan and home design to avoid needless delays and costs. The Owner(s) or their representative (Applicants) must submit the application form, application fee and two sets of the preliminary plans consisting of the following:

- 1) Application for Residential Construction or Improvements with Application Fee (non- refundable) (Attachment I)
- 2) Site Plan
- 3) Floor Plans
- 4) Exterior Elevations (all sides) to include any auxiliary structures, and docks.
- 5) The ARB will review the application and design documents and return one set of plans to the Applicant with the appropriate comments within 30 days.

Step Two: Final Architectural Review

The Applicant must submit two sets of the following final construction plans, as well as material samples, product photos and color chips following the Document Requirements detailed below.

- 1) Application for Residential Construction or Improvements. (Attachment I)
- 2) Sealed and signed site plan with drainage, topography, wet lands delineation, tree survey, and landscape plans
- 3) Mobilization Plan
- 4) Floor Plans
- 5) Building Sections
- 6) Exterior Elevations (all sides)
- 7) Exterior Materials, Colors, and Finishes
- 8) Roofs: structure, materials, manufacturer, color chips
- 9) Walls: structure, materials, color chips
- 10) Fascia and Trim: construction, materials, color chips
- 11) Window Specifications: manufacturer, type, finish, color chips
- 12) Doors/Garage Doors: specifications, materials, color chips
- 13) Patio/Decks/Docks: materials, finish, color chips
- 14) Fences/Walls: structure, materials, color chips
- 15) Screen Enclosures: structure, materials, and colors
- 16) Mechanical Equipment: location and screening details
- 17) Driveways: materials, finish, color chips
- 18) Compliance Deposit and Impact Fee (See *ARB Policy* below)
- 19) Final Stakeout

Builders Compliance Deposit and Impact Fee

The Islands of Beaufort HOA takes its ARB Policies and Procedures quite seriously and expects Applicants to willingly comply with all the requirements outlined by the ARB. Failure to comply or deviation from the approved plans, materials, finishes, landscaping and other construction details and/or impacts to the IOB common grounds and infrastructure may result in substantial delays and/or the withholding of all or a portion of the compliance deposit until the deviation or impact is corrected. Applicants' financial liability for non-compliance consists not only to the loss of the builder's compliance fee, but also costs over and above that fee that the Association may incur in correcting any problem.

At the beginning of Step Two of the ARB process, the builder shall make a refundable compliance deposit of \$7,500 (New Builders) or \$3,500 (Established Builder Partners), which will be held by the Association until: 1) the project is completed; 2) any project issues and/or impacts on the site or adjoining sites and common grounds are resolved; 3) a final set of "As Built" plans is submitted on paper and PDF format; and, 4) the ARB Administrator and Architect have reviewed and certified the completed project as satisfactorily completed. After the new builder trial period (see New Builder Policy), a builder who has demonstrated his/her ability to successfully complete two consecutive projects within the guidelines without unapproved deviations from the submitted application, impacts to the common grounds and infrastructure, or other events resulting from the builder's projects that require the ARB or Board of Directors to notify the builder in writing of his/her need to correct or repair the impact of the event, shall become an Established Builder Partner and pay the reduced compliance fee for future projects. This privilege shall continue as long as the builder demonstrates his/her ability to comply with the policies and procedures described herein.

Also, at the beginning of Step Two of the ARB process, the builder shall make a non-refundable impact fee as outlined on Attachment I. Since construction vehicles materially impact the roadways and bridges of Islands of Beaufort, this fee will be set aside for general roadway repairs, as well as for bridge repairs as applicable for Deer and Cotton Islands.

Final Submission: Architectural/Landscaping Document Requirements

In order to provide a systematic and uniform review of the proposed construction, the design documents should adhere to the criteria outline below. Complete submissions received by the ARB Administrator two working days prior to an ARB scheduled meeting will be added to the agenda and receive a response within 30 calendar days. The Applicant shall provide the ARB two sets of the following documents:

A) Design Review Application Form (Attachment 1)

B) Site Plan (also see Landscaping Plans, below)

Scale: 1" = 20' (absolute minimum)

Property Lines
Building Setback Lines
Easements
Right-of Ways
Driveways
Patios/Decks
Walkways
Culverts
Drainage Plan
Dwelling Perimeters
Roof Line/Overhang
Trees
Topography (finish and existing grades)

C) Floor Plans

Scale: 1/4" = 1'-0"

D) Exterior Elevations

Scale: 1/4" = 1'-0" for general arrangements

1" = 1'-0" for details of architectural and landscape features

Exterior elevations

Existing Grade and Finish Grade

Details of structure features, cornices, window and door trim, beams, columns, stairs and handrails

Plans to indicate materials, textures, and color treatments of the exterior

E) Building Sections

Scale: 3/4" = 1, (or larger scale as necessary to indicate detail)

Wall/Roof Sections for all design considerations: 1"=1'-0"

Roof Pitch/Materials/Colors

F) Exterior Colors, Finishes, Materials

Manufacturer's Specifications

Materials/Finishes/Models

Samples/Product Photos/Color Chips

G) Final Stakeout (Prior to Construction)

Lot Corners

Dwelling Corners

Driveways

Patios/Decks

Walkways

Fences/Walls

Hub and Tack survey of Dwelling Corners. Copy of receipt required.

H) Mobilization Plan

Location of dumpster and port-o-let

Staging/Storage of materials, construction equipment, machinery

Fencing, tree protection, and runoff/ erosion control

Agreements with adjoining Owners and the Association regarding management/mitigation of impacts on their property

I) Engineering Plans

Scale: 1" = 10'-0"

Utilities and Connections

Roads

Surface Drainage and Erosion Control

J) Landscape Plans (Also see site plan)

Scale: 1" = 10'

Topography

Drainage Patterns

Easements

Right-of-Ways

Existing Trees (4" diameter at breast height ~ 4' above grade)
Plant Material with botanical names and sizes
Surface Materials for use in patios, drives, walks, and other features
Irrigation System Layout and Time Clock Location
Screening for the HVAC unit
Landscape lighting plan

Submission of Certificate of Compliance

The Applicant, as well as their Architect /Builder employed in the construction or alteration of the improvements, shall sign the Certificate of Compliance (Attachment II) prior to the commencement of any work. In signing the Certificate, the Applicant and their employed professionals indicate that they fully understand and accept their responsibilities to comply with the Covenants and ARB processes and agree to execute the construction consistent with the ARB approved plans.

Submission of Plans to Appropriate Building Department

The Applicant is responsible for submission of approved plans and revisions to the City of Beaufort Building Department and other agencies having jurisdiction for required permits.

Revisions and Changes/Final Inspection

The Applicant will notify the ARB prior to making any changes to approved plans. Upon completion of construction, a Copy of Certificate of Occupancy must be presented to the ARB Administrator. The Owner will not be permitted to move in without this Certificate on file.

Design Document Changes

The Applicant must notify the ARB prior to making any changes to the approved plans. A letter with appropriate supporting data must be submitted to the ARB with appropriately detailed plans and material samples (see Document Requirements, above). Any major deviations, as solely determined by the ARB, may require full ARB approval prior to commencement of changes. Changes initiated by the Applicant that are not properly communicated with the ARB will result in delays in approval of plans.

Periodic Inspections

The ARB reserves the right to inspect construction in progress for conformance with approved design documents and Applicants agree to cooperate fully with members of the ARB. The ARB may issue a stop work order if a project has deviated substantially from the approved plans.

Final Design Documents

The Applicant will submit one final, as built set of plans. The final approved plan will be accompanied by a PDF file on compact disc (CD) The minimum contents of this file to include accurately reproducible versions of all building exterior elevations, the landscape plan, approved exterior color chart (including manufacturer's formula), other related details and/or correspondence that may have been required in the approval process. The PDF file must be readable by a standard personal computer running the current version of the Windows operating system.

ARCHITECTURAL REVIEW BOARD POLICIES

Applicant's Responsibilities

The ARB assumes no liability for Applicant's responsibilities, which include, but are not limited to, the following:

- 1) Performance or quality of work of any contractor or subcontractor.
- 2) Compliance with all laws, codes, and ordinances of any governmental agency or body.
- 3) Determination of environmental restrictions, drainage and grading requirements, and all surface and subsurface soil conditions.
- 4) Determination of structural, mechanical, electrical, and all other technical aspects of a proposed design that can only be determined by competent architects, engineers, contractors, and other professionals.
- 5) Compliance with Covenants and Restrictions of Islands of Beaufort, ARB criteria, and agreements between the Applicant and ARB.
- 6) Accuracy of all stakeouts and surveys.
- 7) Notification and agreement of ARB of deviation from the accepted submission prior to the start of work.

Applicants are responsible for damages done to common areas, IOB infrastructure and landscaping caused by their builder, sub-contractors, material men and other services associated with construction.

Design Review Approvals

All new construction and changes, modifications, alterations and improvements of existing homes must receive Final Architectural Review approval prior to obtaining building permits or commencing any work.

Design Review Decisions

Upon receipt of a properly completed Application, the ARB will review Applicant's plans and specifications and render one of three types of decisions in writing:

- A. APPROVED
- B. PRELIMINARILY APPROVED (subject to limiting conditions)
- C. DISAPPROVED

When Applications are APPROVED (with or without comments), Applicants may submit plans and specifications for Final Architectural Review (if this step has not been completed) or for building permits. Comments/changes regarding the submitted Application may be included with the Approval letter and will be considered binding on the Applicant unless noted as optional by the ARB.

Approval Expiration

Applicants must begin construction within six (6) calendar months of Final ARB approval. Failure to do so will automatically revoke approval without prior notice from the ARB. Time extensions of up to ninety (90) calendar days may be granted by the ARB if written requests are received for review prior to the last regularly scheduled ARB meeting within the six month grace period.

Additions/Remodeling/Improvements

Applicants requesting changes, modification, alterations, and improvements to existing homes and landscapes shall consult with the ARB to determine the design documents required for approval. No work shall commence without approval of the ARB. This includes repainting of a home if a color is used other than the originally approved color and tree removal of trees greater than 4" in trunk diameter.

Construction Changes

All construction changes must be completed in accordance with Application and Design Documents that were approved. Exterior changes to the subject property must receive prior approval from the ARB. Applicants will give the ARB an adequate amount of time to make an informed decision about proposed changes. This adequate amount of time will be determined by the ARB. If changes are extensive then review may have to wait until the next ARB scheduled meeting. Applicants requesting design change approvals should consult with the ARB to determine Design Documents required, if any, for approval.

Construction Inspections

The ARB may make periodic inspections while construction is in process to determine compliance with the approved Design Documents. The ARB is empowered to enforce its policy, as set forth in the Covenants and these Guidelines, by any action, including an action in a court of law or equity to insure compliance. The ARB reserves the right to place a builder or architect on probationary status. This probation can include but is not limited to:

- 1) Providing written notification to a potential client that the Builder or Architect has been disciplined by the ARB.
- 2) Increased compliance deposit requirements.
- 3) Weekly reviews by a member or members of the ARB.

Construction Completion

All construction must be completed within one year from commencement. The ARB, if requested in writing and deemed reasonable, may grant extensions.

New Builders

New builders are subject to a review process that consists of, but is not limited to, 1) a credit check; 2) a review of customer references; 3) a review of supplier references; 4) a review of previous work; and, 5) a check with applicable state contractor licensing board (s) for notices of disciplinary action (s).

The ARB shall approve all new builders proposing to work in the IOB. Builders must be able to demonstrate a substantial history of successfully completed residential construction projects. Builders must be licensed in the state of South Carolina, pass a credit check, and provide sufficient references to assure the ARB of their technical and financial abilities. The ARB review of a new builder does not relieve the Applicant/Homeowner of their responsibility to evaluate their chosen Builder nor does it represent certification by the IOB of the competence of Builder. At the satisfactory completion of the New Builder trial period, the builder will be accepted as an Established Builder Partner and be subject to a reduced compliance fee structure described on page 5.

KEY DESIGN GUIDELINES

The following list summarizes those design elements that the ARB requires, recommends and/or encourages:

- 1) Use of professionals qualified in the fields of planning, architecture, landscape design, engineering and surveying.
- 2) Compliance with all deed restrictions as found in the Declaration of Covenants and Restrictions.
- 3) Preservation of the natural character of the site.
- 4) Emphasis on the aesthetics of exterior architectural and landscape design, consistent with the IOB theme of traditional and lowcountry home design.

- 5) Overall, high-grade, superior quality construction with emphasis on good design and the use of natural materials such as stone and wood.
- 6) Minimum square footage shall conform to those set forth in the Declaration of Covenants and Restrictions.
- 7) Sign control in conformance with the criteria set for by the ARB.

For specific details and additional information, Applicants should refer to the “Architectural/Landscaping Standards and Criteria” section of this manual.

Dwelling Size/Minimum Standards

- 1) All residences shall conform to the minimum standards as set forth in the “Declaration of Master Covenants, Conditions and Restrictions” of the Islands of Beaufort. Phase I and Deer Island standards are listed on page six (6) of the Master Document; Phase III and Cotton Island standards are listed on pages three (3) and (4) of the “Phase III Supplement” within the General Covenants.
- 2) Setbacks: (different from the critical line) Single family home site: House/Garage

25’ Front 25’ 10’ Side 10’ 15’ Rear 15’

Exterior Elevations

- 1) Exterior elevations will be reviewed for architectural design/materials and for aesthetic appearance in terms of the overall dwelling and its relationship to other homes.
- 2) Applicants are discouraged from submitting plans addressing only frontal surface treatments, unless such details are part of the total design approach of the home.
- 3) Approval of exterior design will be based on overall design themes and will consider mass and scale; materials, textures, colors and finishes, continuity between primary design elements and secondary surface treatments, placement of windows, doors and openings, vertical and horizontal lines, roof pitches, and other aesthetic elements.
- 4) The ARB may bar any proposed new construction or changes to existing homes on purely aesthetic grounds, where in its sole judgment, such action is required to maintain the architectural integrity of IOB.

Exterior Materials

The intent is that individual houses will blend into the “Islands of Beaufort” total image through complementary choices of materials, detailing, and colors. Designs should emphasize harmony with the environment and neighboring homes. The ARB has prepared a color chart of suggested paint & stain schemes to help with the selection process. The applicant may suggest other compatible schemes. Roof colors should be consistent with the balance of the home’s color scheme.

- 1) The selection of exterior materials shall be harmonious with the architectural motif of each dwelling unit and the community development as a whole. Natural materials are preferred over synthetic material. However, some synthetic materials may be approved. Depending on specific applications, the following materials have been approved by the ARB:
 - A. NATURAL WOOD (cypress/cedar/redwood); lap siding, cedar shingles and shakes.
 - B. STUCCO: (Approval, subject to application, texture, and use of other primary, secondary, or decorative treatments.)

- C. MASONRY: Natural stone and aged or tumbled brick. (No whole house brick or stone--- Foundation only)
 - D. WINDOWS: Wood, aluminum clad, solid PVC sash, or other approved material.
 - E. HARDIPLANK clapboard and similar fiber cement siding applied with smooth side exposed.
- 2) The following exterior materials are **not** approved for construction: metal or vinyl siding, decorative concrete block, concrete block (except sub-surface wall), fiberglass, plastic or asphalt siding, fiberglass garage doors, PVC clad and aluminum frame windows & doors, and certain types of imitation stone and brick shingles. High quality simulated stone and brick from natural materials will be considered on their own merit by the ARB, but are subject to disapproval.
 - 3) Exterior colors that, in the opinion of the ARB would be inharmonious, discordant and/or incongruous shall not be permitted.
 - 4) The ARB shall have final approval of all exterior color submittals and each Applicant must submit to the ARB as part of Final Architectural Review, a color board showing the color of the roof, exterior walls, shutters, trims, etc.
 - A color board with manufacturer's name and number, with color/material "chip" and location of same, of 8 ½ x 11 size or 8 ½ x 14 size shall be submitted for approval. This will be retained for record file. Should color or materials be revised prior to completion, contractor shall update that reference file.

Roof Pitch/Roofing Materials/Solar Water Heaters

- 1) Primary Roofs should slope a minimum of 8/12 pitch. Gutters and down spouts may be used if desired. Overhangs are encouraged.
- 2) Aluminum, galvanized metal, all roof stacks, flashings, and metal chimney caps shall be painted to match the approved roof colors. Roof stacks and plumbing vents shall be placed on rear slopes of the roofs where possible.
- 3) Solar roof panels are not permitted unless approved by the Architectural Review Board and mounted flush with the roof plane. Solar panels cannot be visible from the road.
- 4) Architectural shingles, 5 V metal, or Standing Seam Metal roofs are acceptable pending approval of style and color.

Design Duplication

Applicants should select building sites and home plans so as not to construct repetitious designs within close proximity. Similar designs or design duplications are discouraged and subject to disapproval without sufficient variations in exterior colors, materials, finishes, trim and detailing

The approval of plans for a specific site does not automatically imply approval on another building site by the ARB. Plans may be subject to denial if their design has been built numerous times. An example would be the Bayou Cottage and Beaufort II designs by William Poole. In general, the ARB attempts to limit any single design to three sites within the IOB unless substantial changes are made to the elevations.

Building on Multiple Lots

The Islands of Beaufort welcomes projects that extend to more than one lot. Applicants proposing to build

on multiple lots shall add to their submission sufficient details to assure the ARB that the proposed plan can be constructed consistent with Article III, Section 15 of the IOB Covenants, and the City of Beaufort Unified Development Ordinance, Section 5.3 B (1) (Accessory Dwelling Structures) and Section 5.4 B (Uses Customarily Accessory to Residential Dwellings). The ARB may waive and/or relax its Guidelines to enable such projects provided the Applicant can demonstrate that the proposed project meets the following criteria:

- 1) The proposed project is in character with the developing streetscape in the portion of the community in which the project will be located;
- 2) The intended uses of any planned accessory structures are permitted by the IOB Covenants and the Unified Development Ordinance;
- 3) The impact of the multi-lot development and intended uses shall not cause unusual impacts on neighboring properties that might substantially detract from the neighboring owners' use and enjoyment of their property.

Grading and Drainage

- 1) No bulldozing, bush hogging or clearing of trees shall be commenced until grading plans and specifications showing the nature, kind, shape and location of work have been submitted and approved. Cuts and fill should be designed to compliment the natural topography of the site. The once per year bush hogging of undeveloped lots, required by the HOA, is excepted from this requirement.
- 2) All buildings will be completed at a finished floor elevation compatible with its surroundings.
- 3) Applicant shall be responsible for grading and surface drainage so that surface run-off will not adversely affect adjoining properties, bodies of water or wetlands. Applicant shall provide construction devices, stepped terraces, or other forms of erosion control as may be required by the ARB.
- 4) In no case shall trees with an 4" caliper, at 4' above grade, be removed without approval of the ARB. Any federally protected tree cannot be removed without proper federal approval. Applicants are encouraged to offer viable trees (especially hollies or live oaks) that they are having removed to the POA or other property owners. The ARB may, at their discretion, offer to allow an owner to remove a tree in dispute if the owner will replace that tree with three trees of substantial value. This will be done on a case-by-case basis.

Outdoor Living Areas, Docks and Screen Enclosures

- 1) Homes shall have a front porch area that is a minimum 8 feet deep and expands across at least one third of the width of the front elevation of the house. Front porches may not be enclosed and/or screened.
- 2) Screen enclosure materials and colors must be approved by the ARB. Submit materials and colors for ARB approval.
- 3) In general, screen enclosures must not be visible from the street in front of the residence unless approved by the ARB.
- 4) No screen enclosures, swimming pools or patio/decks shall be located outside the building envelope or between the building setback line and any boundary line.
- 5) Docks may incorporate powered boatlift equipment consistent with designs approved by the responsible regulatory authorities. An application complete with DHEC permit number must be submitted to the ARB prior to construction.

Mailboxes

Mailboxes are a standard design available from Mel Northey and are model # 5523A Black. The Islands of Beaufort HOA keeps an inventory and they are:

Mailbox #5523A Black \$259 each
Brass Numbers \$3 each
#56 signpost w/ brackets black \$199 each
Shipping \$34 each

Fences

- 1) Chain-link and other wire fences of any type or style are not allowed. Wrought iron or real wood is strongly recommended. Fences in excess of four feet (4') are not allowed, unless connected to the main structure. Applicant must submit design and materials to the ARB for review.
- 2) Attempts to establish property lines through individual fencing are not allowed. Every effort must be made to retain the feeling of open spaces.
- 3) No wall, coping, fence, or boundary planting may be constructed or maintained in such a manner as to interfere with vision of drivers at any intersection of streets or road.

Garages/Driveways/Exterior Lighting (See Attachment VI)

- 1) All single-family homes shall have a minimum of a two-car garage. Automatic garage door openers are required. Front entry garages are to be avoided and may cause a plan to be disapproved. Storage of boats, trailers, and recreational vehicles in the driveway or yard is expressly prohibited by the Covenants, Rules and Regulations of the IOB HOA. Applicants wishing to locate any of the above within the IOB must provide a sufficiently large garage to accommodate the item to be stored.
- 2) No street side parking areas may be created by extending any portion of the street pavement. Large parking areas are to be discouraged.
- 3) All units shall have approved exterior light in the driveway area. No exterior lighting shall be permitted which in the opinion of the ARB would create a nuisance to the adjoining property owners.
- 4) All driveways shall be paved. All driveways shall provide sufficient space for vehicles to safely enter/exit the garage.

Awning and Shutters

- 1) Awnings, canopies, and non-functional shutters shall not be permitted or affixed to the exterior of the residence without prior approval of the ARB.
- 2) Areas beneath decks and elevated terraces are not to be used for storage unless the areas are shielded from public view.

Landscaping and Irrigation

- 1) All easements and right-of-ways shall be landscaped in accordance with the ARB specifications.
- 2) The ARB recommends following the City of Beaufort Landscaping Ordinances closely for acceptable trees and shrubs that may be used. Plants indigenous to the area should be utilized.

- 3) All landscaping shall be completed according to the Final Landscape Plan as approved. Any additional landscaping or changes to the approved plan must be subject to the approval of the ARB prior to installation.
- 4) An automatic underground irrigation system of sufficient size and capacity to irrigate all landscaped areas must be installed and used to maintain the areas in good and living condition at all times. Owners are responsible for planting, maintaining and providing irrigation for grass between the sidewalks and street.
- 5) Irrigation from creeks, lakes, or ponds shall not be permitted.
- 6) All new homes must be landscaped and final landscaping approved prior to release of the compliance deposit.
- 7) Trees with a diameter of 4 inches or more (measured 4 feet above grade) must be noted on the site plan, tree survey, and landscape plan. **Specimens scheduled for removal must be included on plans and tagged with colored ribbons on-site for inspection along with the final stakeout.** In no case shall trees with a diameter of 4 inches or more (measured 4 feet above grade) be removed without approval of the ARB.
- 8) All Applicants shall make a diligent effort to protect all remaining trees during construction to provide staked-off areas to protect root systems from heavy vehicles and equipment, to install tree wells and to take other precautions in cases where fill is required around trees. Dirt shall not be pushed up against trees, especially pine trees. A tree is moderately damaged if it loses more than 20% of its root system and severely damaged if it loses more than 40%.
- 9) A detailed list of planting material must be included in the Landscape Plan. The list should note the height and width of each plant species.
- 10) Landscaping shall including screening of HVAC unit and other utilities that service a home.

Utilities/Service Areas/Accessory Structures

- 1) Accessory structures, such as playhouses, sand boxes, tool sheds, doghouses, or dog runs, shall not be permitted unless specific written approval of the ARB is obtained.
- 2) All playground equipment shall be constructed of natural or harmonious material in dark natural tones and placed to the rear of the residence. Placement must be pre-approved by the ARB.
- 3) No decorative objects such as sculptures, birdbaths, fountains, and the like shall be placed or installed on the building site without approval of the ARB.
- 4) Outside antennas are not permitted. Satellite dishes, 18" or less, with appropriate screening from roads must be pre-approved by the ARB.
- 5) A flagpole for display of the American flag shall be permitted, subject to ARB approval of the size, placement, color, finish, and design. No flagpole shall be used as an antenna.
- 6) No clotheslines shall be allowed unless completely screened.
- 7) All garbage containers, AC compressors, water softeners, oil/gas tanks, etc. shall be located in an area not visible from any streets, or adjoining properties as required by the ARB.
- 8) Applicant shall be responsible for all utility services from the point of utility company connections underground to the Applicant's home. All utilities shall be underground except temporary

electrical service for homes under construction. Meters, transformers, and other utility service equipment/gear shall be shielded by screening, walls or landscaping approved by the ARB.

- 9) According to the Islands of Beaufort HOA rules no playground equipment is allowed on any lots without prior written approval from the Board of Directors of the Islands of Beaufort.

Banners/Signs/Letters

All banners, signs, and letters of any kind and nature shall be approved by the ARB before installation. Signs including builder's signs must conform to the guidelines established by the ARB. "For Sale" or "For Rent" signs are prohibited.

Vehicle Parking During Construction

Applicants will not be permitted to park any commercial vehicle, boat, truck, van, trailer, camper, mobile home, tractor, bus, farm equipment, recreational vehicle, off-road vehicles, trailer coach, or similar vehicle for a period exceeding four continuous days on any building site unless such vehicle is parked inside a totally enclosed structure. Street parking and/or parking of all of the above on common property of the HOA, or the property adjoining other property owners is prohibited unless first expressly approved by the ARB as part of the Applicant's Mobilization Plan. Owners are not permitted to park any of the above on undeveloped lots.

Exterior Repainting of Existing Homes

Repainting of any existing dwelling or property thereon with a color other than previously approved shall require the approval of the ARB. Color chips or samples coded to exterior elevations shall be submitted to the ARB for color change approval.

Construction Site Requirements

- 1) No open burning is permitted at any time.
- 2) All job sites will be kept in a clean and orderly condition. No materials will be stored or placed in swales or rights-of-way areas. Debris shall be removed weekly at a minimum.
- 3) No signage is permitted at any job site unless required by law or approved by the ARB.
- 4) Construction hours: 7 a.m. to 6 p.m. Monday through Friday. Saturdays from 9-4. No holiday or Sunday work is to be allowed.
- 5) All Participating Builders are required to keep on record with the Management Company a 24-hour emergency phone number.
- 6) No alcoholic beverages, firearms or illegal drugs are permitted on job sites.
- 7) The loud playing of radios is prohibited.

Any agents, subcontractors, and employees of Participating Builders who violate construction site requirements or any other ARB criteria may be removed and prohibited from entering the Islands of Beaufort by the Developer and the ARB.

CONTRACTOR'S RULES AND REGULATIONS

While you are building, we ask you to follow the simple rules listed below:

- 1) Contractors are responsible for their Sub-Contractors.
- 2) Contractors will get a temporary gate code for each job that will be deleted once we receive the certificate of occupancy.
- 3) Upon any violation by the sub-contractor, the contractor will be notified and will be expected to correct the violation.
 - > First Violation - Written Contractor Notification
 - > Second Violation – Will be denied access to property for 30 days
 - > Third Violation - Banned from Property
- 4) No alcohol, firearms, illegal drugs, pets, or children are permitted on site
- 5) Street parking and/or parking of all vehicles on common property of the HOA, or the property adjoining other property owners is prohibited unless first expressly approved by the ARB as part of the Applicant's Mobilization Plan.
- 6) No speeding on property —19 mph maximum
- 7) A temporary gravel driveway is required in the approximate place where the permanent driveway will go.
- 8) Keep construction site clean and surrounding areas clean. This includes the street and other lots or common areas that may have been affected by a project.
- 9) Building materials and dirt shall not be pushed up against any trees, especially pine trees. All efforts should be made to protect the bark of trees from damage and avoid digging next to trees to avoid damaging their root system. A tree is moderately damaged if it loses more than 20% of its root system and severely damaged if it loses more than 40%.
- 10) The use of the IOB amenities (docks, clubhouse, etc.) is reserved for the Members of the HOA, their dependents and guests. Builders are responsible for ensuring their employees and sub-contractors respect this requirement.
- 11) Dumpsters must be emptied immediately when filled. Job sites and the adjacent marsh are expected to be kept clean of trash and debris from construction.

The Islands of Beaufort Architectural Review Board

Application for Residential Construction or Improvements

Address of Construction: _____

Lot#: _____ **Phase #:** _____

Owner: _____

Address: _____

Home Phone: _____ **Cell Phone:** _____

Email: _____

Architect/Builder of Record:

Name: _____ **Name:** _____

Firm: _____ **Firm:** _____

Address: _____ **Address:** _____

Phone: _____ **Phone:** _____

Email: _____ **Email:** _____

(Applicable to New Construction)

Application For:

(Due at Preliminary Review)

Application Fees: (Non-Refundable)

_____ Conceptual Review	\$150.00
<i>(Foundation or excess of \$25,000)</i>	
_____ New Construction	\$900.00
_____ Major Exterior Alteration	\$500.00
_____ Exterior Alteration	\$ 75.00
_____ Additions/Docks	\$ 75.00
_____ 18" TV Dish	\$ 25.00
_____ Landscaping	\$ 75.00
_____ Other	\$ 75.00

Needed for Review:

Conceptual: (1 set)

- _____ Application Form
- _____ Application Fee
- _____ Site Plan/Tree Survey
- _____ Floor Plans
- _____ Exterior Elevations

Preliminary: (2 sets plans)

- _____ Application form
- _____ Application fee
- _____ Site/Tree/Topo w/ tree removal noted
- _____ Floor Plans
- _____ Exterior Elevations

Final: (2 sets of plans)

- _____ Application Form
- _____ Application Fee
- _____ Stake Out _____ (Date)
- _____ Site/Tree/Topo (sealed)
- _____ Final House Plans
- _____ Landscape Plans
- _____ Exterior Materials, Color sample board and finishes
- _____ Drainage Plan
- _____ Mobilization Plan
- _____ Signed Certificate of Compliance
- _____ Refundable Compliance Deposit

Final As-Built: (1 set of plans)

- _____ Final As-built plans
- _____ PDF file on compact disc (CD)

Enclosed Area: (Square Feet) Elevations:

- First Floor (heated): _____ Existing Grade: _____
- Second Floor (heated): _____ Finished Grade: _____
- Total Heated Area: _____ Finished First Floor: _____

Height:

Give height as defined in SBC. Mean Roof height allowed 35'.

Variance Requested: _____ Variance

Justification: _____

EXTERIOR MATERIALS AND COLORS

ITEM	MATERIALS/MFG	COLOR
FOUNDATION		
WOOD SIDING		
WOOD TRIM		
MASONRY SIDING		
CHIMNEY		
CHIMNEY CAP		
FACIA		
SOFFIT		
GUTTERS		
HAND RAILS		
PICKETS		
ENTRY DOOR(S)		
COLUMNS		
BEAMS		
PORCH FLOOR		
PORCH CEILING		
EXT. DOORS		
GARAGE DOORS		
WINDOWS (include make and model)		
SHUTTERS		
ROOF		
DRIVEWAY		
WALKS/PATIO		
DECKS		
OTHER		
HOUSE #'S FOR 911		

COLOR SAMPLE BOARD:

Manufacturer's color chips mounted on 8 ½ x 11 on foam core board must be submitted at final review.

Non-Refundable Fees include the following:
(To be applied to New Construction Fee)

Conceptual Review	\$150.00
New Construction	\$900.00
Major Exterior Alteration	\$500.00
Exterior Alteration	\$ 75.00
Additions/Docks	\$ 75.00
Landscaping	\$ 75.00
18" TV Satellite Dish	\$ 25.00

Non-Refundable Impact Fees *(Applicable for project starts after 1/01/07)*

New Construction – Mainland	\$1000.00
New Construction – Cotton and Deer Islands	\$3000.00
Major Exterior Alteration	\$500.00

Refundable Compliance Deposit includes the following:

New Construction – Established Builder Partners	\$3500.00
New Construction – New Builders	\$7500.00
Exterior Alterations or Additions	\$500.00

Date

Owner

Date

Builder

**The Islands of Beaufort
Architectural Review Board**

CERTIFICATE OF COMPLIANCE

The UNDERSIGNED DOES CERTIFY TO THE ISLANDS OF BEAUFORT ARCHITECTURAL REVIEW BOARD (ARB) THAT THE BUILDING STRUCTURE AND OTHER IMPROVEMENTS LOCATED AT

(LOT NUMBER AND STREET)

in the Islands of Beaufort will be constructed or altered in compliance with the recorded covenants running with the certain lands in the Islands of Beaufort affecting such lot. (As amended to date.) Copies of which covenants the owner does hereby acknowledge receiving.

The undersigned does further certify that the improvements will be constructed in accordance with the final plans and specifications heretofore filed with and approved by the ARB on

20____; THAT THE CONTRACTOR AND/OR ARCHITECT EXECUTING THIS CERTIFICATE HAS CONDUCTED A FINAL INSPECTION OF THE IMPROVEMENTS; AND THAT THE IMPROVEMENTS MEET THE GUIDELINES, CRITERIA AND REQUIREMENTS SET FORTH BY THE ARB IN ITS APPROVAL OF THE PLANS AND SPECIFICATIONS WITNESS THE HAND SEAL OF EACH OF THE UNDERSIGNED ON THIS DATE _____.

OWNER: _____
Signature

CONTRACTOR: _____
Signature

ARCHITECT: _____
Signature

TYPE OF IMPROVEMENTS:

Filed with and accepted by the Islands of Beaufort ARB this month and day of _____ in the year of _____

ARB BOARD MEMBER _____
Signature

Date

Attachment III

**The Islands of Beaufort
Architectural Review Board
Dock Application**

Address of

Construction: _____

Owner: _____

Lot #: _____

Owner's :

address _____

Home Phone: _____

Cell Phone: _____

Email: _____

Architect/Builder of Record:

Name: _____ Name: _____

Firm: _____ Firm: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Fax: _____ Fax: _____

Email: _____ Email: _____

SCDHEC Permit #: _____

SCDHEC Permit ID: _____

2 sets of plans and 2 sets of material/spec sheets- Note: Dock is not to be painted. It is to be made of natural materials only. If dock is to have a roof, hand worked copper and wood shingles are the only roof materials approved.

Application Fee: _____ \$75

Date

Owner

Date

Builder

The Islands of Beaufort Architectural Review Board

New Contractor Review Form

New contractors applying to begin a project in the Islands of Beaufort will be required to submit the following to the ARB Administrator.

- Copy of your South Carolina business license

- Copy of business financials

- (3) each of the following references:
 - Subcontractors
 - Vendors
 - Past or present clients

- Photos of past and/or current projects

- Credit check:
Please contact Kathy Bundy at Bundy Property Management, 1204 Boundary St., Beaufort, SC 22902. Phone: (843) 524-2207. She will run a routine credit check. The charge for this service is \$25.00.

The Administrator will submit all relevant materials to the ARB for evaluation during the monthly meeting. Meetings are held on the third Monday of each month.

Next meeting will be held on _____

The contractor will be notified in a timely manner regarding approval status. When approved, the contractor will then be asked to contact the Administrator regarding the application submittal process.

Thank you for your interest in building in The Islands of Beaufort.

Islands of Beaufort Architectural Review Board

Job Description – Architectural Review Board Administrator

The Architectural Review Board (ARB) administrator is responsible for designing, gaining approval and coordinating the smooth and effective functioning of the architectural review process for all home plans, revisions, remodeling and related submissions to the ARB to achieve and maintain a superior built and natural environment in the IOB. If the appointed Administrator is a member of the Association, then he/she shall be a member of the ARB and have voting rights on all issues not directly pertaining to, or appearing to pertain to his/her own property(s). Non-member Administrators shall be deemed to be a non-voting consultant to the ARB.

Responsibilities

- 1) Design, gain Board support for, and administer ARB work processes including plan submission, revisions, obtaining copies of certificates of occupancy, and issue resolution.
- 2) Act as a single point of contact for property owners and their representatives to provide expert guidance on ARB process requirements, submissions and processes. Create a positive, supportive environment around the ARB functions, as much as is practical, to achieve willing compliance and align owners to the overall direction set by the ARB.
- 3) Collect and ensure the proper handling of ARB fees and performance deposits. Periodically review the ARB fee structure to ensure amounts required are appropriate to cover ARB expenses and properly compensate the ARB professionals. Recommend changes in fee structure to the Board of Directors on behalf of the ARB when necessary.
- 4) Organize the ARB agenda and conduct meetings in a time effective manner. Prepare correspondence summarizing ARB action. Coordinate its review and delivery to property owners. Ensure owners' understanding of the ARB guidance as described in these letters.
- 5) Coordinate the issue resolution process when problems arise. Involve members of the ARB, Bundy Property Management and the Board of Directors as required. Where the ARB has noted that a particular project might lead to issues, follow that project's implementation as much as is practical to provide early warning to the ARB of a developing issue. Where necessary, issue a stop work order to facilitate issue resolution.
- 6) Where ARB input is sought between meetings, poll ARB members to test for consensus and decide whether a special meeting is required. Communicate informal guidance if a consensus exists. If not, coordinate the scheduling and running of special meetings and the collection of associated fees from the owner.
- 7) Periodically review the ARB guidelines with ARB members to ensure that emerging experience is reflected in the document. Coordinate updates of the guidelines as required.
- 8) Coordinate the evaluation of trees to be removed, using a certified arborist as required ensuring that mature and specimen trees are preserved to the maximum extent practical.
- 9) Maintain the preferred builders and service contractors (tree service, landscape service, etc) list and make it available to property owners.
- 10) Maintain paper and electronic files of the approved plan for each property. Ensure that electronic copies of the plans are secured from damage in case of severe storm.

Islands of Beaufort Architectural Review Board

August 10, 2009

Re: Location of Garage Structures

The location of garage structures on Islands homesites is governed by the Master Declaration of Covenants, Articles 3 and 4. The policy of the Architectural Review Board in interpreting the covenants direct that the following standards apply:

Phase I and Phase III: Garages are to be attached and side loading. "Attached" means the garage be either integral to the main dwelling, or physically/visually connected by a decorative structure to the main dwelling. "Side loading" means the garage is entered from the side, not the front of the residence. The garage doors may not face the main street fronting the residence.

Phase II, Phase IV, and all Marsh Lots. Garages are expected to be attached, but may be located so as not to impede marsh and deep water views and/or access. No dwelling may be raised for the sole purpose of accommodating a garage. However, where dwellings must be raised to meet flood clearances, garages may be either located under the residence or attached based on ARB review and approval.

All garages must be accessible for vehicle use.

The Homeowners Association recognizes that lots may present an architectural design challenge for siting the residence and garage. However, the "look" and "ambiance" of the Islands of Beaufort sets it apart from the multitude of other planned communities in the area, and its insistence on a visual community standard sets the tone for the value of the community as a whole.

Sincerely,

Frederic W. Mueller
ARB Administrator
843-816-2305