

CHARLESTON LANDING

ARCHITECTURAL REVIEW BOARD

DESIGN & CONSTRUCTION GUIDELINES AND APPLICATION & REVIEW PROCEDURES



North Myrtle Beach
Horry County, South Carolina

Volume II, Issue II
February 1, 2011

Charleston Landing
Architectural Review Board
Master Guidelines

Table of Contents

I.	Architectural Guidelines.....	3-5
	• Introduction	
	• Charleston Landing Community	
	• The Architectural Review Board	
	• Why Guidelines?	
II.	Site & Landscaping Design Guidelines	5-16
III.	Building Design Elements & Guidelines	16-31
IV.	The Architectural Review Board (ARB) Process.....	32-39
V.	Construction Guidelines ..	39-43
VI.	Fees and Fines Schedule ..	43-45

Forms and Applications

I. Architectural Guidelines

- **Introduction**

The intent of these guidelines, is to assist you, the property owner, in designing, remodeling, landscaping, building and living in your ideal home as part of this unique residential community. These guidelines will help establish and preserve a harmonious and aesthetically pleasing design for the development to protect and promote the value of the development, homesites, dwellings and all associated improvements.

- **Charleston Landing Community**

Charleston Landing is a unique residential community located on the South Carolina coast. The development has been master planned based on contextual history, present day physical amenities and the future goals of community life. Designed with the classic elegance of a Charlestonian architectural vernacular, this community is and should be reminiscent of the antebellum American south. This character of the community does not afford the opportunity for a wide variation of architectural expression of unrelated forms, facades and amenity uses. Instead, the strong ties to a historical perspective, lends itself to an underlying theme that will compliment and conjure images of an earlier and slower paced time.

Great care has been taken in the planning, design and development phases to ensure aesthetic harmony within Charleston Landing. By encouraging quality and attention to proper detailing throughout the community, the natural beauty of the development, architectural harmony in design and overall property values within Charleston landing will be protected, enhanced and preserved.

- **The Architectural Review Board (ARB)**

The ARB will consist of three to five members which must be Charleston Landing property owners. However, the ARB does maintain the authority to contract with engineers, architects, design professionals, etc. for their services and support. The ARB holds the right to administer the Design & Construction Guidelines. It is the mission of the ARB to review and approve plans for new home construction and/or modifications to existing homes or properties within the Charleston Landing community.

The goal of the ARB is to insure that all plans submitted for review meet the criteria as set forth in the Design & Construction Guidelines and that construction is completed in accordance with the approved plans. **This responsibility extends to, and includes, the external appearance of buildings as well as landscaping and external lighting.** The ARB does not normally concern itself with internal house design except as it might affect or control external elements of construction.

The Architectural Review Board serves as the entity that regulates all forms of construction activity, including but not limited to home and landscape design, lot layout, plot plan, drainage plans, arbors, tree removal, fencing, gazebos, docks, storage buildings, exterior colors, and all other construction within Charleston Landing. The ARB promulgates and enforces the Design Guidelines to carry out the intent of the Declaration of Protective Covenants, Restrictions, Easements, Charges, and Liens for Charleston Landing (the “Covenants”) and assists lot owners in the interpretation of the Design Guidelines. The Design Guidelines and the Covenants are instruments that stand side by side for the protection of the project in the present and in the future. In the event that the Design Guidelines conflict with the Covenants, the recorded Covenants shall prevail.

The ARB reserves the right, in its sole discretion upon approval from the Board of Directors, to modify, amend and revise these guidelines, from time to time, and to consider and issue variances with regards to these guidelines. Furthermore, Declarant (as defined in the Declarations) reserves the right to modify, amend and revise all or any part of these guidelines with respect to any subsequent phases of Charleston Landing.

- **Why Guidelines?**

Charleston Landing represents richness in the landscape and historical context. Choosing to live in this community, the owner becomes a steward to preserving this historical imagery and environmental integrity that is Charleston Landing. The architectural styles, landscape features and amenities have been specifically designed around a theme and image that will instill a sense of place for Charleston Landing. The maintenance of this harmonious neighborhood will foster the overall aesthetic appeal and continued value of the property which is of the utmost importance to the Charleston Landing ARB.

Homeowners, builders and design professionals should familiarize themselves with the Charleston Landing Architectural Guidelines in order to better understand the standards by which to begin their building design. The City of North Myrtle Beach Planning and Zoning is the local governmental agency which has jurisdiction over Charleston Landing. It should not be assumed that minimum compliance for building permit submittal and approval with The City of North Myrtle Beach will be accepted as the standard for Charleston Landing ARB approval. Compliance with all governmental and community regulations is the obligation of the Owner and/or Builder. These Guidelines will establish the criteria for the community, assist the property owners in the design, construction and improvements of their homes and assist in guiding and preserving the growth of Charleston Landing in a predictable and orderly fashion while maintaining the architectural integrity of the overall theme: Charleston-style.

To help achieve these goals, the Guidelines (1) provide a systematic and uniform review process, (2) with the natural landscape and neighboring properties in keeping with the overall theme, (3) ensure the placement and architectural design of structures are visually compatible with the existing terrain, vegetation and neighboring properties and (4) ensure that landscaping plans provide pleasing settings, functional satisfaction, and that the landscaping is harmonious theme of the community.

The Charleston Landing Architectural Review Board Design & Construction Guidelines contained herein, have been prepared to assist homeowners, builders and design professionals in their selection of concepts for construction and to encourage creative consistent design that will create the high quality standards expected within Charleston Landing. This manual may not contain all building use and deed restrictions associated with Charleston Landing, therefore, each owner, builder and design professional shall familiarize themselves with the provisions of the Master Declaration & Bylaws of Charleston Landing and make it their responsibility to ensure that such restrictions are adhered to in the design and construction of their home.

II. Site & Landscaping Design Guidelines

- **Site Improvement Standards**

As already emphasized, one of the major goals in designing homes or structures in Charleston Landing must be the successful integration of man-made structures with the natural community environment. Home development must be appropriate for the site in concert with the requirements enumerated in The Charleston Landing Architectural Review Board Design & Construction Guidelines. These Site Improvement Standards have been established to assist the homeowners, builders and design professionals in making site development decisions.

The ARB shall consider each site independently, but shall give extensive consideration to each individual plan's impact upon adjacent home sites and view corridors. Care must be taken to locate each structure, whenever possible, so as not to infringe upon view corridors, adjacent structures, home sites and the natural amenities of the area.

A pre-development meeting between the ARB administrator, property owner, builder and design professional is required prior to the costly development of building plans.

- **Lot Clearing Guidelines**

Owners, builders and design professionals should minimize the amount of disturbance of the existing ecological conditions and to preserve existing vegetation to include trees and groundcover if at all possible.

Trees may not be removed prior to the final approval of plans by the ARB. Only those trees within the home perimeter, within ten (10) feet of the home perimeter or those located in walks, driveways or other paved areas are eligible for removal unless a tree is deemed significant by the ARB. In that case, the house perimeter and hardscape areas may have to be re-worked or re-routed in order to protect and preserve the tree. Any other tree removal must be specifically approved as part of the landscape plan. To mitigate for unapproved and/or deliberate damage or destruction of trees over four (4") inches in diameter, Property Owner shall cause like species live trees to be added to the property, per tree lost, as follows:

Original Size	Quantity of replacements	Min. size of replacements
Over 4" caliper	Up to 8" ~ 1 for 1	4" to 5" caliper
Over 8" caliper	50% of each 1" caliper removed	3" to 4' caliper

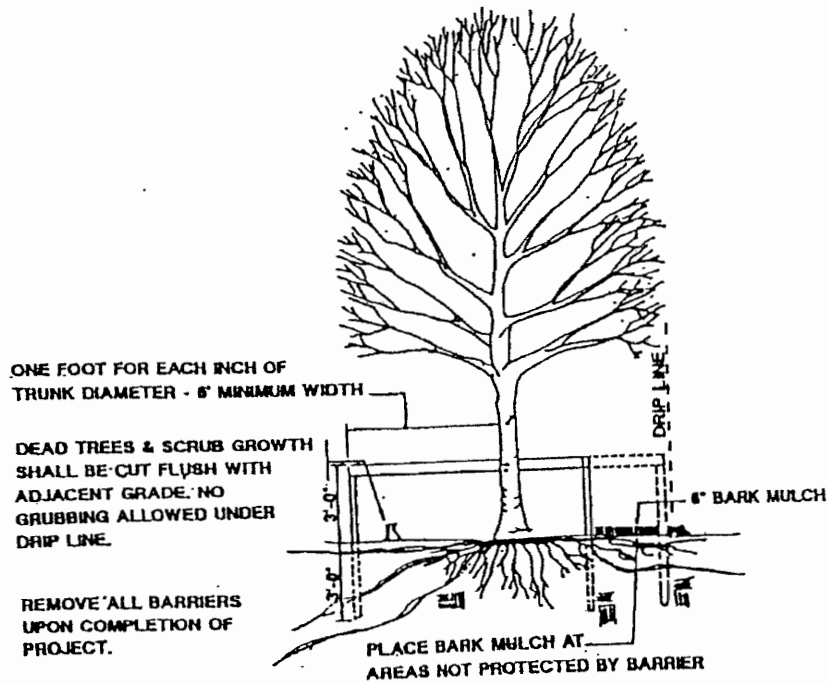
- NOTE 1: Add two 4"-5" caliper or three 3"-4" caliper replacements for each additional 3" increment.
- NOTE 2: Trees are to be planted in accordance with standard nursery practices and be watered as required to sustain life.
- NOTE 3: Street trees are not to be removed or excessively pruned. Relocation may be an option but must be approved by the ARB.
- NOTE 4: **Lot owner is responsible for verifying with the City of North Myrtle Beach ordinances on tree removal restrictions.**

- **Grading & Drainage**

A drainage plan has been engineered and placed in effect for Charleston Landing. The drainage for each individual lot should take this overall plan into consideration. Special attention should be given to proper site surface drainage and to compliment the natural topography of the home site. **Grading approval must first be obtained from the ARB prior to moving, removing and/or adding of any dirt to or from any home site.**

All grading shall compliment the natural topography of the home site. The builder is responsible to conduct grading operations in a neat and timely manor. Streets and access lanes are to be kept clean and free of dirt and debris.

Plan the site so as to minimize disturbance to existing trees, keeping in mind that a tree trunk (with the exception of palmettos) cannot have dirt piled against it in excess of 1 inch and that a tree's most important feeder roots grow around the outer circumference of its canopy or dripline. NO grading shall encroach upon the dripline of any tree that is to be preserved. Cutting, filling on, running over with construction vehicles and equipment or building over these delicate areas will potentially harm a tree in such a way that it could die. Protective fencing shall be placed far enough away from all trees to prevent compaction of roots by heavy equipment. **See Fig. A**



Tree Protection Detail

Fig. A

Drainage for each building site must be handled by adequately sloping areas so that runoff can be directed towards the natural drainage areas and/or to storm drainage facilities. The builder is responsible to provide positive drainage away from the house for each lot but may not create a drainage pattern which concentrates and discharges storm water as a point source from one lot onto an adjacent lot or public space. Roof drainage must be planned as not to create a potential erosion problem. The builder / owner is responsible to provide sediment and erosion control measures during all phases of construction which meet or exceed the local building codes.

Impervious areas shall be designed to allow surface water to drain and not allow for water to collect or stand. Maximum impervious coverage of any lot: 60%

- **Site Plan**

The Site Plan usually represents the first definitive step that the prospective homeowner takes with a specific lot and the key desired design.

The Site Plan will indicate the location of the proposed residence and all appurtenant structures on the lot. Adjacent residences must be shown in outline form (drip line to drip line). The driveway of the proposed residence must also be shown.

The finished Site Plan must show all setbacks and required buffer areas to edges of roof overhangs, decks, stairs, utility areas, HVAC equipment, pools, associated fences and paved surfaces.

Site Plan Checklist:

1. All boundary/property lines indicated
2. Indicate adjacent amenity features, lakes, sidewalks, etc. (if applicable)
3. All impervious areas
4. Any easements within the boundary indicated
5. Public utilities for electric, telephone, cable TV, etc.
6. Existing contours at 1-foot contour intervals indicating elevations relevant to mean sea level (MSL)
7. Name, address, and phone number of company preparing survey
8. The professional seal of the licensed State of South Carolina surveyor
9. Title and name of legal owners
10. Date of survey document
11. Trees – indicated trees that are 4” or larger existing & proposed to be removed
12. Polar orientation (North arrow)
13. Site improvements including all vertical construction

• **Setbacks**

The ARB shall consider each site independently, but shall also give extensive consideration to each plan’s impact on adjacent sites. Care must be taken to locate each structure so as to lessen the degree of infringement on adjacent home sites, structures and natural amenities within the community. **See Fig. B**

The building envelope should be specified on all Charleston Landing lots. The property owner should refer to the recorded subdivision plat to determine this information.

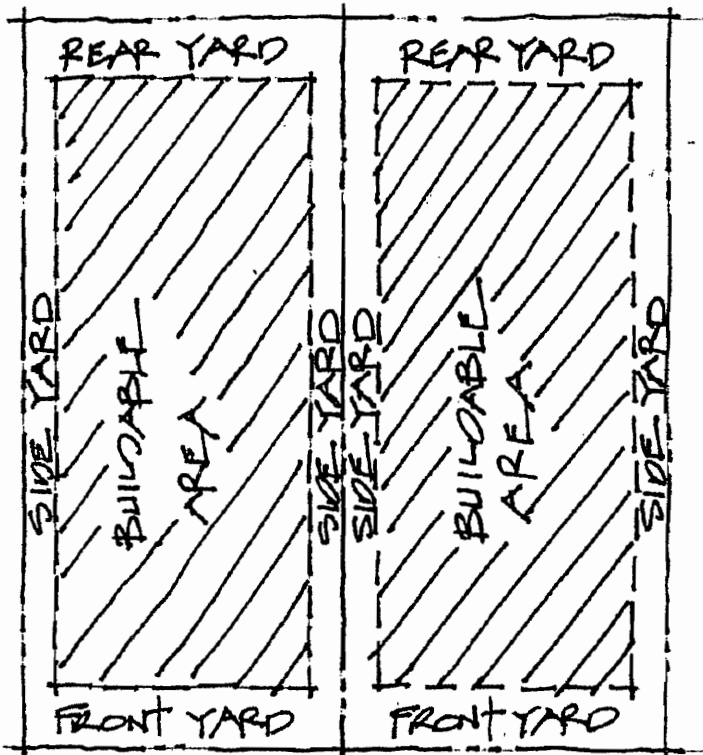
Building Envelope:

- Front Setback Line: 10’-0”
- Side Setback Line: 5’-0”
- Rear Setback Line: 10’-0” (if no commonly owned alley)
5’-0” (if commonly owned alley)
- Driveways must allow for 2’-0” from property line

All construction over six (6") inches above grade including patios, decks, roof and balcony overhangs must not encroach over the prescribed setbacks unless otherwise specified.

Steps are allowed to encroach: 3'-0" (front and rear)
 0'-0" (side yard)

Note: Additional building restrictions contained or referred to on the recorded plat may apply.



BUILDING ENVELOPE
FRONT SETBACK LINE: 10'-0"
SIDE SETBACK LINE: 5'-0"
REAR SETBACK LINE: 10'-0"
(IF NO COMMONLY OWNED ALLEY)
5'-0"
(IF COMMONLY OWNED ALLEY)
DRIVEWAYS MUST ALLOW FOR 2'-0"
FROM RE
EACH LOT SETBACK SHOULD BE
VERIFIED BY THE RECORDED
SUBDIVISION MAP

MAIN ROADWAY

Fig. B

- **Wetlands**

No construction or land disturbance activities are allowed in wetland areas without the appropriate Corps of Engineers or other appropriate regulatory authority permitting.

- **Drives and Walks**

The owner or design professional should consider the general path for the driveway as part of the overall site development. Driveway connections to the street (curb cuts) are normally limited to one per residence. A variance to this requirement must be requested and the ARB's approval of such variance will be contingent upon specific special circumstances.

Driveway width may not be less than ten (10') feet. A flare may be installed at the curb but not to exceed twenty (20') feet. Every effort should be made to reduce the use of paved areas. Driveways wider than (30') feet at the garage doors shall have a (12') feet maximum at the taper. Driveway design will be reviewed on a case-by-case basis. See Fig. C & D for Front Access Lots. See Fig. E for Rear Access Lots.

All driveway drainage culvert pipe sizes shall have appropriate headwalls constructed at each end to be approved by the ARB.

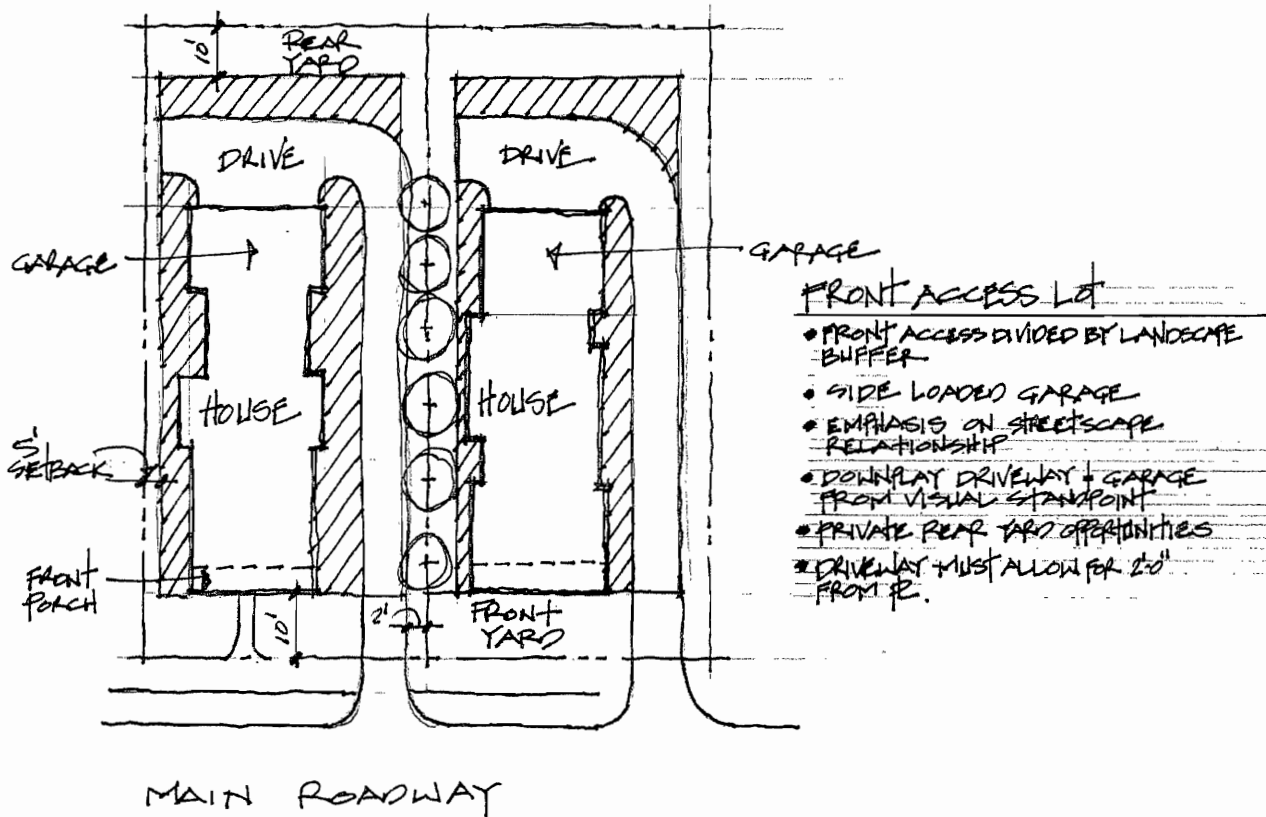


Fig. C

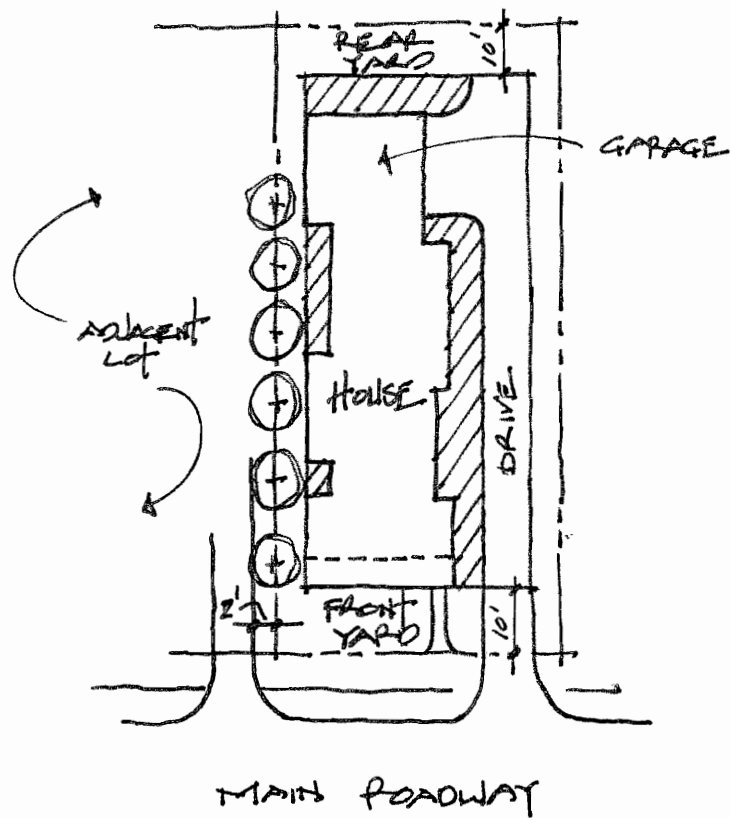


Fig. D

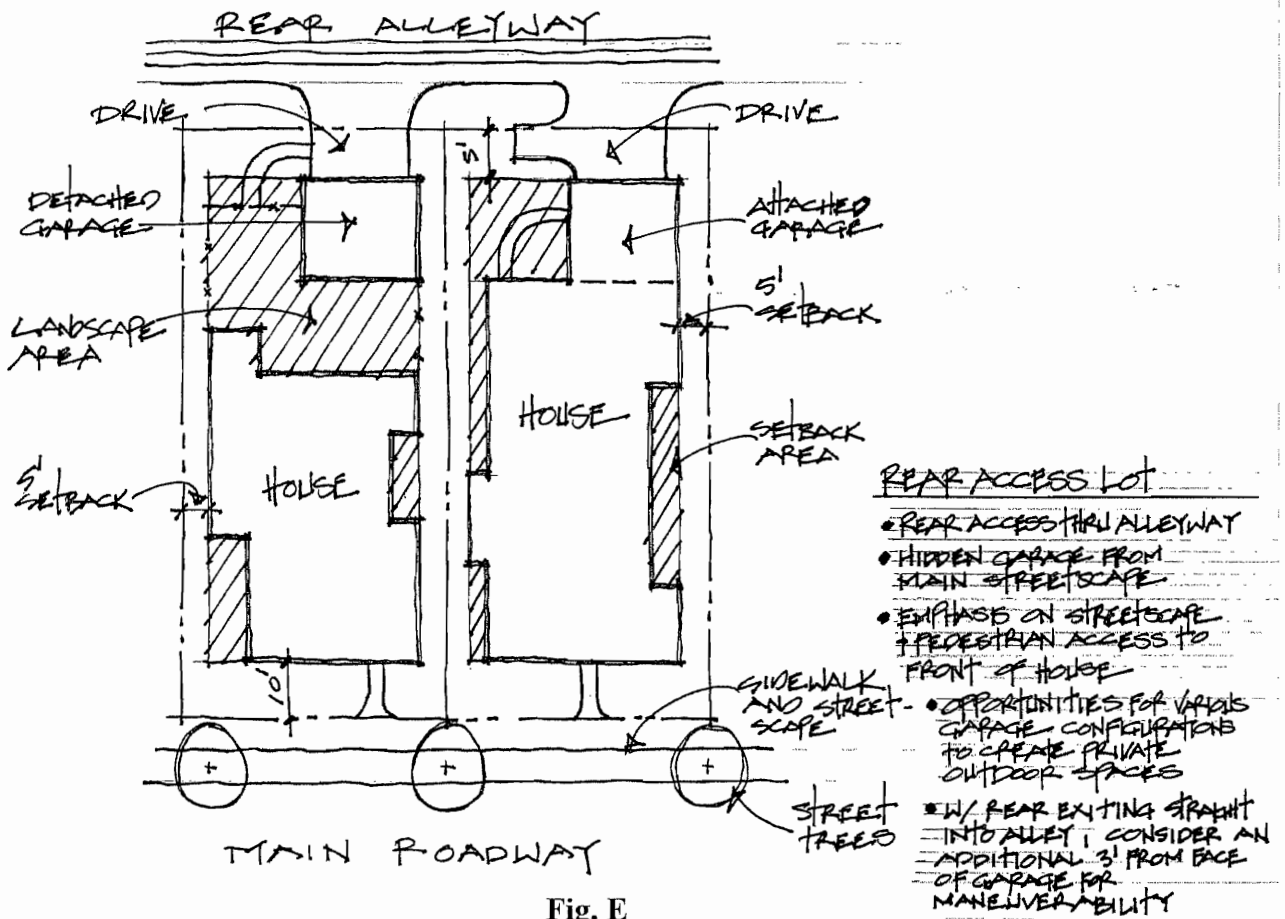


Fig. E

- **Landscaping**

The fundamental goal for the landscaping criteria is the need for gardens and lawns to harmonize with the native vegetation, terrain and natural beauty of the community. It is most important that elements of the landscape and the residence unite to form a single attractive entity. The landscape then becomes an extension of the home.

Landscaping is defined as adding any plant materials (trees, shrubs and ground cover), mulches or lawn; as rearranging an existing landscape; transplanting any plant materials. The degree and type of landscaping is wholly site and project specific.

- **Landscape Design**

Landscaping should be used to soften or frame views of the house, to provide privacy or screen unsightly areas and to add interest to certain elevations of the house. Basic minimum requirements include softening of the foundation walls and panels, screening of HVAC and service area locations, screening of guest parking spaces from the street and adjacent lots and the establishment of a good landscape buffer between houses. Plants used for screening and buffers should be a minimum of four to five feet tall when planted. Foundation planting will be considered on a case-by-case basis.

Trees and distinctive flora must not be intentionally destroyed, radically pruned or removed without the prior written permission of the ARB. No lot clearing, filling, grading, or tree removal will be allowed until plans have been approved for construction by the ARB.

A sound design approach is to concentrate planting efforts near the house, especially at entry points, using a layering effect where groundcovers begin the planting bed and then progressing to larger shrubs or small trees. To enhance an open space, consider adding native under story plantings of small flowering trees (dogwoods, winter hazel, red buds, etc.) and shrubs (azaleas, hydrangea, gardenia, etc.) to harmonize with the existing live oaks and trees that are to be preserved. Mix textures and colors but try to keep the plan as simple as possible. Use masses of varied species rather than trying to plant one of everything. It is the responsibility of the homeowner to maintain their landscaping in a healthy and attractive manner.

Not permitted: pine trees, Indian Hawthorne, mimosa, red-tip photinia, ginko (female), Spanish bayonet yucca, spreading bamboo and sweet gum. No bird baths, frog ponds, lawn sculptures, artificial plants, bird houses, rock gardens or other similar types of accessories and lawn furnishings shall be permitted without review and approval by the ARB. No poured curbing or edging shall be permitted.

- **Irrigation**

An irrigation system controlled by an automatic timer is required for the best possible maintenance of lawn and landscaped areas, thereby ensuring a healthy park-like appearance throughout the community. The irrigation system may not draw from lakes, ponds or other natural or man-made bodies of water. Wells may not be installed.

- **Landscape Plan**

Every property owner building a home in Charleston Landing must submit a preliminary landscaping plan with their preliminary construction documents.

Care should be used in the selection of plants for size, tolerance of the salt-air environment and resistance to drought and wildlife.

Plan must show existing trees, shrubs and/or other vegetation and labeled to indicate removal or remain intact. Plan must show all proposed site structures, features, new and existing plantings, beds and bed material and/or borders, statuary, planted lawns, etc. a complete plant list is required indicating size, spacing and a variety of the proposed planting.

In order to give the designer and homeowner a proper perspective of their home as situated on the lot, a Final Landscape Plan must be submitted to the ARB prior to the installation of drywall. In considering the landscape plan, the ARB focuses solely on the vegetation plan provided.

Landscape plans shall be submitted with proper and clear graphics. See Fig. F

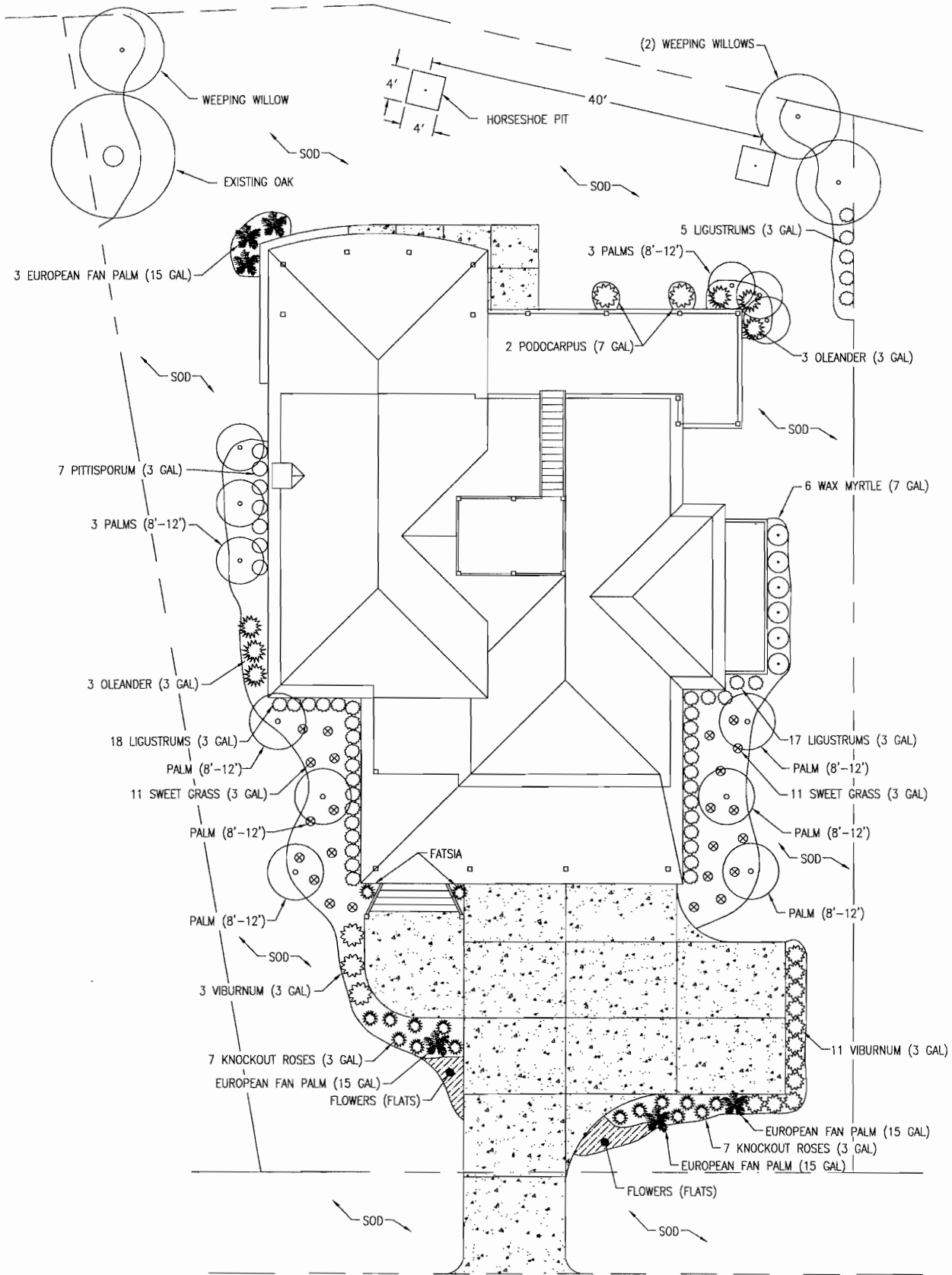


Fig. F

- **Yard Landscape Lighting**

All landscape and exterior lighting must be approved by the ARB prior to installation. Location and direction of all lighting should be enhance the landscape and residence while not infringing upon adjacent property owners. Uplighting and/or “moonlighting” effects are encouraged to reduce glare and protection from bright light sources such as flood lights or spotlights. The use of high intensity lighting on residential lots throughout Charleston Landing will be kept to a minimum. Colored lenses or lamps are not permitted. Lamp posts will be allowed on an individual plan basis. Lamp posts are to be 6’ maximum height and in appropriate theme style. Exterior lighting of buildings for security reasons and/or decoration shall be limited to concealed downlighting or uplighting. Improper or excessive exterior lighting should be avoided so as to not create light pollution (glare, urban sky glow) and light trespass (light intrusion on neighbors property).

All exterior lighting, including landscape and accent lighting, must be so designed and located as to preclude direct sight of the light source from beyond property lines.

The ARB has the right to deny any exterior lighting, which would create a nuisance to adjoining property owners. “Electric company lighting” is not permitted.

- **Lighting on Exterior**

Exterior light fixtures should be selected to complement the architectural theme of the community. Simple metal and coach-type lanterns that are bracket-mounted, chain-hung or post-mounted are acceptable. **Provide graphic example or photograph of actual lighting fixture(s) on Color Board. See Fig. G**

- **Signs**

No signs whatsoever including, but not limited to, commercial, political and similar signs, shall be erected or maintained on the home site except such signs that may be required by law or for security. The only exception to this is that approved “For Sale” signs shall include the Lot No. No signs shall be nailed or attached to trees. Any sign erected should be positioned against a backdrop of vegetation for softening of appearance. Only (1) one sign shall be permitted on Lot with (1) one rider sign max.

- **Street Signs**

Sign replacement or additional street signs will be maintained by the Property Owner’s Association for the benefit of the community as a whole. No improvements or modifications to these signs are allowed without the review and approval of the ARB.

- **Utilities (Power, CATV, Phone, etc.)**

All utility service in Charleston Landing has been installed underground with the exception of transformers and junction boxes. These above ground items have been located at lot lines in most cases. Owners are encouraged to incorporate landscaping and/or screening around these items to help reduce their visual impact. It is important not to block service access doors.

- **Common Areas**

All common areas are controlled and maintained by the Property Owner's Association for the benefit of the community as a whole. No improvements or modifications to these areas are allowed without the review and approval of the ARB.

- **Open Space Buffers & Parks**

Open spaces and buffers have been created within Charleston Landing to preserve natural features and to provide recreational opportunities for property owners. Any alterations to these areas require review and approval by the ARB and proper permitting required by the North Myrtle Beach Building Department.

- **Street Islands**

Landscape islands have been incorporated to enhance the beauty of Charleston Landing. These areas are controlled and maintained by the Property Owner's Association for the benefit of the community as a whole. No improvements or modifications to these areas are allowed without the review and approval of the ARB.

- **Common Street and Landscape Lighting**

Street and landscape lighting within Charleston Landing has been carefully designed to create an aesthetically appealing and safe nighttime environment for property owners. These items are controlled and maintained by the Property Owner's Association for the benefit of the community as a whole. No improvements or modifications to these areas are allowed without the review and approval of the ARB. Some of the street lighting is the property of the City of North Myrtle Beach. Streets and sidewalks are the property of the City of North Myrtle Beach and lanes are the property of the Charleston Landing HOA.

III. Building Design Elements & Guidelines

- **Design & Compatibility**

It is the intent of Charleston Landing architectural review process and these guidelines to encourage the building of architectural structures that, when viewed together, produce a harmonious overall community environment based on the prevailing architectural theme.

The dwellings of Charleston Landing, and other structures, shall be unobtrusive in form and color, generally reflecting a “Charleston Vernacular” and fit appropriately into the landscaping (existing and new).

- **Architectural Styles**

Appropriate types and styles are to recall features of the 18th, 19th and early 20th century “Plantation Revival” theme – Charleston Row House, Traditional Low Country, Louisiana Creole Plantation and Greek Revival Colonial are preferred. Building types are determined by form and room arrangement, while building styles are identified by ornamental embellishments and by such characteristic building elements as windows, doors, frieze, entablatures, pediments, columns, etc. architectural creativity using cues from the historical vernacular, while satisfying the owner’s spatial program in the desired objective.

A short listing of a few architectural design references that may be of help are as follows:

1. *Charleston Architecture and Interiors* Susan Sully
2. *The Building of Charleston: A Guide to the City’s Architecture* Jonathan H. Poston
3. *A Field Guide to American Houses* Virginia & Lee McAlester
4. *Charleston: Then and Now* W. Chris Phelps
5. *American Houses: A Field Guide to the Architecture of the Home* Gerald L. Foster
6. *The Dwelling Houses of Charleston, South Carolina* Alice R. Huger Smith
7. *Savannah Revisited* Mills Lane
8. *62 Famous Houses of Charleston, South Carolina* Jack Leland, William Jordan
9. *The Early Architecture of Charleston* Albert Simons, Samuel Lapham

Please visit the website of I’ on in the historic city of Mt. Pleasant, South Carolina. This community emulates a strong connection with the architecture of its neighboring Charleston. You can view many examples of Charleston architecture at: www.ionvillage.com

Townhouse and Multi-Family – The unit must be of a “Charleston Architectural Vernacular” as listed above and conform to all requirements of free standing homes for square footage and setback lines. There must be a fire wall and sound proofing between each unit. Each stack (building unit) must be a different color. Each owner will have a membership in the association and pay dues accordingly.

Single family homes, townhouses and multi-family units are not allowed to be rented for less than a (6) six month term. All units must have the approval of the ARB and the Board of Directors HOA.

Contemporary house styles are not acceptable. All structures must be “on-site stick built” construction. No modular homes of any type are permitted. No duplicate designs and/or color schemes will be allowed side by side or adjacent to one another. The ARB expects that the common construction elements be of quality design and material. Architectural fads and trends are strongly discouraged. “Stock” designs, designs purchased from design warehouses or magazines are not permitted as a final design. They may, however, serve as a precedent for the final design that meets the standards as established in these guidelines.

- **Building Size**

Minimum square footage requirements of enclosed living space required for main residential structures are as set forth below. This excludes garages, decks, terraces, open porches, roof overhangs, stairs, etc.

1-story	1,600 heated square feet
2-story	1,900 heated square feet

- **Building Heights, Floor Elevations & Foundations**

The scale of the residence must be appropriate for the given lot. Each structure submitted for review shall be designed in accordance with applicable building codes. It is the owner’s responsibility for the designed structure to meet all codes per the North Myrtle Beach Building Department and is not the responsibility of the Charleston Landing ARB to review for code compliance. Building plans submitted shall also take into account and indicate site topography.

Maximum height of buildings will be governed by the City of North Myrtle Beach zoning ordinances. Roof heights shall be no greater than 35’-0” to the mean and 45’-0” to the ridge.

All building floor heights shall be indicated on the site plan and building elevations with regard to existing grade and Mean Sea Level (MSL). The main living level shall be a minimum elevation of 32” from the average mean finished grade at the base of the house, with a maximum height of 48”, unless specific lot requirements apply. (i.e.: marsh lots, lots within flood plains, etc.)

Foundation types shall be of raised slab, crawl space or pile/pier construction. Monolithic slabs will be allowed if they are proper height and the exposed concrete is finished with brick or stucco. Foundation may not be of “open style”. Foundations are to be “enclosed” with particular attention given to architectural detail for the theme style chosen and are subject to approval by the ARB. Stucco or brick are approved texture finishes. The open areas in the perimeter foundation of the house and open areas under decks, stairways, etc. must be screened with wood or brick lattice, wood louvers

or alternative screening with earth berms and/or landscaping. **A detail of the screening method and materials must be provided.**

Height limitations in this paragraph apply to cupolas, domes, widow's walks, storage closets, elevator shafts, etc. whether designed for occupancy or not. They do not, however, apply to chimneys. Storage areas, elevator shafts or stairways disguised as chimneys are not permitted unless the top of such structure falls within the maximum height restriction as set forth above.

The owner, builder and design professional must be thoroughly familiar with all applicable deed restrictions as well as those in the Charleston Landing Architectural review Board Master Guidelines prior to commencing the design and construction.

- **Ceiling Heights**

Floor to Ceiling Height: 1st floor – 10'-0" minimum
 2nd floor – 8'-0" minimum

If specific lot requirements apply (i.e.: marsh lots, lots within flood plains, etc.) minimum heights may be adjusted to: 1st floor – 9'-0" minimum

- **Exterior Architectural Detail**

Completing the overall aesthetic appearance of the house are the elements of building articulation including exterior materials and details, fenestration and exterior colors will preserve the architectural style and theme of Charleston Landing. Color and texture selection shall be harmonious with each other and compatible with colors of the natural surroundings and other adjacent properties. All exterior wood, fiber-cement or otherwise, shall be painted.

Approved exterior siding materials are: (1) brick, (2) wood (not plywood), (3) fiber-cement and (4) stucco/plaster. Vinyl or aluminum siding, trim, etc. are not permitted. Simulated brick is not permitted. Other materials may be considered on a case-by-case basis. Trim boards should be used to add detail and line quality to the elevation. Basically, all door and window penetrations, as well as corners and horizontal joints in sheet siding, should be trimmed and detailed. Fascias and soffits should also be considered where detail may be added.

- **Materials & Colors**

All color samples for finished exterior application must be submitted to the ARB for approval prior to installation. Flue caps, propane tank caps, vent pipes, conduits, drains, etc. must be painted to blend in with the surrounding materials. HVAC stands must be stained or painted. Foundation colors, front door colors and shutter colors will be considered and approved on a case-by-case basis by the ARB.

The ARB has final approval of all exterior colors. Color boards must be submitted to the ARB prior to final approval. Samples of exterior colors for siding, trim, shutters, stucco or other exterior surfaces of the house are required to be submitted on a color board (illustration board) no larger than 8 1/2" x 11". Brick samples and proposed mortar color must be provided if these materials are to be used as an exterior component of the house. **See Fig. G**

SAMPLE COLOR BOARD
(FOR ILLUSTRATIVE PURPOSES ONLY. SUBMIT COLOR BOARD ON 8 1/2 X 11 ILLUSTRATION BOARD)

<p style="text-align: center;">ROOF: COLOR & TYPE</p>	<p style="text-align: center;">STUCCO AND/OR SIDING: COLOR & TYPE</p>
<p style="text-align: center;">TRIM: COLOR & TYPE</p>	<p style="text-align: center;">DOORS & SHUTTERS: COLOR & TYPE</p>
<p style="text-align: center;">LIGHTING: EXTERIOR ONLY</p>	<p style="text-align: center;">MISCELLANEOUS EXTERIOR: COLOR & TYPE</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>THE SMITH RESIDENCE LOT NO. _____ CHARLESTON LANDING</p> </div> <p style="text-align: center; margin-top: 10px;">NOTE: ACTUAL BRICK SAMPLE TO BE SUBMITTED</p>

Fig. G

Colors should be in keeping with the architectural period of the house. Please refer to the Lord & Evans Colors of Historic Charleston color gallery for an acceptable color palette or Sherwin Williams Historical Colors.

- **Roofs**

Roof materials must have texture and depth and should be of architectural grade. Suitable roof materials are: tile, cedar shake, concrete, copper, standing seam, metal and textured architectural shingles. In all cases, a sample must be submitted to the ARB for approval. Any change in already approved roof material must be submitted and approved by the ARB prior to installation. Solar collection devices and skylights are restricted from the front elevation view. All roof penetrations shall be painted to blend in with the roof color.

Charleston Landing requires primary roof pitches to be 6:12 minimum. Double pitched roofs must be at least 4:12 & 6:12, but the pitch for secondary structures may be less. Gabled and hipped roofs are acceptable styles. Flat roofs will be permitted and are subject to approval by the ARB.

- **Chimneys**

In keeping with the architectural and historical theme of the community, with particular attention to the chimney peak, chimney exposures shall be constructed of brick or stucco over masonry and be built to grade. Appropriate detailing is encouraged. No metal fireboxes are permitted without being encased in masonry. Chimneys are not required on houses without fireplaces. Windscreens must be used on all chimney caps since exposed metal flues are not permitted. Chimneys must be faced with either brick or stucco (or a combination of both). Chimneys shall be designed so as to reflect the period of the residence and to be correct in the architectural detailing of that time. **No lap sided or panelized chimneys will be allowed.**

- **Patios and Court yards**

Outdoor living areas shall be constructed with materials and colors that are compatible with the exterior materials and period detailing of the residence. Patio and courtyard surface material shall be of concrete, stone, brick, pavers, wood or natural grasses and/or appropriated landscape materials.

- **Swimming Pools and Spas**

Swimming pools, spas, hot tubs and associated decking, fencing, benches, etc. must comply with the setback requirements established for residences within Charleston Landing. These facilities are not permitted on the street side of any residence. Pools and spas must be carefully designed and sited so as to achieve a harmonious balance with the surrounding and man-made terrain. Pool and mechanical unit enclosures must be architecturally related to the main structure and carry the architectural theme or

screened or otherwise treated as not to distract adjoining neighbors because of noise or view. Above ground pools are not permitted.

All swimming pools, spas and hot tubs built at ground elevation must be enclosed by fencing, a minimum of four (4') feet high above the top of the pool wall or surrounding deck. Such fences must comply with the North Myrtle Beach Zoning Ordinances. The design of the fence must discourage entry by small children and animals. The design should compliment the residence. **Chain link, vinyl and plastic coated wire fencing is not allowed.** Landscaping must be provided to soften the impact of the enclosure around the pool.

- **Garages and Parking Areas**

The intent of the following guidelines is to minimize the visual appearance of garages and emphasize the appearance and architecture of the home. Garages shall be located and treated so that approaches to the home are not visually dominated by the garage.

Detached and rear loading garages are strongly encouraged and must be utilized if home site has rear alley access. Detached garages should be incorporated into the home's massing, are visually compatible with the overall design of the home and reduce the garages appearance from the street. Drives must be ten (10') feet wide minimum and a minimum of twenty-eight (28') feet back-up distance is required for the garage turnaround areas. Drives must be located within three (3') feet of side property lines and shall be landscaped when located next to a property line. A pedestrian (man) door is required in each garage.

Single bay garage doors are strongly encouraged in lieu of double bay doors. All garage door design must be in keeping with the overall design of the home and is subject to ARB approval. Front entry garages are strongly discouraged. Garage doors, automatic door openers and service doors shall be maintained in a safe and useful working condition and shall be kept closed when not in use.

Ample off-street parking for guests and visitors shall be provided for each residence and clearly defined and landscaped. A parking space is defined as a ten foot by twenty foot (10' x 20') space. Off-street parking should not be overly apparent from the street. A minimum of two (2) spaces shall be provided. Off-street parking may not be possible for some Lots. The parking areas will be reviewed on a case-by-case basis.

Driveways, turnarounds and parking areas surface composition must be material tested and accepted by the industry as a standard for such construction. All porous surfaces, loose aggregates (marl, pea gravel, shell, etc.) must be edged with an appropriate solid border to contain the loose material. i.e., 1/4" metal edging, brick border, etc. The use of "pavers" can soften the appearance of the drive and enhance control or water runoff. Contrasting color breaks in the drive, using bricks, small tiles or pavers at intervals of no less than twelve (12') feet are permitted. Such patterns must be submitted to the

ARB for approval. Drives must meet the road with a minimum of a ten (10') foot radius. A driveway apron must be provided no less than (3') feet from the roadway edge. If a porte-cochere is presented, it may not extend past the major façade of the building and is constructed of the same material as part of the home.

- **Walls, Fences, Hand & Porch Rails**

Fences and privacy walls shall be considered as an extension of the architecture and as a transition to the natural areas of the home site and shall be compatible with the exterior materials, detailing and style of home. Fencing and walls will not be allowed to block views of natural areas from adjacent properties. The use of visually permeable (i.e. wrought iron) fences is strongly suggested.

Fencing and appropriate landscaping are required to screen HVAC, trash containers and electric transformers. For lots adjoining a lake, no fencing may be located within the building setback area on the side of the adjoining lake. The fencing of areas visible from the primary street, in general, is not permitted.

Perimeter fencing is allowed but must be a minimum of eighteen (18") inches and may not exceed six (6') feet in height at any point and will be reviewed on a case-by-case basis. Fencing must be of wood, brick, fiber-cement, wrought iron rails, columns, newels or a combination thereof. Fencing and walls should allow for air passage and not exceed 75% opacity. Consideration must be taken into account so as not to disrupt views from an adjacent property. The Charleston Landing ARB suggests that the property owner consult with a surveyor prior to submitting a fencing layout. The fence and/or its intermediate columns may not encroach over the property line and must have a finished quality that is equal on both sides. **Chain link, welded fences, pet runs and dog runs are not allowed.**

For retaining walls over four (4') feet in height, all drawings must be sealed and stamped by a South Carolina registered Professional Engineer and meet the approval of the Charleston Landing ARB.

Fencing for swimming pools must comply with the design standards of the North Myrtle Beach Building Department and/or other controlling entities.

All fences, gates, walls, hand and porch rail design must be submitted to the ARB for approval prior to installation. The materials to be submitted for approval would include a site plan indicating the location of the proposed fence or wall, a catalog cut sheet of the style and color of the desired fencing and a landscape plan depicting how the outside of the fence will be screened. **See Fig. H**
No vinyl (PVC) railings are allowed.

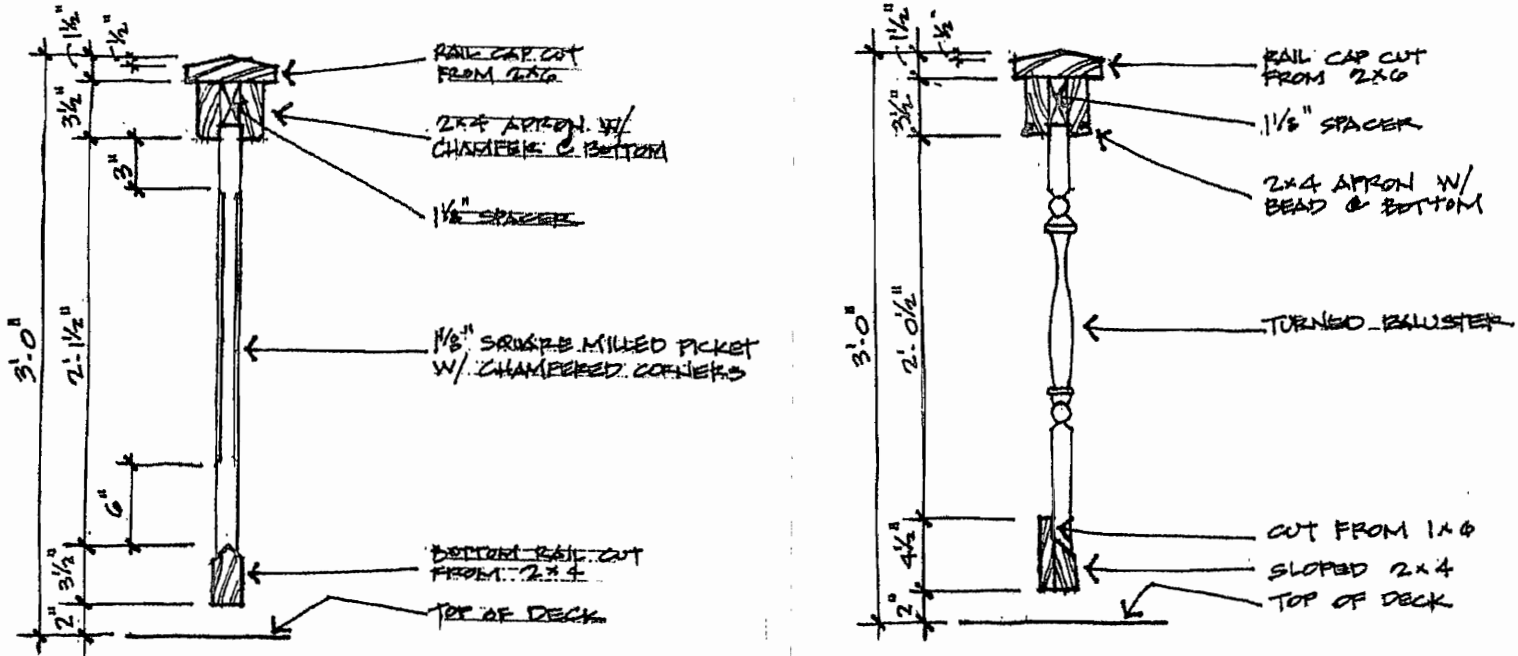


Fig. H

- **House Numbers & Mailboxes**

House numbers & mailboxes must be of the same design that has previously been approved by the ARB.

Mailboxes must not be an “architectural statement”. Mailboxes that are badly rusted and/or faded must be replaced and/or repainted upon the request of the ARB. Similarly, mailbox posts must be kept straight and in good condition.

Mailboxes and posts should not normally be decorated except with tasteful decorations appropriate for significant holidays, such as Christmas, Halloween, Fourth of July, etc. and these decorations must be removed promptly after the holiday/event has passed.

- **Doors & Windows**

Doors and windows shall be so designed and fenestrated so as to be appropriate to the architectural theme of the house.

Doors may be paneled with side lights and or multi-transoms, including French doors with vertical louvered board shutters on strap hinges. Sliding doors with integral muntins are permitted only at rear elevations. Storm and screen doors are permitted only if they have an appearance of a typical exterior door. Front entries should be inviting. Doors should be of solid wood or fiberglass and have a massive feel authentic to the architectural style and period of the home.

Windows can be single hung, double hung (6 over 6, 9 over 9, etc.) or casement. Windows should be "trimmed-out" so as to maintain the appearance of authentic styling and detailing which will add to the overall authenticity of the architectural style.

Exterior screen shall be gray in color. **Glass block and reflective glazing are not permitted.**

The use of working shutters is strongly recommended. The proposed installation of hurricane louvers and shutters must be approved by the ARB. Their appearance should coordinate and blend with the background color of the residence. Temporary installation of window protective material, such as unfinished plywood, is permitted for impending weather emergencies, but every effort must be made to remove this type of material as soon as the emergency has passed. Impact glass is recommended if shutters are to be fixed. Storm windows are not permitted.

Quality and finished colors of windows are considered to be a dominant element of the architecture. Windows must be compatible with architecture of the house in both quality and appearance. "Mill-grade" aluminum framing and sashes will not be approved. Any full vinyl windows will require a sample to be submitted and must be specifically approved by the ARB. Windows should be carefully proportioned and located so as to be compatible with the walls in which they are placed. See Fig. I, J, K

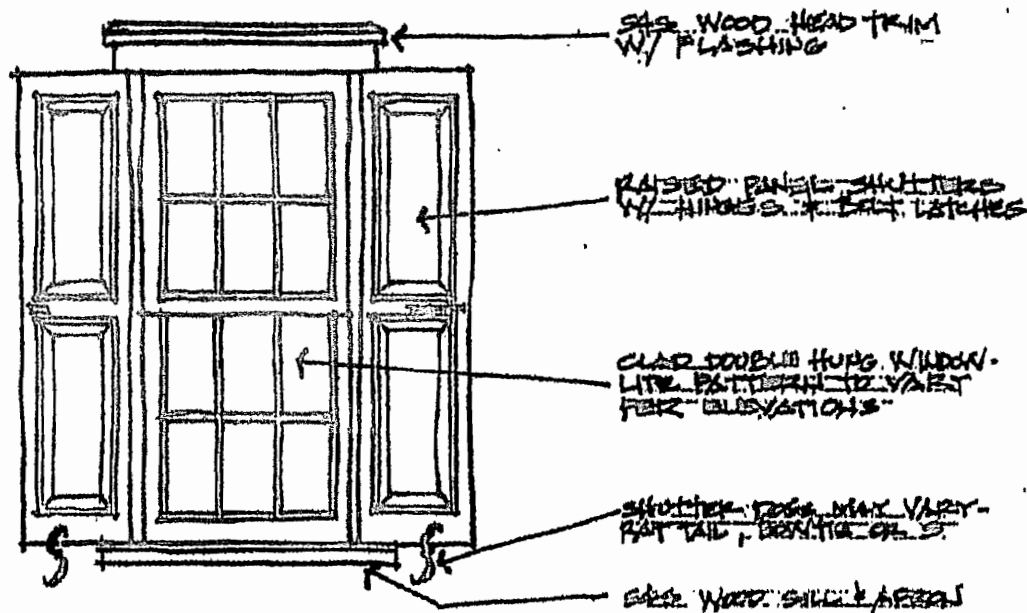


Fig. I

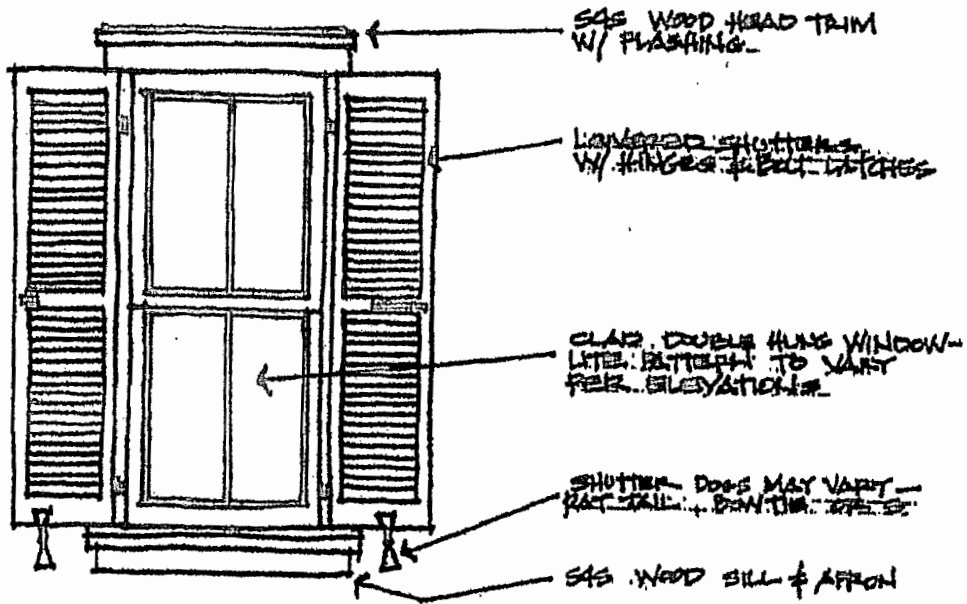


Fig. J

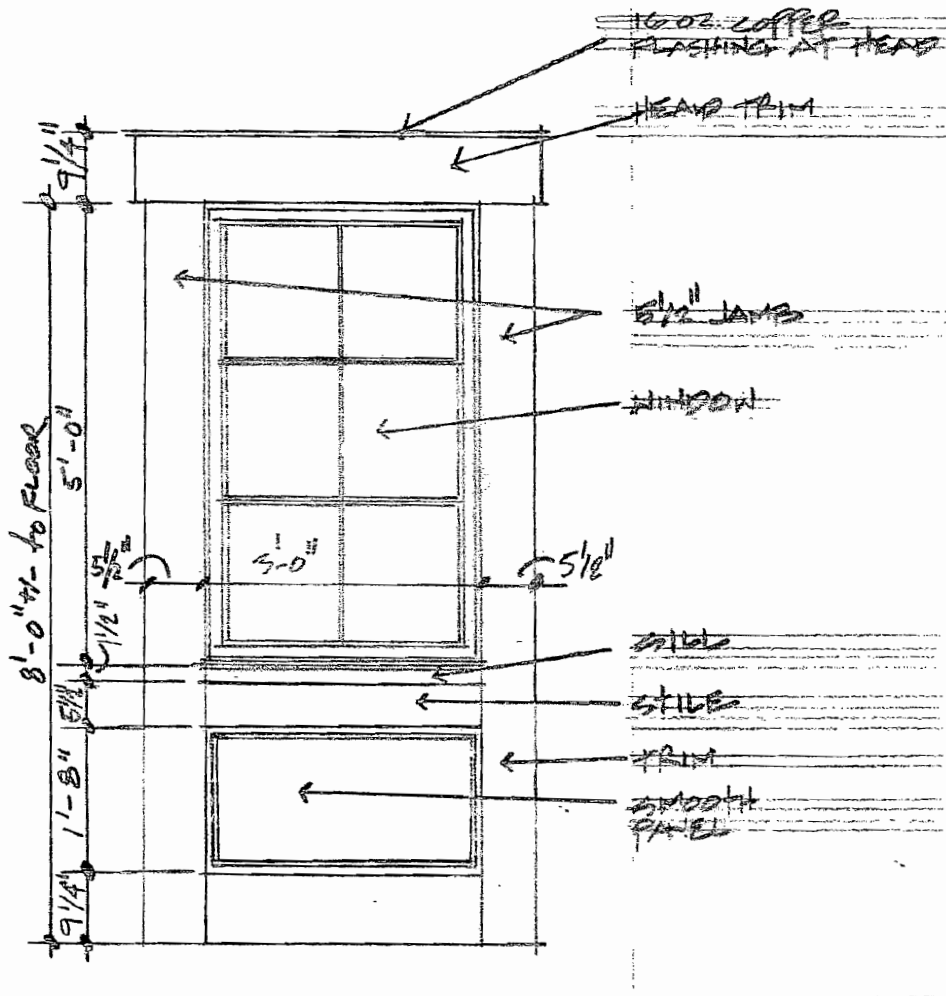


Fig. K

- Exterior Trim

Exterior door and window trim shall all be of the same color and material, unless otherwise approved, and shall be either of the same material as exterior walls or directly compatible.

Fascias, miscellaneous moldings, gutter, downspouts, etc., shall blend in and be directly compatible with the architectural detail of the exterior walls and authentic to the architectural style of the home. To transition between materials, with a traditional wood sided home, banding is recommended as shown in Fig. L

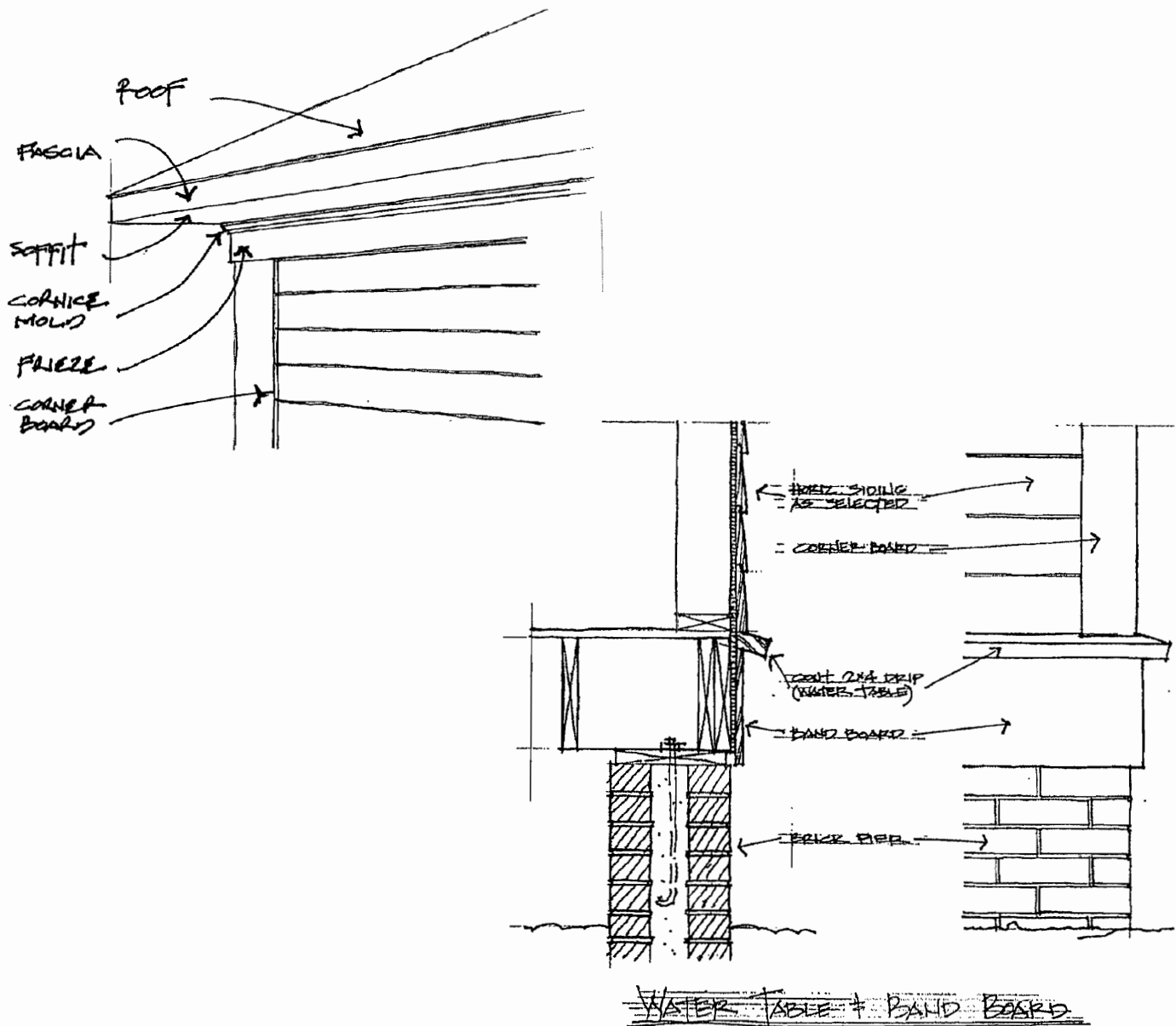


Fig. L

- **Façade Treatments**

Use of covered porches, porticos, courtyards, galleries and porte-cocheres are strongly encouraged. Openings should be articulated with projecting sills and surrounds. Wood balustrades and columns can also be incorporated as design features. **See Fig. M**

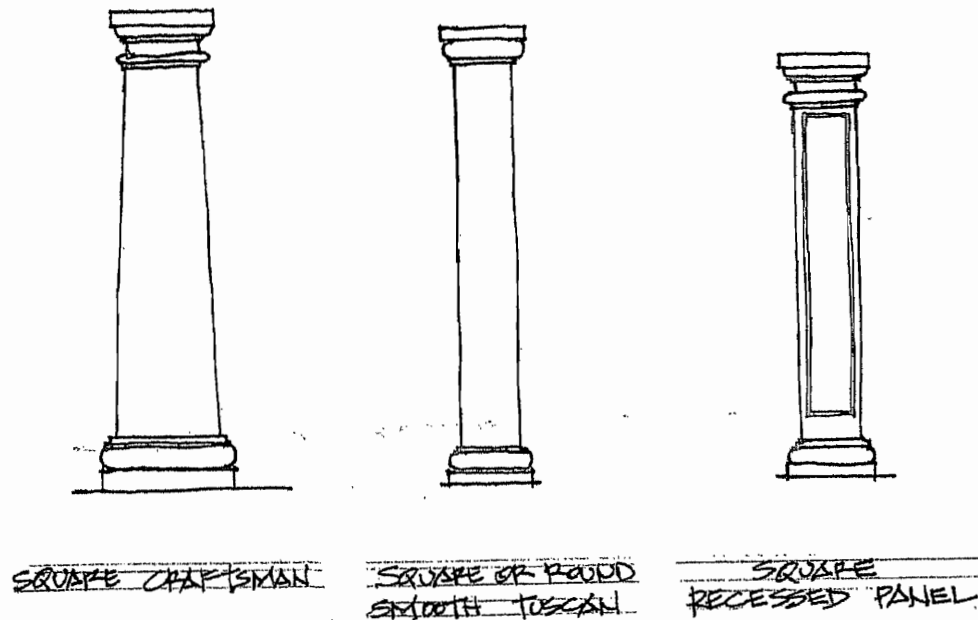


Fig. M

Traditional crown and dentil moldings are appropriate detailing for cornices and friezes and are very common elements for this architectural genre. These detailing methods are incredibly important to the overall architectural character of the residence and will be highly recommended by the ARB. **Please see the references listed in “Architectural Styles” for assistance in addressing and designing these areas correctly.**

Louvered panels for screening, classical pilasters (engaged columns), quoins at building edges (if façade material warrants) and pediment roof dormers are encouraged.

The attached porch is a common element for this style of architecture as are balconies, verandas and courtyards. **See Fig. N**

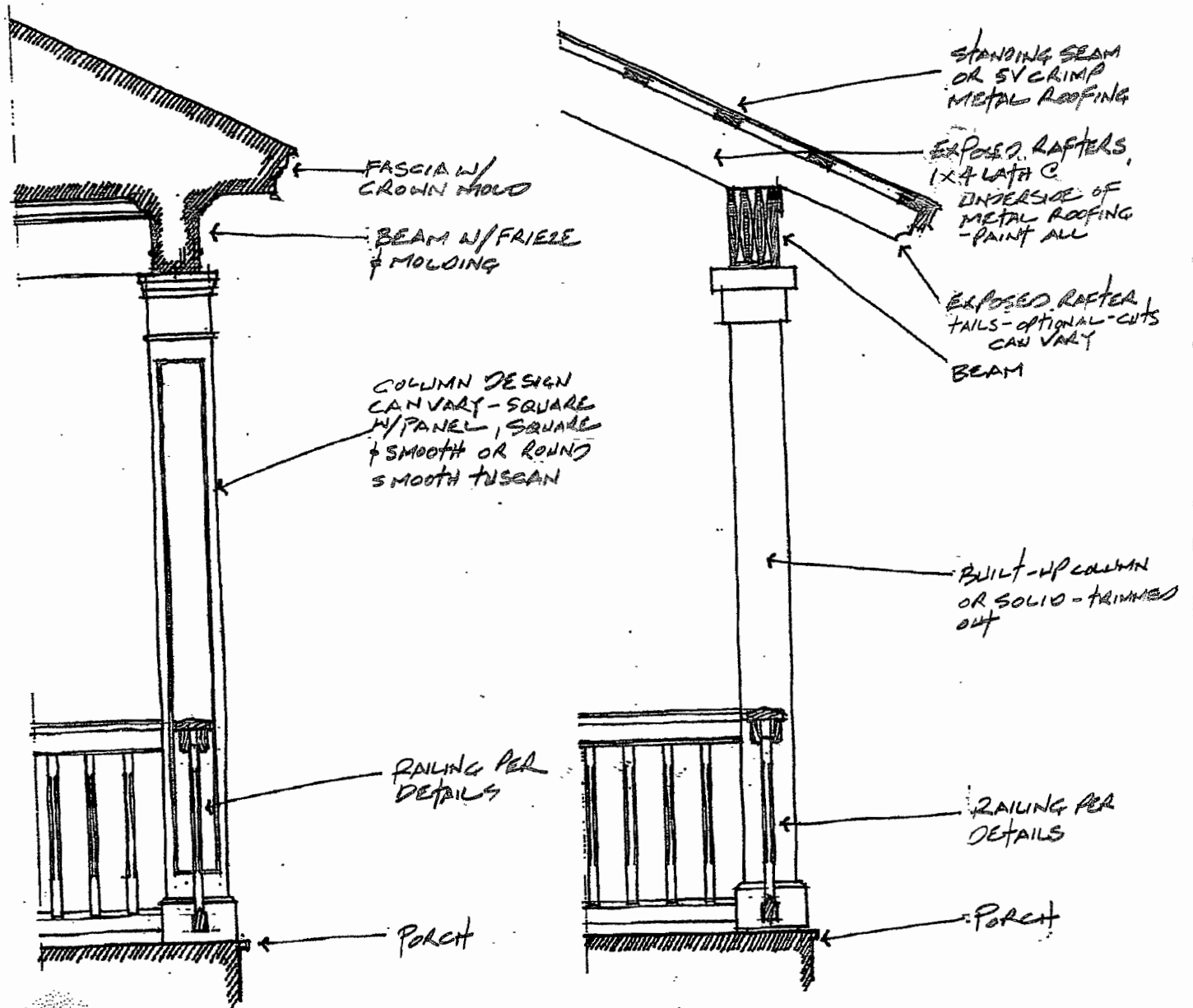


Fig. N

- **Out Buildings**

These can include such structures as detached garages, carports, garden or potting sheds, work shops, gazebos, pool enclosures, mother-in-law suites, etc. All out building structures should take into account and compliment the main building structure. Out buildings are subject to approval by the ARB.

- **Service Area Requirements**

Areas for utility, gas, air conditioning equipment, garbage cans, lawn equipment, transformers, vents, meters and general storage must be located so as to reduce the visual impact from the street and adjacent lots. They must be concealed from view by approved screening design and construction or landscaping design. In providing screening for utility boxes and equipment, care must be taken to ensure access and working room around these units. Consultation with the utility company is recommended. Electrical meters must not be located on the front façade of the house, where practical, must be screened from view with plantings.

Trash receptacles must be kept in a storage area that is easily accessible and screened from the street. In addition, HVAC units and utility boxes must have landscape screening to shield the view of the units from the adjacent homes and the street. HVAC on raised platforms must be enclosed to the ground.

- **Decks**

Use pressure-treated southern yellow pine (SYP) or other recognized exterior wood such as redwood, red or white cedar or cypress. Synthetic decking is acceptable but the location, use and extent will be reserved for ARB approval prior to installation. Use wood specially treated for ground contact where applicable. Scale, dimension and detail must be in compatibility with the residence.

- **Signage Flagpoles & Banners**

No freestanding flagpoles, advertising signs and structures are permitted. The ARB retains the ultimate approval authority regarding the appropriateness of any and all signage, banners, flags and decorations.

- **Play Equipment**

Trampolines, swing sets and other fixed game and play structures are subject to review and approval and must be included in the final site and/or landscape plan. Wherever possible, play structures/equipment should be located at the rear of the residence with special consideration given to adjacent residences and their living areas. Play areas should be located away from neighboring master bedrooms, living and dining rooms. Basketball goals may be located at the end of a guest parking pad or turnaround area, however, it cannot encroach the two (2') foot buffer established for driveways. The ARB can require that appropriate screening be added, the offending equipment be removed or the location changed.

Play equipment is considered to be permanent if is continuously left outdoors and in the same general area for a period of days.

Play equipment, such as basketball goals, are not permitted to border the edge of any road in Charleston Landing. Basketball goals can only be portable and shall not be fixed and/or permanent. Requests for basketball goals will be reviewed on a case-by-case basis.

Permanent play equipment must be screened or put in a location that does not negatively affect the aesthetics of the neighborhood. It should be of a subdued color with a natural wood look being preferred.

Setback requirements for fixed structures must be followed.

If complaints are received about play equipment being left unattended in common areas or roadways (such as basketball posts and goals), the ARB will issue a warning for the first incident. Succeeding incidents will leave the property owner open to fines as determined by the ARB.

The ARB has the right to control the use and location of play equipment if it has a negative effect on the aesthetics and overall harmony of the neighborhood. Especially important is the location, type and use of such equipment on lots bordering frequently used common areas.

- **Miscellaneous**

Tennis courts will not be permitted on site due to their spacious requirements and infringement upon view corridors within Charleston Landing.

Window air conditioning units are not permitted.

Clotheslines are not permitted.

No ham radio towers or other forms of antenna for transmission or reception of electromagnetic radiation shall be erected, used or maintained where visible from adjoining property. Satellite dishes are to be located at the rear of the house, concealed by approved landscaping or fencing. The location must be drawn on plans submitted to the ARB for review. No dish may be installed without approval of the ARB and in accordance with Federal regulations.

Storage tanks shall not be permitted outside a residence. Propane gas storage must be buried within the setback lines if larger than a six (6) gallon capacity and must meet location guidelines by the North Myrtle Beach Zoning Ordinance. All others must be screened, covered or stored when not in use and are subject to ARB approval.

IV. The Architectural Review Board Process

When the owners of a home site decide to build or remodel a residence in Charleston Landing, they should begin by familiarizing themselves with the requirements of the Community Bylaws and these Master Guidelines. The process of review has not been put in place to be a burden to property owners. Rather, it is to protect property owners and their investment as well as to secure the aesthetic quality of Charleston Landing. With that in mind, each property owner should:

1. Become familiar with the Covenants and Restrictions and these Guidelines.
2. Procure the appropriate design consultants: architects; architectural designers; contractors/builders (to be licensed with the State of South Carolina and to be licensed with the County of Horry); any and all sub-contractors (to be fully licensed); landscape design and installation to be by an individual or company who has knowledge of residential landscaping to include landscaping principals, plant material and installation.
3. The property shall be surveyed by a registered surveyor licensed in South Carolina. The survey must have a title block to include the owner's name, address, and phone number and the surveyor's name, business address, phone, and license number. The following will be needed as part of the survey for review by the Architectural Review Board:
 - a. Charleston Landing infrastructure to include improvements roads, utilities, and utilities adjacent to subject property.
 - b. Property lines with dimensions and bearings.
 - c. Setbacks, right of ways, easements.
 - d. Contours at one-foot increments. Illustrate elevation above sea level.
 - e. Locate all existing trees with a caliper of 4" or over.
 - f. Scale to be 1/8" = 1'-0" or 1" = 10 ft.
 - g. North arrow.
 - h. Locate all other features of the site.
4. **A prerequisite to starting the formal review process is to coordinate a "pre-design" meeting.** Invite your architect, landscape designer, and an ARB representative to join you. These consultants will be able to provide expertise and consideration of the lot size, dimensions, setting, and adjoining homes prior to designing the residence. This should also alleviate any conflicts between the design process and the ARB guidelines. This meeting must take place prior to presentation of any formal building plans and prior to land clearing. This pre-design meeting has several objectives:
 - a. To conduct a joint visit to the building site in order to provide a mutually understood basis for further planning.
 - b. To clarify any applicable restrictions such as setbacks, OCRM critical lines, easements, grading requirements, drainage issues, height restrictions, lot coverage, identification and protection of distinctive trees, etc.

- c. To examine the location and general appearance of neighboring houses so as to ensure compatibility.

The success of the Pre-Design conference lies in the owner, architect or design professional, contractor and landscape architect reading and understanding these design guidelines.

Owners will receive notification of the ARB's review decision within **14 working days** of Plans Submittal Schedule. If the plans are approved, the Owner will receive notification of approval along with one set of plans bearing the ARB's approval stamp.

The ARB will not arbitrarily or unreasonably withhold or delay its approval of the plans. However, the ARB shall be entitled to base its approval, with respect to the nature of the different uses on the proposed plans conformity, to the Master Guidelines for the applicable district and conformity and harmony of external design with neighboring structures in the community.

A. The Preliminary Design Review

This first step is to be presented to the Architectural Review Committee at a regular meeting. The ARC is to be notified by the owner four (4) business days prior to the regular meeting of his or her desire to make a presentation. This level of design review allows applicants the opportunity to provide the ARB design ideas before extensive work and design time has been exhausted. Loose, yet informative design sketches (to scale), are acceptable and appropriate in order to convey the design intent to the ARB.

The owner must submit the following at this time:

1. Preliminary Review Application and fee.
2. \$450 non-refundable application fee (payable to Charleston Landing Homeowner's Association)
3. Prior to preliminary review, all Homeowners Association dues and assessments must be current.
4. Projects not providing this information will not be reviewed.
5. Two (2) sets of home plans consisting of:

Preliminary Site Plan. The scale is to be 1/8" = 1 ft. Or 1" = 10 ft. This can be a sketch but should include the layout of:

- Structure (footprint) with main entry indicated, roof layout, decks, patios, etc. Location of HVAC, garbage containers, LP tanks, etc.
- Driveways
- Parking
- Trash Receptacle
- Satellite Dish
- Mail Box
- Property line and setbacks, right-of-way, and easements
- First Floor Elevation
- Contours
- North Arrow

Preliminary Landscape Plan. The scale is to be 1/8" = 1 ft. Or 1" = 10 ft. This can be a sketch but should include the layout of:

- Locate all trees over 4" in diameter, measured three (3') feet from ground
- Indicate all trees requested to be removed and trees and other vegetation that will remain and/or be added.

Preliminary Floor Plan. The scale is to be 1/4" = 1 ft. This can be a sketch but should include the layout of:

- Overall house dimensions
- Walls
- Stairs
- Windows and Doors (sizes)
- Label all rooms and room dimensions
- Other notable features

Preliminary Exterior Elevations. The scale is to be 1/4" = 1 ft. This can be a sketch but should include the layout of:

- Front, left, rear and right side of proposed structure
- Indicate finished first floor (main) height

- Height from grade to mean and roof ridge
- Roof pitch(s)
- Label exterior materials
- All other significant design elements

B. The Final Design Review

All site planning, design planning and detailing have been thoroughly completed at this level of review. A complete, clear and concisely detailed design is expected to accurately represent the proposed design. It is also expected that all drawings are provided to scale and are hard-lined drawings (hand drafted or CAD produced).

Upon completion of the final drawings, the complete document set, materials samples and color samples will be submitted to the ARB for review. One document set will be returned with final approval or conditional approval with necessary revisions.

Information, guidance and/or recommendations supplied to the applicant or the applicant’s representative(s) from an ARB member outside of the official ARB meeting is considered as non-official information and cannot be construed as project acceptance, advice suitable to assure acceptance and/or a checklist suitable to assurance acceptance or anything similar.

The exhibits for the Final Design Review phase are as follows:

Two (2) sets of home plans consisting of:

Lot Survey

- All corners of lot and house staked and string lined
- Flag/Ribbon all trees to be removed

Site Plan. The scale is to be 1/8” = 1 ft. Or 1” = 10 ft.

- Structure (footprint) with main entry indicated, roof layout, decks, patios, etc. Location of HVAC, garbage containers, LP tanks, etc.
- Parking area(s)
- Trash Receptacle
- Satellite Dish
- Mail Box

- Property line and setbacks, right-of-way, and easements w/ dimensions
- First Floor Elevation
- Contours & proposed contours
- Drainage directions
- North Arrow
- Water & sewer service locations
- Driveway and walkway locations, dimensions, and fabrication material
- Location of all construction signage, dumpsters, port-o-johns, construction material, and staging areas for construction material
- Exterior lighting plan and description of fixtures
- Description of screen and location of trash and HVAC
- Meter locations
- Any other site fixtures or features

Final Landscape Plan. The scale is to be 1/8" = 1 ft. Or 1" = 10 ft.

This should include the layout of:

- Locate all trees over 4" in diameter, measured three (3') feet from ground
- Indicate all trees to be removed and trees and other vegetation that will remain and/or be added.
- Landscaping and/or site accent lighting. Indicate location and details.
- New and existing plantings, mulch, lawn, paving, paths, etc.
- Boundaries of all landscape treatments to include planting beds and sod.
- Plant list with quantities, size and spacing
- Indicate outline of all structures, drives, walks, decks, etc.
- The plan is to be signed by the professional designer, installer and homeowner

Final Floor Plan. The scale is to be 1/4" = 1 ft.

This should include the layout of:

- Overall house dimensions
- Square footage of project and impervious coverage
- Show garages, decks, patios, exterior stairs, etc.
- Walls
- Stairs
- Room sizes and proposed uses
- Windows and Doors (sizes)
- Code Analysis
- Mechanical equipment
- Other notable features

Final Exterior Elevations. The scale is to be 1/4" = 1 ft.

This should include the layout of:

- Front, left, rear and right side of proposed structure
- Indicate finished first floor (main) height
- Height from grade to mean and roof ridge
- Roof pitch(s)
- Show fences, walls and/or screening
- Label exterior materials
- Indicate materials texture
- All other significant design elements

Final Building Details. The scale is to be 1/2" = 1 ft. or larger

This should include the details of:

- Building sections
- Detail roof sections, pitch, type, etc.
- Detail wall sections
- Detail fascia, eave, related trim, etc.
- Service yard screen wall section & detail
- Screened porches, open porches, decks, railings, columns, exterior stairs, etc.

Roof Plan. The scale can be determined by the designer

This should show:

- Roof pitch

- Direction of slopes
- Material(s)
- Miscellaneous roof features, attachments
- Roof penetrations (significant)
- Gutters

Exterior Finish Board

See Fig. G

This board will include samples of:

- Roofing material
- Wall paint or stain
- Trim paint or stain
- Door paint or stain
- Trim/fascia/columns paint or stain
- Window trim and frame colors (including mullions)
- Brick sample
- Shutter color
- Exterior lighting

The ARB may occasionally call for larger samples of paint colors to be used on site for a more graphic representation of the proposed color plan. The ARB will inspect the property at intervals to determine that the exterior finish materials are being installed as approved.

Review for revisions, changes, or modifications

Homeowners cannot make any revisions, changes, or modifications to their homes without this review. This review required the following:

- Notification to the Board with a letter of intent which describes any changes.
- A \$75 non-refundable application fee for any changes, revisions, or modifications made after final approval has been given will be required.
- Samples of colors and/or materials, and an illustration.
- A scaled Site Plan is required noting changes.

Variance

In order to avoid placing an undue burden on any homeowner, the owner may request a variance. This shall be submitted to the Architectural Review Committee in writing. The following factors will be weighed heavily in considering whether a variance is needed:

- The requested variance would not affect the overall community or deter the purpose of the guidelines or covenants.
- The property, because of size, shape, or topography, creates extreme circumstances.
- The owner would suffer hardship unnecessarily from the guidelines or covenants.

V. Construction Guidelines

Guidelines have been established for the construction phase of residences in Charleston Landing. It is the General Contractor's responsibility to see that his employees, as well as his subcontractors, conform to these guidelines. In all cases, the property owner will also be held accountable by the ARB for the actions of the contractor with respect to the construction of the owner's residence.

A. Before Construction

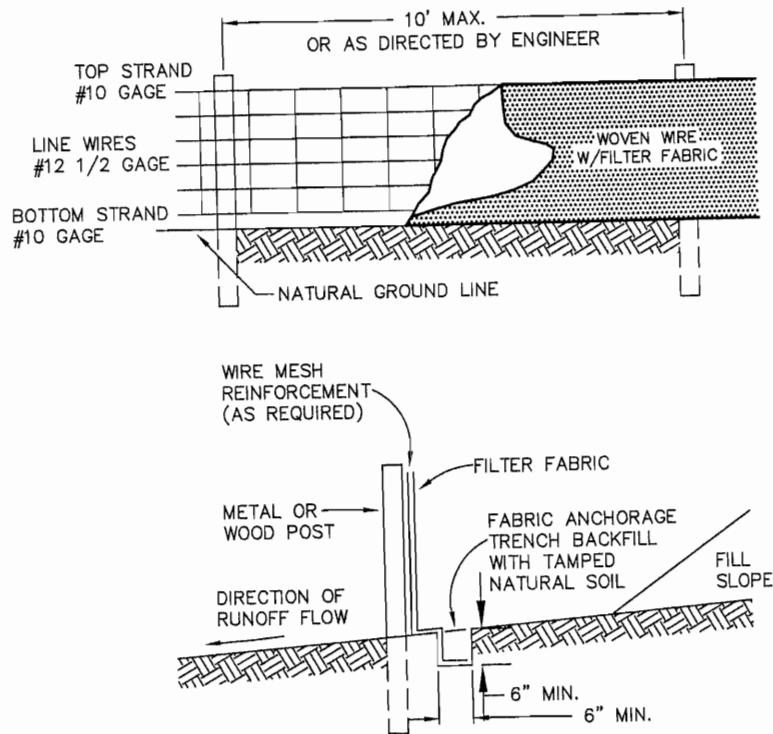
Before construction can commence, these items must be in place:

- **Plan approval** – no lot clearing or other construction activities may begin until the ARB has approved all plans and has completed the site inspection (with the house site staked by a licensed surveyor).
- **Licenses** – All builders of residences in Charleston Landing must possess all valid licenses as required by the City of North Myrtle Beach, Horry County, State of South Carolina or an owner with approval of the ARB.
- **Permits & Fees** – Final building permits must be obtained as required by the local governing jurisdiction and South Carolina state law.
- **Posting of Permits** – Put the Charleston Landing ARB approval documents and the North Myrtle Beach building permit on the back side of the temporary construction home site identification sign, weatherproof and maintain for the duration of the project.

- **Private Construction** – General contractors to work directly for a private property owner shall supply evidence of his authority to do so with the ARB.
- **Commencement and the Term of Construction** – The property owner or contractor as his agent shall notify the ARB in advance, of the designated construction start date. The residence must commence construction within six (6) months of the date of the ARB’s approval of the plans and specifications of the project. The residence must be completed within twelve (12) months after commencement of construction.
- **Terms of Landscape Installation** – Complete prior to issuance of the Certificate of Occupancy for the related structure.
- **Compliance with Approved Plans** – Representatives or agents of the ARB have the right, but not the obligation, to enter upon and inspect any construction underway, during reasonable hours, to determine whether the plans and specifications being followed were “Approved” and if “Approved” being complied with.
- **Tree Protection** – All trees eight (4”) inches and greater in circumference (measured 3’ off the ground) are considered protected and should not be damaged during construction. It may be necessary to remove some trees because of house location and orientation.
- **Temporary Power** – This item shall be located next to the utility box.
- **Temporary Facilities** – Each building site is required to provide a job toilet for workers. It must be placed twenty-five (25’) feet from any street in an inconspicuous location. The door must face away from the street and any existing residences. A commercial dumpster or approved trash pen is required for each job site. Temporary power poles shall be installed plum and shall be maintained accordingly. Job Site Plan Boxes are to be installed plum and shall be maintained accordingly. Silt fences and other erosion and debris control devices should be installed prior to grading activities. These fences are required along any side lot line when the adjoining lot(s) have been improved. **See Fig. O**
- **Proof of Insurance** – Builder’s Risk insurance is required.

SILT FENCE NOTES:

1. WOVEN WIRE FENCE SHALL BE REQUIRED AS A BACKING FOR FILTER FABRIC WITH AN ELONGATION AS DETERMINED BY ASTM D 1682, OF 50% OR GREATER. THE WIRE FENCE SHALL BE A MINIMUM OF 32" IN WIDTH AND SHALL HAVE A MINIMUM OF 6 LINE WIRES WITH 12" STAY SPACING.
2. WOOD OR STEEL POST MAY BE USED. WOOD POST SHALL BE A MINIMUM OF 6' LONG AND 3" OR MORE IN DIAMETER. STEEL POST SHALL BE A MINIMUM OF 5' LONG WEIGH A MINIMUM OF 1.3 POUNDS/FOOT, AND HAVE PROJECTIONS FOR FASTENING THE WIRE OR THE FABRIC TO THE POST. STEEL POST SHALL ALSO HAVE A METAL PLATE SECURELY ATTACHED SUCH THAT WHEN THE POST IS DRIVEN TO THE PROPER DEPTH, THE PLATE WILL BE BELOW GROUND LEVEL FOR ADDITIONAL STABILITY. POSTS SHALL BE INSTALLED TO A DEPTH DIRECTED BY THE ENGINEER, WITH 1 TO 2 INCHES OF THE POST PROTRUDING ABOVE THE TOP OF THE WIRE FENCE OF FABRIC BEING IDEAL, BUT IN ANY CASE, NO MORE THAN 3' OF THE POST SHALL PROTRUDE ABOVE THE GROUND.



CONSTRUCTION OF A SILT FENCE

Fig. O

If all plans and specifications were not followed, or other than "Approved" plans and specifications were followed, the Applicant shall appear before the ARB to explain the circumstances of noncompliance with the Charleston Landing ARB Design Guidelines. Following the Applicants appearance, the ARB shall vote on whether the intent of the Charleston Landing ARB Design Guidelines was violated or not. If the ARB determines that they were violated, the differences will be ordered corrected.

Changes proposed during construction must receive ARB approval prior to implementation. Also, should the removal of additional trees be deemed necessary, a field review and approval by the ARB is required through submitting a **change order** to the ARB.

B. During Construction

- **Conduct** – Owner's are responsible for the actions of their Building Contractor and the Building Contractor is responsible for the actions of their employees, subcontractors, suppliers and any other persons involved in the construction or alteration of a home site.
- **Noise Control** – Do not start equipment or pound outside of normal working hours. Construction access is permissible Monday through Friday, 7 AM to 7 PM and Saturday, 9 AM to 5 PM. No residential construction is permitted Sunday, except in the event of an emergency. Shut off construction equipment not in use. Loud vehicles, loud and/or vulgar music, offensive language and dress, etc. which can disturb residents will not be tolerated.
- **Dress** – All persons on the job site must wear proper dress to include enclosed toed shoes at all times.
- **Children & Pets** – Children and pets are not permitted on the job site at any time.
- **Alcohol/Drugs/Firearms** – The possession of or the consumption of alcohol and/or illegal drugs are prohibited. Firearms or other weapons are strictly prohibited. Violators will be immediately removed and banned from the community of Charleston Landing.
- **Dust Control** – Insure construction operations do not generate noticeable increases in dust from the project site. Spray operations with water to minimize.
- **Erosion Control** – Take precautions to virtually eliminate potential for erosion and maintain effort throughout duration of project.
- **Fires** – Fires of any type are not permitted, including those in 55 gallon drums to keep construction personnel warm or hot. Construction personnel allowing fires will be removed from the site and permanently barred from access to the Development.
- **Flammable Materials** – Keep quantities at an absolute minimum and insure such materials are properly handled and stored.
- **Site Maintenance** – The Building Contractor is responsible for insuring that the job site is maintained in a neat and clean manner at all times. Materials must be stored within the property lines. Equipment must be kept on the site and off the street. Vehicles parked on the street right-of-way during construction shall not impede safe traffic flow. No parking or blocking of the access lanes will be allowed. Streets shall be kept free of mud, silt and debris from construction traffic.

- **Commercial Dumpster** – (Or other suitable dumping containers and procedures). One per job site is required. Dump as often as necessary to keep the job site reasonably clean daily.
- **Sidewalks** - If a sidewalk exists on subject lot, it must be saw-cut prior to construction, and effectively rebuilt when re-pouring the driveway. Photos will be taken by the developer to catalog current sidewalk, curb, and pavement conditions, and the homeowner will certify that there is no existing damage.
- **Temporary Services** – The property owner is responsible for arranging for his own utility service connections. Temporary power will be located next to the utility box.

C. After Construction

- **Clean up** – Upon completion of construction activities, all debris shall be removed from the home site and surrounding areas prior to Final ARB Approval. Additionally, the temporary toilet and temporary power pole must be removed.
- **Final Field Review of the ARB** – Property Owner or Contractor as his agent shall notify the ARB in advance of the date when construction will be completed. An ARB representative will conduct a final field review of the project to verify that all plans and specifications and only “Approved” plans and specifications were followed. The construction of the residence must be completed and all landscaping installed before final field review. An “As-Built” Survey shall accompany the final field review request. Final disposition of escrowed bond/deposit fees will be determined following the Final Field Review.

VI. Fees and Fines Schedule

The ARB shall have the right to establish such reasonable fees as it may deem necessary. These fees have been established to cover expenses of reviewing plans and related data and to compensate any consulting professionals retained by the committee and to ensure that the owner and/or contractor keeps the property and community in a neat, clean, workmanlike manner, completes improvements in accordance with the approved documents, ensure proper re-seeding, clean up of right-of-ways, drainage swales and any damages caused to adjacent properties, sidewalks, roads, etc. by contractors and its agents.

- If after completion of construction and final inspections of the ARB, no damages have occurred or have been corrected and that no other violations of these guidelines have occurred, the Compliance Bond or balance thereof will be reimbursed to the Owner. Fines totaling in excess of the Compliance Bond will

be the responsibility of the property owner and all amounts due shall be paid in full prior to ARB release of Final Approval. Any and all fees and fines are the responsibility of the property owner.

Fees:

- | | |
|---|---|
| 1. Compliance Bond | \$5000.00 refundable* |
| 2. Courtesy Meeting w/ ARB | no charge for first 30 min.
\$50.00 for additional 30 min. |
| 3. Application
(Review Fee) | \$450.00 non-refundable |
| 4. Changes to or re-submittal
of Plans for modifications
after approval given or
previously denied | \$75.00 non-refundable |

Fines:

- | | |
|--|--|
| 1. Failure to correct violations
within 10 days of written
notification | Cost to repair plus 20% |
| 1. Damage to sidewalks , roads,
access lanes, etc. if not repaired | Cost to repair plus 20% |
| 2. Removal of trees not approved
by ARB greater than 4",
measured 3' from ground | \$100.00 per caliper inch |
| 4. Violation of Conduct | \$100.00 per occurrence |
| 5. Violation of Working Hours | \$100.00 per occurrence |
| 6. Violation of Site Maintenance | Cost to complete plus 20% |
| 7. Violation of Clean-up | Cost to complete plus 20% |
| 8. Non-compliance with
Approved Plans | \$50.00 per day until brought
into compliance |
| 9. Failure to clean-up/remove
debris daily | \$50.00 per occurrence |

Fees payable to: Charleston Landing Homeowner's Association
Post Office Box 1263
North Myrtle Beach, SC 29598

For plans and fees submittal requirements, please go to our website at:

www.charlestonlandinghoa.com

Questions: Please feel free to contact:

Fred Coyne, ARB Chairman 843-458-1698

Chris R. Clark, AIA, Architect 843-318-1947

Contact Hours: 8:00am – 5:00pm Monday thru Friday

Anything not covered in the above Guidelines, the ARB through the Board of Directors has the authority to decide.

The Charleston Landing Architectural Review Board hopes that the experience of building a home and living in this community will be one of personal growth and a source of continued enjoyment.

ARCHITECTURAL QUESTIONNAIRE

Date: _____ New Construction ____ Improvements ____

Preliminary Plans ____ Final Plans ____

Lot # _____ Street _____

Property Owner _____

Mailing Address _____

City/State/Zip _____

Phone #'s Home _____ Cell _____

Work _____ Other _____

Builder _____

Address _____

City/State/Zip _____

Phone #'s Home _____ Cell _____

Work _____ Other _____

Heated Sq. Ft. _____ Ground **Foundation:** Raised Slab, Crawl Space...

_____ 1st Floor Other _____

_____ 2nd Floor

_____ Total **Finished 1st Floor Ht.** _____

Unheated Sq. Ft. _____ Garage **Main Ridge Height** _____

_____ Storage **Main Roof Pitch** _____

_____ Screened Porch

_____ Decks/Patio

_____ Other

_____ **Total**

Exterior Material

Roof: Shingles, Metal, Slate, Other _____ Color _____

Siding: Style _____ Color _____

Trim: Style _____ Color _____

Window(s): Style _____ Color _____

Shutters: Style _____ Color _____

Garage Door _____ Color _____

Exterior Door: Style _____ Color _____

Decks: Style _____ Color _____

Patio: Style _____ Color _____

Railing: Style _____ Color _____

Columns: Style _____ Color _____

Fence: Style _____ Color _____

Other: _____ Color _____

ARB Review: For ARB Use Only

Date: _____

<u>Approved</u>	<u>Denied</u>	<u>Item</u>	<u>Comments</u>
_____	_____	Application	_____
_____	_____	Sample Board	_____
_____	_____	Survey	_____
_____	_____	Site Plan	_____
_____	_____	Landscape Plan	_____
_____	_____	Floor Plans	_____
_____	_____	Elevations	_____
_____	_____	Trees to be Removed/Flagged	_____
_____	_____	Lot & House Corners Staked	_____

Additional Comments:

FORM A

Preliminary Review Application

Charleston Landing – Architectural Review Board

Date: _____

Lot # _____ Street _____

Property Owner _____

Mailing Address _____

City/State/Zip _____

Phone #'s Home _____ Cell _____

Work _____ Other _____

Architect/Designer _____

Mailing Address _____

City/State/Zip _____

Phone #'s Home _____ Cell _____

Work _____ Other _____

Contractor _____

Mailing Address _____

City/State/Zip _____

Phone #'s Home _____ Cell _____

Work _____ Other _____

Surveyor _____

Mailing Address _____

City/State/Zip _____

Phone #'s Home _____ Cell _____

 Work _____ Other _____

Landscape Architect/Designer _____

Mailing Address _____

City/State/Zip _____

Phone #'s Home _____ Cell _____

 Work _____ Other _____

For Board Use:

____ Review Fee Paid

____ Architectural Questionnaire

____ Site Plan to scale by registered land surveyor and plan showing all driveways, garages, deck, porches, walkways, screening and fencing.

____ Preliminary Floor Plan(s)

____ Preliminary Elevations

____ Preliminary Landscape Plan

____ Approved ____ Disapproved Date _____

Signed: _____

FORM B

Final Review Application

Charleston Landing – Architectural Review Board

Date: _____ Date of Preliminary Approval _____

Lot # _____ Street _____

Property Owner _____

Mailing Address _____

City/State/Zip _____

Phone #'s Home _____ Cell _____

Work _____ Other _____

Architect/Designer _____

Mailing Address _____

City/State/Zip _____

Phone #'s Home _____ Cell _____

Work _____ Other _____

Contractor _____

Mailing Address _____

City/State/Zip _____

Phone #'s Home _____ Cell _____

Work _____ Other _____

Surveyor _____

Mailing Address _____

City/State/Zip _____

Phone #'s Home _____ Cell _____

 Work _____ Other _____

Landscape Architect/Designer _____

Mailing Address _____

City/State/Zip _____

Phone #'s Home _____ Cell _____

 Work _____ Other _____

For Board Use:

___ Review Fee Paid

___ Architectural Questionnaire

___ Site Plan to scale by registered land surveyor and plan showing all driveways, garages, deck, porches, walkways, screening and fencing.

___ Final Floor Plan(s)

___ Final Elevations

___ Final Landscape Plan

___ Exterior Materials & Colors

___ Color Board

___ Approved ___ Disapproved Date _____

Signed: _____

FORM C

Construction Application

Charleston Landing – Architectural Review Board

Date: _____

____ New Construction

____ Improvements to Existing Structure

Lot # _____

Street _____

Owner's Name _____

Contractor _____

Mailing Address _____

City/State/Zip _____

Phone #'s Home _____

Cell _____

Work _____

Other _____

S.C. License No. and Classification _____

AGREEMENT

I, _____,

as contractor for the construction project described above, do hereby submit this deposit in good faith to the Charleston Landing Homeowner's Association for assurance that the construction will be implemented in accordance with the final plans as approved by the Charleston Landing ARB.

I further agree that:

1. I have read the Design & Construction Guidelines and the Master Declaration of Protective Covenants and do agree to follow these in full understanding.

2. I agree to construct and fulfill the plans and specifications as approved for this project in the final review by the Architectural Review Board. I understand that any changes to these plans must be approved by the Board.
3. At closing, I will accept full and total responsibility for the condition of the lot on all existing and future improvements. I will make repairs to any item damaged during the course of construction and will ensure that the lot and its improvements will pass all inspections required for a Certificate of Occupancy. I will accept full responsibility for the actions of my contractors, suppliers and/or subcontractors and release Owner/Developer and his contractors, suppliers and/or subcontractors from any further liability or responsibility with regard to above described site improvements.
4. I understand and agree that both the property lines and the house footprint are to be staked by a registered land surveyor for review by the Architectural Review Board (ARB) prior to any construction activities on the lot.
5. I agree to carry out construction according to these plans and specifications as approved in the final review by the ARB. No changes to these plans will be made without prior approval by the ARB.
6. I am responsible for the behavior and actions of all my employees, agents, subcontractors, suppliers and others coming on or about the job in connection with my performance under the contract.
7. I am responsible for maintaining a clean construction site at all times. In order to comply with this requirement, I will provide a container on site with screening sufficient to block the view of its contents and large enough to accommodate the trash and refuse from my building project. In addition, I will provide a covered container so that employees can dispose of cans, bottles, lunch bags and other minor refuse items so that they will not be lying loose on the lot. I will also empty these containers often enough so that they will be able to support the refuse from the building project. I will maintain a chemical toilet at all times at the rear of the property with sufficient screening of white vinyl lattice to block its view.
8. For the duration of construction and upon completion of the building project, I am responsible for a thorough clean up of the construction site.
9. I agree that should I or any other persons for whom I am responsible violate any of the terms of these Guidelines or any other terms of this agreement, that the ARB may: **a)** Withdraw my right to enter upon the private streets of Charleston Landing to access any lot in the subdivision for construction purposes; and **b)** That any such entry by me or any other person under my responsibility who should enter upon the streets to pursue a building project will be considered a trespass until such time as the right to enter has been restored by the ARB.
10. I agree that I will immediately stop construction on the building project at any time should I be directed to do so by the ARB in writing, provided the written notice describes the manner in which I am in violation of this Agreement and these Guidelines. I further agree that any

action I take after notice will be limited to the sole purpose of correcting any violation and/or as necessary to comply with this Agreement and those requirements. I will not commence work toward completion of the building project until the stop work order has been lifted by the ARB.

11. I hereby represent to the ARB that I hold a intermediate or unlimited South Carolina General Contractor's License and that the license number shown at the head of this document is correct, is current and is sufficient to cover and authorize me to carry out the building contract as the general contractor.

12. I understand the compliance bond in the amount of \$5,000.00 which has been submitted to the ARB will be held in an escrow account and should I fail to abide by this Contractor Agreement and/or the Design & Construction Guidelines, that some or all of the performance bond may be retained by the ARB. Should the ARB impose a fine or charge against my performance bond, it shall furnish to me a statement as to why the fine or charges were imposed, together with the amount charged. As a guide, the ARB may impose a fine or charge for the following types of violations:

- a) Failure to control soil run-off into ditches, adjoining lots or ponds;
- b) Failure to provide a chemical toilet for the workers use;
- c) Failure to provide the necessary refuge and trash containers;
- d) Failure to properly screen the chemical toilet and refuge from view;
- e) Failure to empty the trash containers;
- f) Removal of trees or shrubs in violation with the covenants and guidelines;
- g) Failure to provide proper protection and/or allowing damage to the streets or curbs by the delivery trucks.

This application, agreement and deposit made this _____ day of _____, 20__

By: _____

Signed: _____

Witness: _____

Deposit Date: _____ Amount Received: _____ Check No.: _____

Approved by Architectural Review Board by: _____ Date: _____

FORM D

Request for Final Inspection / Deposit Refund

Charleston Landing – Architectural Review Board

Date: _____

Lot #: _____

Owner's Name: _____

Owner's Address: _____

Architect / Designer: _____

Contractor: _____

Landscape Architect / Designer: _____

Requested Date of Inspection: _____

I do hereby certify in good faith that the contracted structure on said homesite does conform to the International Residential Building Code, local codes, Charleston Landing Architectural Review Board Design & Construction Guidelines and the final plans as approved by the ARB. All site work, landscaping, cleaning, removal of temporary utilities and repair of damage to rights of way and common areas has been implemented. This constitutes a request for return of the Architectural Compliance deposit.

Contractor's Signature: _____ Date: _____

Architect / Designer's Signature: _____ Date: _____

Landscape Architect / Designer's Signature: _____

Date: _____

Board Use: ___ Deposit Returned in Full ___ Partial Refund

Amount Returned: _____

Reason for Withholding: _____

FORM E

Minor Change Application

Charleston Landing – Architectural Review Board

Date: _____

Lot #: _____

Owner's Name: _____

Owner's Address: _____

Architect / Designer: _____

Contractor: _____

Landscape Architect / Designer: _____

Requested Change: _____

Reason for Change: _____

(Please attach sketch / specification of proposed change)

Board Use: ___ On Site Inspection Conducted

Inspected By: _____

___ Approved ___ Conditional Approval ___ Disapproved

I understand and approve of this change:

Signed:

1) _____ Date: _____

2) _____ Date: _____