

**HILTON HEAD PLANTATION
PROPERTY OWNER'S ASSOCIATION
ARCHITECTURAL REVIEW BOARD**

**DESIGN GUIDELINES
AND
REVIEW PROCEDURES/FORMS**

FOR THE CONSTRUCTION OF BUILDINGS AND PROPERTY IMPROVEMENTS

**SUBJECT TO ALL AMENDED
LAND USE RESTRICTIONS
PROTECTIVE COVENANTS
BUILDING STANDARDS**

APPROVED BY: HHPPOA Board of Directors

APPROVAL DATE: October 25, 2022

EFFECTIVE DATE: December 1, 2022



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1.0 GENERAL INFORMATION

1.1 PHILOSOPHY AND PURPOSE OF THIS DOCUMENT

In any private residential community such as Hilton Head Plantation, certain Guidelines and restrictions have been established to ensure that development can proceed in an orderly and well-planned manner. The original developer determined the overall land plan and infrastructure and prepared the regulations and covenants used to manage development. Every two years the Design Guidelines and Review Procedures / Forms are reviewed and updated. The Covenants protect the community from unattractive and irresponsible construction, thus enhancing the overall beauty and cohesiveness of the development, maintaining property values, and protecting the natural environment.

Pursuant to the various covenants previously established, i.e.,

- HHPPOA Amended Land-Use Restrictions Protective Covenants Building Standards Class "A" Residential,
- Covenants Class B Multi-Family, and
- Covenants Class C Declaration Covenants Conditions Restrictions.

The HHP POA Executive Board established the Architectural Review Board (ARB), whose function is to review and approve or disapprove plans for any proposed construction or alteration of any improvements within Hilton Head Plantation. However, the ARB reserves the right to make incremental changes as the need arises.

The Executive Board has granted the HHP ARB broad discretionary powers regarding design, construction and development, including architectural style, colors, textures, materials, landscaping, overall impact on surrounding property, and other aesthetic matters. These Planning Guidelines were adopted by the ARB to promote structures in architectural character that reflects the quality and permanence of a premiere residential community.

This document contains the Guidelines that govern design, aesthetics, and fit in the community of any structure, improvement, or landscaping in Hilton Head Plantation.

This document also covers all commercial property considerations as they arise.

It is the intent of these Design Guidelines to help assure that Hilton Head Plantation will be a community of quality homes and buildings with tasteful and aesthetically pleasing architectural designs and landscaping that are harmonious with surrounding structures and topography. These Design Guidelines promote the use of long-lasting materials and high standards of construction for buildings, landscaping and other improvements. These Design Guidelines do not include other restrictions associated with Hilton Head Plantation. Accordingly, builders and homeowners should familiarize

themselves with the provisions of all the governing documents of Hilton Head Plantation as well as applicable laws and building codes.

The inclusion of any requirement in these Design Guidelines shall not preclude the HHP ARB's right to disapprove any proposed matter for any reason, and any prior approval by the HHP ARB shall have no precedential value or effect. The HHP ARB reserves the right to make exceptions and grant variances.

Neither the submission to the ARB of an Application for Approval for modification nor any proposed plan shall constitute an approval by the HHP ARB. Approval by the HHP ARB does not constitute approval by any public permitting agency, nor does it ensure that the proposed improvements will comply with any other applicable codes or standards or that the improvements constructed in accordance with the approved plans will be safe or suitable for the intended use. The Town of Hilton Head Island requires building permits for building construction and structural modifications, which will necessitate compliance with local and state building codes.

The ARB reserves the right to update the Design Guidelines within the two year period by Addendum if it is deemed necessary.

1.2 AUTHORIZATION

The Board of Directors of the Hilton Head Plantation Property Owner's Association shall establish an Architectural Review Board, hereinafter called the ARB, as a function of the Association. The Board shall establish the ARB's mission and authority. Subject to the Board's approval, the ARB shall develop Architectural Guidelines, Review Procedures, and Regulations governing all real property improvements.

Precedence

Based on provisions contained in the Covenants, these *Design Guidelines, and Review Procedures / Forms* are established. After adoption, this document shall supersede all others previously published.

Interpretation and Severability

Whenever possible, each provision of this document shall be interpreted to be valid and effective under applicable law, but if any provision of this document is prohibited, invalid, or unenforceable under any particular circumstances, that provision shall be ineffective only to the extent of the prohibition, invalidity or unenforceability, without invalidating that provision under any other circumstance or invalidating the remaining provisions of this document.

1.3 ABBREVIATIONS AND DEFINITIONS

- **HHP** - Hilton Head Plantation or "the Plantation".
- **HHPPOA** - Hilton Head Plantation Property Owners' Association hereinafter referred to as POA.
- **POA** - Property Owners' Association.

- **POA Board of Directors or POA Board or Board** - the governing body of the POA, elected by the property owners of the Plantation.
- **ARB** - Architectural Review Board. The committee appointed by the POA to oversee and implement the provisions of the *Design Guidelines and Review Procedures*.
- **COVENANTS** - All Amended Land Use Restrictions, Protective Covenants, Building Standards of the Hilton Head Plantation Property Owners' Association, latest issue.
- **GUIDELINES** - The *Design Guidelines and Review Procedures/Forms* for the Construction of Buildings and Property Improvements, latest issue.
- **HORIZONTAL CONSTRUCTION** - Any part of the construction or site improvement that is eighteen inches (18") or less in height above the finished grade.
- **VERTICAL CONSTRUCTION** - Any part of the construction or site improvement, other than live landscaping, which is over eighteen inches (18") in height above the finished grade.
- **ADMINISTRATOR** - The Administrator of the ARB.
- **TOWN** - The Town of Hilton Head Island, SC.
- **SC** - State of South Carolina.
- **SETBACK LINE** - A line at a predetermined distance, within and parallel to a property line.
- **SETBACK AREA** - That area between the property lines and the required setback lines.

1.4 ARCHITECTURAL REVIEW BOARD (ARB)

The ARB is established to maintain the type of building design, colors, and landscaping appropriate to the Plantation and to ensure that all projects meet the Plantation's Covenants and ARB Design Guidelines. All required information must be submitted to and approved by the Architectural Review Board prior to implementation. This also applies to any additions or alterations, repainting, re-roofing, or major landscape changes. Section 2.0 of this document covers the specific functions of the Architectural Review Board in detail.

1.5 LIMITATION OF LIABILITY

Refer to Article I, General Covenants, Section 8.

1.6 TOWN BUILDING PERMIT

Contact the Town of Hilton Head Island for a Town of Hilton Head Island Building Permit.

1.7 DESIGN DOCUMENTS

The property owner as well as the architect, engineer, and/or designer are responsible for ensuring that all plans, documents, and submittals are prepared in accordance with these Design Guidelines and satisfy the Town of Hilton Head Island building code and all other governing codes, Guidelines and regulations.

See the detailed requirements in Section 3.0 and the Summary of Procedures in Section 3.1.1 of this document.

A building permit from the Plantation will not be issued until all design documents have been completed and approved.

Submittal for final approval to the ARB must include a full set of working drawings, landscape plan, drainage plan, photos of property and adjacent areas and a color sample board, as applicable. See section 3.2

1.8 COPYING BUILDING PLANS

Owners may obtain, for a fee, copies of drawings of their residence by submitting a request to the ARB.

2.0 THE ARCHITECTURAL REVIEW BOARD

2.1 PURPOSE

The ARB assures compliance with all provisions of the Covenants, Declarations, and Guidelines concerning architectural control by means of a review process and mandatory inspection procedures.

2.2 SCOPE

The ARB reviews for approval the plans and specifications for new construction, additions, alterations and improvements of any kind to all residential, and/or commercial property exteriors. This includes, but is not limited to, aesthetics, siting, drainage, landscaping, exterior colors, re-roofing, re-painting, pools, pool enclosures, recreational equipment, and tree removals. Approval by the ARB does not attest to the structural integrity of the submission or to its compliance with building codes.

When requested, the ARB will assist in the review, execution, and inspections of all POA improvement projects on Common Properties and Restricted Common Properties.

2.3 OBJECTIVES

The ARB controls and regulates all improvements to the Plantation Property in order to maintain and enhance the continuing quality of development and property values.

2.4 COMPOSITION AND DUTIES

The ARB is composed of a Chairperson who is a member of the POA Board of Directors, six (6) members, up to three (3) alternates appointed by the POA Board of Directors, and one (1) ARB Administrator as follows:

- One (1) Chairperson who is a property owner and a member of the POA Board of Directors.
- Four (4) property owners who have an interest in and some experience with activities related to construction and/or building design.
- One (1) SC registered architect consultant.
- One (1) SC registered landscape architect or land planner consultant.

- Up to three (3) qualified property owners to serve as alternates in the absence of any of the four property owner members.
- One (1) ARB Administrator and support personnel, as necessary, to conduct the business of the Board.

Each member of the Architectural Review Board shall have one equal vote, with the exception of the ARB Administrator who does not have voting privileges. The Chairperson shall only vote in the event of a tie on any issue or to make up a quorum. An alternate's right to vote is vested only when the alternate is replacing a member.

The ARB Administrator has the authority to approve or disapprove the following:

- All required or requested on-site inspections
- Tree removals.
- Re-roofing requests.
- Re-painting requests.
- Direct broadcast satellite (DBS).
- Multi-point distribution service (MMDS) antennas.
- Job site conditions.
- Recreational equipment.
- Minor repair and replacement to building and property.

The ARB Administrator shall not override any decisions made by the ARB or approve any changes that do not comply with the administrative approval requirements of the ARB. No other changes can be made without the approval of the ARB.

2.5 MEETINGS

The workload at any given time determines the frequency of ARB meetings; however, the ARB must meet at least once per month unless no applications have been submitted for review. The ARB Administrator is responsible for the taking of minutes and the preparation of correspondence as a result of the deliberations of the ARB. A permanent record is kept of all proceedings. Deliberations of the ARB concerning individual projects are kept confidential until such time as a final determination has been made.

2.6 QUORUM

All actions and decisions of the ARB shall be passed by a quorum of the eligible voting members, except during major disaster situations. A Quorum shall consist of a minimum of four (4) eligible voting members. Refer to 3.5.3.6 for ARB Quorums during a major disaster. A simple majority of those casting votes in a quorum shall constitute the ARB decision.

2.7 CONFLICT OF INTEREST

If an ARB member submits a project to the ARB for review or has a personal interest in a submitted project, the ARB member shall recuse himself from the meeting during the review, discussion and vote of that project and leave the premises if appropriate.

3.0 REVIEW PROCEDURES

3.1 PRIOR TO CONSTRUCTION

All owners, architects, engineers, designers, builders, contractors, and developers shall have received, read, and understood these guidelines and agreed to comply with them, as applicable, prior to submitting any proposal for ARB review.

Submittals must be received by noon on Monday of the week of the ARB meeting date for inclusion in that week's agenda.

Mirror images or original plans will not be reviewed. Standard size 24 x 36 print copies must be submitted. It is the Board's discretion to accept 11 x 17 prints for smaller projects.

We encourage originality and discourage the use of stock designs.

For extensive, complicated designs, the ARB recommends, and may require the submittal of a model and/or color rendering to help visualize the scope of the project.

Photographs of the property viewed from the front (road), the rear, and sides shall be included in the first submission for new construction. These photographs must clearly show the adjacent properties/homes on each side whether improved or unimproved.

It is strongly recommended that all submissions be prepared by a SC registered (licensed) architect or design professional. Submittals for major new construction, such as a single-family dwelling, may not be accepted unless prepared by a SC registered architect or, in the judgment of the ARB, a competent residential designer.

Submittals prepared by owners acting as their own contractor are not recommended. However, exceptions can be allowed for modifications to existing dwellings where the owner, acting as his own contractor, demonstrates competence by meeting the requirements for submittal specified in this document.

In all cases, submittals will not be accepted if, in the judgment of the ARB, they don't meet ARB criteria.

3.1.1 SUMMARY OF PROCEDURES

The applicable procedures listed below must be followed during the review and construction phases of the project:

- Preparation of Drawings.
- Application for Design Review.
- ARB Submission Fee.
- ARB Review of Plans (building drawings, colors, finishes, landscaping, drainage, tree removal, setback inclusions).

- Re-submittals and Appeals if required.
- ARB Final Approval.
- Applicant must sign-off on the ARB approved plans.
- Signed Letter by Owner acknowledging their receipt of all the POA governing documents.
- Signed Drainage and Tree Compliance Agreement by Owner.
- HHP Utilities Construction Agreement.
- Escrow Deposits. Owner and Builder.
- Stakeout Inspection Approval.
- Town of Hilton Head Island Building Permit Issued and Posted.
- HHP Building Permit Issued and Posted.
- Location (Batter Board) Survey Approval.
- HHP Permit issued to start Framing.
- Patio Wall extension inspection, if applicable.
- Submit Changes, if any, for ARB approval.
- In-Progress Construction Status Inspections.
- Driveway and Road Drainage Inspections.
- Final Grade Inspection including Letter from Drainage Engineer and Landscape Architect.
- Landscape Inspection.
- Final Compliance Inspection.
- Escrow Deposits Returned (less violation fines, if any).

3.2 TYPES OF REVIEWS AND SUBMITTAL REQUIREMENTS

3.2.1 Conceptual Review

Prior to detailed drawing preparation, if there is a concern about the acceptability of either the Site Plan or the architectural design aesthetics of the structure, an application for Conceptual Review may be submitted.

The following documents are required for a Conceptual Review:

- A site plan and a tree and topographic survey, no older than three years, submitted by a South Carolina licensed surveyor, complying with the Town of Hilton head Island requirements at scale 1/8" = 1'-0" containing all information required for a Final Review with all pertinent information.
- Drawings depicting at a minimum three (3) elevations of the proposed structure.
- Photographs as required by ARB section 3.1.

The ARB has the option of requesting additional information that may be necessary to judge a Conceptual Review. If there are architectural design aesthetic concerns, all pertinent building elevation drawings must be submitted.

The resulting ARB review comments are for the guidance of the property owner, architect, designer, or contractor only and are in no way binding on the ARB to subsequently approve any other aspects of the project.

3.2.2 Preliminary Review

3.2.2.1 Purpose

If an applicant is concerned about the acceptability of certain architectural aspects or siting considerations prior to the completion of a full set of working drawings, a Preliminary Review may be requested.

3.2.2.2 Required Documents for a Preliminary Review:

- A completed, signed and dated Application for Design Review accompanied by the appropriate design review fee. See fee schedule in section 9.4, (Exhibit D)
- A site plan and a tree and topographic survey no older than 3 years submitted by a South Carolina licensed surveyor at Scale: 1/8" = 1'-0" and containing all information required for a Final Review.
- Floor and Roof Plan(s) at Scale: 1/4" = 1'-0".
- All major elevation drawings at Scale: 1/4" = 1'-0" with all exterior materials clearly indicated.
- Wall sections and details as necessary to interpret the plans, elevations, and features that are of concern.

- Complete detailing, dimensions, landscape plan or an electrical plan are not required.
- Photographs as required by ARB section 3.1.

3.2.2.3 Additional Information

The ARB has the option of requesting additional information that may be necessary to judge a Preliminary Review.

3.2.2.4 Non-Binding Review Results

The results of these reviews are for the information of the property owner, architect, designer, and general contractor only and are in no way binding on the ARB to subsequently approve any other aspect of the project.

3.2.3 Final Review

The following documents are required for a Final Review:

3.2.3.1 Site Plan

- A tree and topographic survey no older than 3 years at Scale: 1/8" = 1'-0" and sealed by a South Carolina licensed surveyor.
- Property lines with measurements, Coastal Critical Line (CCL), and average high water mark line, if applicable, dimensioned required setback lines, lot corner grade elevations, edge of road grade elevations, spot grade elevations at the center of the lot and midway along each property line, culvert invert elevations and the finished floor elevation of the house, the garage and all horizontal construction.
- All trees to be removed indicated by an "X".
- Contours in one-foot increments of both the existing and the proposed new finished grades.
- A footprint of all new proposed vertical and horizontal construction located by dimensions from the property lines.
- Edge of the roof overhang shown as a solid line and the walls below as broken lines.
- All proposed recreational equipment indicated.
- Materials for the driveway, walks, patios, decks and pool decks indicated.
- Locations of all adjacent existing conditions including roads, golf courses, golf cart paths, leisure paths, open space, easements, lagoons, swales, ditches, bulkheads, retaining walls, designated wetlands, and open water.
- Locations of all adjacent existing structures and homes including finished floor elevation noted for each.

- On patio lots, patio wall extensions indicated and the location of the gutters and downspouts.
- Photographs as required by ARB section 3.1.

Lots abutting marsh or water must indicate the Coastal Critical Line (CCL) at the time of submission, if applicable. Any planned construction within twenty feet (20') of the CCL must have a current Department of Health and Environmental Control (DHEC) and Office of Ocean Coastal Resource Management (OCRM) sign-off prior to submission to the ARB for final review approval, as there is a three (3) year limitation on its placement.

Clearing Restrictions on Tidal Waterfront and Marsh Front Lots – Major clearing of trees and underbrush is restricted within thirty feet (30') of the Average High Water Mark on those lots fronting on Port Royal Sound, Skull Creek, and Elliot/Park Creek.

Bulkheads – The proposed location of the bulkheads shall be clearly shown and follow the property line.

For further information refer to the Class A Covenants, Article VI, Section 2, Page 15.

3.2.3.2 Drainage Plan

This plan shall be prepared by a South Carolina registered professional engineer or registered landscape architect and shall include the seal of the professional. It shall be coordinated with the landscape plan to ensure compatibility with existing trees to remain, proposed plantings, and other landscape features. A separate site plan shall be submitted showing both original and final grading contours at a minimum of 1-foot intervals (1/2-ft intervals may be necessary for very flat sites, spot elevations at appropriate locations and drainage details (direction of flow arrows, pipes, catch basins, swales, berms, etc. to clearly show the proposed final grading of the site and its drainage pattern so that no storm water runoff will be directed to adjacent properties. Include proposed trees to be removed and protection of trees to be saved. Tree wells may be required. Attention should be given to the concentrated runoff from roof valleys and gutter downspouts, which may need to be directed by a closed drainage system. In certain cases where no lower areas are available to direct the runoff, retention basins may need to be constructed on site.

At the completion of all work, the professional engineer or landscape architect who prepared the grading and drainage plan shall make a final inspection of the work and provide a letter of certification to the ARB that all grading and drainage work was performed in accordance with the approved plan. Any deviations must be explained in full detail and shall be subject to inspection and approval by the ARB. The construction deposit shall be refunded upon satisfactory completion of all construction, including the grading and drainage work. The ARB reserves the right to conduct its own inspection of the work.

A Drainage Plan sealed and signed by a landscape architect, or engineer shall be submitted and shall contain the following statement:

The drainage indicated on this site plan shall be designed to meet the requirements of the master drainage system for this subdivision. Drainage shall be directed to the common areas and away from adjoining lots.

The following shall also be clearly indicated – main building and garage finished floor elevations, finished grade contours in one foot (1) increments, finished grade spot elevations at all lot corners and along property lines, swales, berms, and ditches with spot elevations and contours, direction arrows of drainage flow, spot elevations at the edges of all paving, any other control features that are applicable.

3.2.3.3 Floor Plans

Scale: 1/4" = 1'-0" fully and accurately dimensioned.

Note the square foot heated and adjusted floor areas as follows:

<u>SQUARE FOOTAGE</u>	<u>FIRST FLOOR</u>	<u>SECOND FLOOR</u>
Heated area		
Garage@2/3 (under main roof of house)		
Screen Porches @ 1/2		
Deck or patio @ 1/4		
TOTALS:		

Floor Plans should include all features, including stairs, patios, decks, porches, entry deck, landings, service yards, planters, walls, doors, windows, dashed "broken" lines of roof overhangs, location(s) of access stairs, skylights, and ceiling configurations.

3.2.3.4 Roof Plan

A Roof Plan is required for all submittals. All roof slopes and materials should be clearly indicated. See section 4.4.1 for appropriate roof pitch.

3.2.3.5 Elevation Drawings

The following details for elevation drawings should be provided at a scale of 1/4" = 1'-0":

- All facades.
- Vertical story heights, floor elevations, sill and plate heights, maximum roof height from lowest finished grade, door and window heads dimensioned and existing grades and new finished grades shown.

- All exterior finish materials indicated by means of symbols, conventions, or notations and must be consistent with the Plans, Sections, and Details.
- Show required patio wall extensions.
- Show gutters and downspouts.

3.2.3.6 Wall Sections

Where applicable and unless otherwise shown, the following details should be provided at a minimum scale of 3/4" = 1'-0".

- Wall sections of the main structure , garage, and any other wall elements should clearly depict the structural assembly of the building. Sections are usually from the bottom of the footing to the roof rafters including the roof overhang.
- Service Yard – Vertical section, horizontal plan, and equipment platform, if applicable.
- Patio Wall Extensions, if applicable – Section from bottom of footing to top of wall.
- Pool enclosures - Vertical section, horizontal plan, and equipment platform, if applicable.
- Sections should be fully notated and dimensioned for all components.

3.2.3.7 Details

Where applicable and unless otherwise shown, the following details should be provided at a scale no smaller than 3/4" = 1'-0":

- Foundation and Piers.
- Roof Overhangs and Gable Rakes: Overhang Dimensions, Materials and Dimensions.
- Chimney termination: Dimensions and Material.
- Corner trim: Dimensions and Material(s).
- Door and Window trim including head, jamb, and sill: (Dimensions and Material(s)).
- Porch and Deck Framing including posts, columns, railings and stairs.
- All exterior stairs.
- Columns and Pilasters.
- Lattice detail: Dimensions and Spacing.
- Louver detail.
- Banding and Frieze details.
- Service Yard.

3.2.3.8 Electrical Plan

Where applicable and unless otherwise shown, the following details should be provided at a scale 1/4" = 1'-0":

- All interior and exterior lighting, and electrical outlets indicated including wall and post-mounted units and landscape lighting circuits.
- Locations shown of the electric meter in the service yard and the house main distribution/breaker panel(s). The electrical meter must be fully screened inside a service yard and not be visible from outside the service yard.
- All electrical specifications must comply with the current edition of the National Electrical Code adopted by the Town.

3.2.3.9 Schedules

The following schedules are required:

- Window schedule – Type, size, color, and manufacturer.
- Door Schedule – Type, size, and manufacturer.
- Electrical Symbols – on Electrical Plan.

3.2.3.10 Specifications

Any written specifications pertinent to and not otherwise shown should be notated or indicated clearly on the drawings.

3.2.3.11 Landscape Plan

The landscape plan must be submitted as part of the Final Review and shall clearly indicate the following:

- Must agree with Drainage Plan drainage flow and finished grade contours.
- Show locations of all trees, shrubs, lawn, ground cover and other landscape features, both existing and proposed.
- Berms, swales, and other drainage control features with spot elevations.
- All trees and shrubs by species and planted sizes.

Lawn sod is required and shall extend to the edge of the road paving, where applicable and across the entire street front between property lines. See Section 5.4.4. Artificial turf may not be approvable and is generally not permitted where it would be visible from the road.

3.2.3.12 Color Samples

Color samples are required (color rendering is optional), of all proposed exterior finishes with the Application for Final Design Review.

All exterior finishes are to be displayed as follows. The combination of exterior finish samples shall be submitted on a single board no smaller than 8.5" wide and 11" long. Brick, pavers, mortar, and masonry materials must also be submitted, if applicable. **All samples must be of the actual materials including masonry products.**

3.2.3.13 Particular Requirements for Additions and/or Alterations

In addition to construction submittal requirements, a site plan not older than 3 years must be supplied along with a tree and topo, executed by a licensed South Carolina surveyor.

For additions and/or alterations, a partial survey update may be accepted if, at the discretion of the ARB, it sufficiently covers the property areas affected and the submission meets all other requirements. Additionally, the requirement of "not older than 3 years" may be waived by the ARB for minor modifications, e.g., those that do not exceed the current structure footprint. Site plans for additions and/or alterations must be submitted as part of the final review and shall clearly indicate the following:

- A new or clearly annotated site plan showing the location of the existing structure with the proposed new work clearly indicated, locations of outside corners dimensioned from the property lines, required setback lines shown, and tree removals indicated or a signed statement that no trees are to be removed. The site plan should also include a partial footprint of the adjacent properties and their structures particularly in the areas of the additions / alterations.
- Photographs of the existing structure showing the areas of the new work clearly marked as well as photos of the neighboring properties and structures .
- Indicate direction(s) of the photograph(s) on the Site Plan.
- Floor Plan(s) and elevation at scale $\frac{1}{4}'' = 1'-0''$.
- Demolition and new work should be shown on separate plans.
- Details necessary to clearly define the extent and intent of the proposed work.
- All new work shall be clearly delineated.
- Indicate any dismantlement (demolition) work required.
- For any project that requires a Town Building Permit, a copy of the Town Permit and all changes to the plans must be filed with the ARB prior to the issuance of the HHP Building Permit.

When additions require the removal of existing landscaping or expansion of the existing footprint, a new landscaping plan must be submitted which indicates proposed new or relocated plantings in the area of the new work.

3.2.3.14 Commercial Properties

ARB Guidelines for commercial and multi-family establishments must follow ARB Guidelines as it pertains to each area.

3.3 SWIMMING POOL SUBMITTAL REQUIREMENTS

3.3.1 Requirements

- Pools include swimming pools, lap pools, and decorative landscape pools.
- Pools shall be of permanent in-ground construction. Above-ground pools are prohibited.
- The outer edges of any pool deck shall be no closer than ten (10') feet to a property line.
- The preferred location of a swimming pool is directly behind the house. Front, side yard, and rear corner locations may not be approved.
- The location of pool equipment shall be shown within a service yard enclosure that fully shields it from view.
- Landscape screening and/or low berms may be required to ensure privacy.
- Diving boards and slides are prohibited.

Pool barriers, if desired, should be no higher than 48" and should not extend beyond the immediate edges of the patio or deck surrounding the pool. The outer edges of a pool deck shall be no closer than 10' (feet) to a property line. The pool barrier must be installed within the 10' requirement. Homeowners should contact their insurance company to verify pool conditions policies.

See Section 4.24.2.

3.3.2 Site Plan

The site plan for a swimming pool must be submitted as part of the Final Review and shall include the following:

- A site plan to scale showing, by dimensions, the relation of the pool and pool deck to the property lines, setback lines, and house. Show existing and new finish grade contours, drainage flow, and tree removals. Show outlines of buildings on adjacent properties that are within direct line of sight of the proposed pool and pool deck.
- For swimming pools, a partial survey site plan not older than 3 years may be accepted if, at the discretion of the ARB, the site plan covers the property areas affected and the submission meets all other requirements.

- Photographs of the area of the proposed pool including the existing landscape, trees, and natural growth as well as photos of the immediately adjacent properties.
- Pool and pool deck dimensions.
- Elevation (AMSL) of pool deck and finish floor elevation of house.
- Location(s) of stairs or steps from house to pool deck.
- Location of all pool equipment and surrounding fence(s).
- Section drawing through pool and deck indicating construction, depths and materials.
- Samples of materials with proposed colors: tile, coping, and deck finish.
- Pool barrier: Refer to Section 4.24.2.
- Landscape changes and additions.
- Locations and types of pool and deck lighting.
- Define other features: spa, waterfall, etc.
- Indicate route of mobile equipment access to pool site.
- Describe disposal of excavated earth
- Pool backwash location

3.3.3 Pool Backwash and Pool Drainage

Pool backwash and pool drainage water shall not drain into a marsh, lagoon, or the Plantation drainage system. Backwash and drainage must be disposed of on-site according to DHEC (Department of Health and Environmental Control) regulations. A dry well is required as a receiving point for the backwash and excess water. The location of the dry well and dimensions for the dry well must be noted on the plan as well.

3.3.3.1 Hot Tub/Spas

Below ground hot tubs/spas must comply with the swimming pool guidelines.

Above ground hot tubs/spas are considered vertical construction and must be installed within the building setbacks. A new or clearly annotated site plan showing the location of the hot tub/spa as it pertains to the existing home, location of the outside corners dimension from the property lines, required setback lines shown, any tree removals indicated or a signed statement citing no trees to be removed, a landscape plan if required, electrical plan, photos of the proposed area, and details necessary to clearly define the extent and intent of the proposed work.

3.4 GENERAL INFORMATION FOR CONSTRUCTION

3.4.1 Resubmittals, Design Conferences, Variances

It is recommended that the property owner, architect, designer, or general contractor meet with the ARB Administrator to review the ARB's comments and suggestions prior to resubmitting any disapproved plan.

When resubmitting any project, all of the previous ARB Comments and Requirements must be responded to in written form, as well as all corrections, revisions, etc. delineated on all drawings. Failure to do so will be cause for rejection of the entire resubmittal.

After a project has been submitted for a review a second time and still has not received approval, the owner and/or the owner's representative (Architect or Designer) is required to make arrangements for a design review conference with assigned representatives of the ARB for the purpose of clarification of all ARB requirements.

No further submittals will be accepted by the ARB until after this conference is held and the ARB believes that the owner and/or the owner's representative have a clear understanding of the ARB requirements. A review fee may be required for each such conference.

The Architectural Review Board (ARB) has the authority to grant certain variances, and may occasionally do so, when there is valid justification and where the variance does not have a negative impact on the adjacent properties or the neighborhood.

All variances from these Design Guidelines, which are requested, must be indicated on the Application for Design Review with substantial justification narrative.

The ARB Administrator cannot grant a variance.

If, during a design review, the ARB discovers a variance requirement for the proposed design that has not been requested, the submittal may be disapproved.

The ARB cannot grant a variance to a Covenant. i.e., patio side setbacks.

No variance can be granted which does not comply with codes, ordinances, Guidelines, or regulations of any governing authority.

3.4.2 Appeals

If the ARB disapproves a design review or a change from the approved plans during construction, the owner may submit amended plans to comply with the ARB comments.

Within ten days from the date of the ARB notice to the owner of its disapproval of a Design Review or change of approved plans, the owner may make a request in writing for a hearing before the ARB at its next scheduled meeting.

If after the ARB hearing the owner disagrees with the outcome, the owner may then appeal to the POA Board of Directors for further review, according to Article I Section 7 of the Covenants.

After reviewing the facts, the POA Board may then either affirm or reject the ARB decision.

3.4.3 Project Time Limits

All Construction Projects must begin within ninety (90) days after the ARB Final Review Approval, after which a new application and appropriate fee will be required.

New Construction Projects must be completed and have ARB Final Compliance Approval within one (1) year of the ARB Final Review Approval. Exceptions may be granted by the ARB contingent on the receipt of a written request for an extension with an acceptable justification, prior to the expiration of the time limit.

Additions and Alterations must be completed within sixty (60) days of the ARB Final Review Approval unless an approved extension has been granted, in writing, by the ARB.

3.5 REPLACEMENT AFTER DAMAGE OR DESTRUCTION

3.5.1 Single Dwelling

According to the Covenants, Article IV, Section 2, the following applies:

In the event of damage or destruction by fire or other casualty to any dwelling, if the Owner of such Single Family Dwelling Unit elects not to repair or rebuild the damaged or destroyed Single Family Dwelling Unit, such Owner shall clear away the debris of any damage to improvements or vegetation and leave such Single Family Dwelling Unit and the Lot upon which it is located in a clean, orderly, safe and sightly condition within seventy-five (75) days of the damage or destruction. Should such Owner elect to repair or rebuild such Lot or Single Family Dwelling Unit or other improvements, such Owner shall repair or rebuild such Lot or dwelling or other improvements to substantially the same condition as existed prior to the damage or destruction, unless otherwise permitted by the ARB. Such work must be in accordance with all applicable provisions of this section, ARB guidelines and all applicable zoning, subdivision, building, and other governmental regulations. All such work, repair, or construction shall commence within seventy-five (75) days following such damage or destruction and shall be carried through diligently to conclusion as per ARB regulations.

3.5.2 Multi-Family Dwelling, Commercial Structures

In the event of damage or destruction by fire or other casualty to any dwelling, if the Owner of such Multi-Family Dwelling Unit or Commercial Structure elects not to repair or rebuild the damaged or destroyed Multi-Family Dwelling Unit or Commercial Structure, such Owner shall clear away the debris of any damage to improvements or vegetation and leave such Multi-Family Dwelling Unit or

Commercial Structure and the Lot upon which it is located in a clean, orderly, safe and slightly condition within seventy-five (75) days of the damage or destruction.

Should such Owner elect to repair or rebuild such Lot or Multi-Family Dwelling Unit or Commercial Structure or other improvements, such Owner shall repair or rebuild such Lot or dwelling or other improvements to substantially the same condition as existed prior to the damage or destruction, unless otherwise permitted by the ARB. Such work must be in accordance with all applicable provisions of this section, ARB guidelines and all applicable zoning, subdivision, building, and other governmental regulations.

All such work, repair, or construction shall commence within seventy-five (75) days following such damage or destruction and shall be carried through diligently to conclusion as per ARB regulations.

3.5.3 Major Disasters

In the instance of a major disaster affecting multiple properties, defined as the destruction of, or major damage to, three or more properties caused by hurricane, flood, tornado, earthquake, wind or fire, the following modified procedures shall apply:

3.5.3.1 Restoration with no exterior changes

Upon the receipt of a written Application stating, "NO CHANGES", the ARB Administrator will issue a permit marked "NO CHANGES". No fee is required.

3.5.3.2 Restoration with proposed exterior changes Guidelines

All applicable ARB review procedures apply. Refer to Section 3.0 in its entirety. Fifty percent (50%) of the current, applicable ARB fee is required with the Application.

3.5.3.3 Demolition, total or partial

Upon receipt of a written Application, the ARB Administrator will issue a permit marked "DEMOLITION ONLY". A Demolition Fee is required if more than 50% of the area of the existing structure is demolished. In case of partial demolition, a smaller submission fee is charged, to include a set of marked drawings clearly showing the portion(s) to be demolished.

3.5.3.4 Restore property to unimproved condition

Upon the receipt of a written Application, the ARB Administrator will issue a permit marked "CLEAR LOT". No fee is required.

3.5.3.5 Financial Consideration

A major disaster may involve significant discussion/negotiation with a financial institution(s) that has a vested interest in the property. Every effort should be made to conclude those discussions as soon as possible and commence appropriate restorative efforts.

3.5.3.6 ARB Quorum

When Design Reviews are required, the ARB quorum requirements may be reduced from a minimum of four (4) to a minimum of three (3) eligible voting members. At the discretion of the ARB Chairman, current Alternate members may be utilized to compose a quorum; however, one (1) current regular ARB eligible voting member must be a part of any quorum. This applies to major disaster situations only.

3.6 POST APPROVAL CONTROL (CHANGES)

If any changes to the approved plans involving the exterior of the structure or the site are contemplated during the course of construction, documentation and a request for Design Review must be submitted to and approved by the ARB prior to the execution of any changes.

If a variance is involved, the variance shall be described and justified on an amended Application for Design Review.

Any non-approved changes or violations discovered during on-site inspections will be subject to fines as scheduled and may require restoration to the approved drawings.

3.7 NOTIFICATIONS

Any written correspondence stating a pending contingency or requirement of the ARB shall remain in effect until complied with and shall apply until the final compliance inspection is completed.

The ARB Administrator will provide the following notifications to the parties concerned:

- Concept Comments Only.
- Preliminary Approval/Disapproval.
- Landscape and Drainage Plans, Colors, and Final Approval/Disapproval.
- Construction violations with fines stipulated.
- Appeal decisions.
- Change Approval / Disapproval.

3.8 DEPOSITS

3.8.1 Escrow Deposits

The owner will deposit the following escrow amounts with the ARB prior to issuance of a Hilton Head Plantation Building Permit. See Exhibit "D" for the current fee schedule.

All deposits will be refunded, less any fines levied during construction or unrepaired damage to any common area and final compliance inspections have been completed and approved by the POA's ARB Administrator.

Deposits for the following are required:

- For new construction or demolition, a deposit per dwelling unit or tenant unit in the case of commercial construction, .
- For significant additions or alterations requiring foundation work or a pool installation.
- For major alterations.
- For minor alterations.
- A one-time escrow deposit for landscapers.
- For construction of commercial projects, a scaling deposit will be required depending upon the complexity of the project.

3.8.2 Compliance

See Exhibit "B" for contractor compliance fees. The deposit is the contractor's assurance that all Guidelines and regulations will be followed and there will be no unrepaired damage to common areas. The deposit is returned, less any fines levied, or charges for repairs to common areas, upon notification that the prime contractor has ceased all building activity in the Plantation and all projects are complete and in compliance. No further Building Permits will be issued until a full compliance deposit is in effect.

3.9 ARB FEES

A nonrefundable fee must accompany the Application for Design Review, if applicable. Preliminary submissions require the final review fee. No submittal will be accepted for ARB review without the required fee per the current Application for Design Review. See Section 9.4 Application for Design Review (Exhibit D)

4.0 ARCHITECTURAL DESIGN GUIDELINES

4.1 AESTHETICS

The ARB has the authority to judge submittals on the basis of aesthetics, including but not limited to style, siting, massing, proportions, rooflines, fenestration, exterior finishes, details, features, colors, and compliance with the design philosophy of the ARB. This includes the integration with existing structures, golf courses and natural features.

All portions of structures below the current FEMA flood level elevation must follow the Town of Hilton Head Island's requirements.

4.1.1 Building Maximum

Maximum building sizes are not established; however, the ARB will consider the bulk and mass of the structure and may, at its sole discretion, disapprove a

submittal that is deemed inappropriate for the site. Since bulk and mass is a volumetric perception, second story living spaces (including bonus rooms over garages) shall also be included in the decision. In addition, how the structure integrates with the neighboring structures will also be an element in the decision.

4.2 SITE PLANNING

4.2.1 Tree Removal

No trees measuring three inches (3") or more in diameter at a point two feet (2') above the original grade shall be removed without proper justification to and approval of the ARB.

For all new construction and/or additions, all trees to be removed must be permitted by the ARB and marked at the site before any clearing can start. The final decisions on tree removals will be made at the time of the stakeout inspection. The ARB tree removal permit, showing the number of trees to be removed, must be prominently displayed. Care should be exercised to protect all other trees from equipment damage and/or filling. Barriers and tree wells should be used for protection. Unauthorized removals will be fined and may require mitigation.

Driveway design should avoid the removal of any tree in the road right-of-way for driveway access, where possible. ARB approval will be required for any such tree removal. See Section 5.10.

4.2.2 Fill

When determining the maximum amount of fill dirt that will be permitted to be placed above the original grade, the ARB will consider the topography of the site (existing grade elevations), the elevations of adjacent properties and structures, the impact on drainage flow, the possibility of soil erosion, and the separation distance between the proposed and existing adjacent structures.

The slope shall not exceed a ratio of more than four feet (4') horizontal to one foot (1') vertical, (4:1 or 25%). The actual amount of fill on a given lot will also be determined by aesthetic impact and the ability to control drainage.

If the depth of new fill for a slab-on-grade is deemed to be excessive in order to achieve the required finish floor elevation, systems other than slab-on-grade may be required.

4.2.3 Bulkheads

The location must be approved by the DHEC Office of Ocean and Coastal Resource Management (OCRM) in writing and be current.

Bulkheads must be of all wood construction and be of the same design as those previously approved and built on the Plantation.

Returns are to be built at the ends, extending a minimum of eight feet (8') into the property or, if adjacent lots are bulkheaded, be structurally connected to the existing bulkhead(s).

Once a bulkhead is constructed, any natural vegetation destroyed during construction must be restored with similar material.

In locations where the property is in close proximity to flowing tidal creeks, the owner may propose the installation of Riprap on the water side of their bulkhead. The owner shall provide the ARB with a current detailed engineering study and analysis supporting his/her proposal. A complete set of drawings including sections through the bulkhead detailing the scope of the Rip-Rap installation shall be provided in accordance with ARB Design Guidelines noted above.

Submittals:

- Design drawings showing an elevation as viewed from the exposed (water) side.
- A detailed section showing the assembly of the bulkhead.
- A Site plan location drawing.
- A new tree and topographic survey, no older than three (3) years, for the affected area.

4.2.4 Full Size Lot Drainage

Final grading shall be contoured to prevent any standing water and to prevent any run-off onto adjacent properties and shall be directed to the nearest available swales, ditches, culverts, and lagoons to the front and/or rear of the lot.

Shallow swales and low berms may be used where necessary to control drainage.

Where swales or ditches are used for road drainage, a culvert of no less than twelve inches (12") in diameter shall be installed under the driveways at an invert elevation set to the lowest elevations of the swale or ditch at each end of the culvert. See Section 6.6 and 6.7 for additional information. All drainage plans must be approved by the ARB.

4.2.5 Patio Lot Drainage

The front and the rear of the lot shall drain away from the house and into the Plantation drainage system. See Section 6.6

Roof gutters on the patio wall side must be conducted by downspouts to behind the patio wall extensions on the house side and drain onto the subject lot and therein to the Plantation drainage system.

At the sides of the lot and between houses, a common swale shall be created using the side property lines as the center of the swale.

Between houses, a six-inch (6") minimum slope shall be established from the top of the finished grade at the house foundation to the center of the swale at the high point.

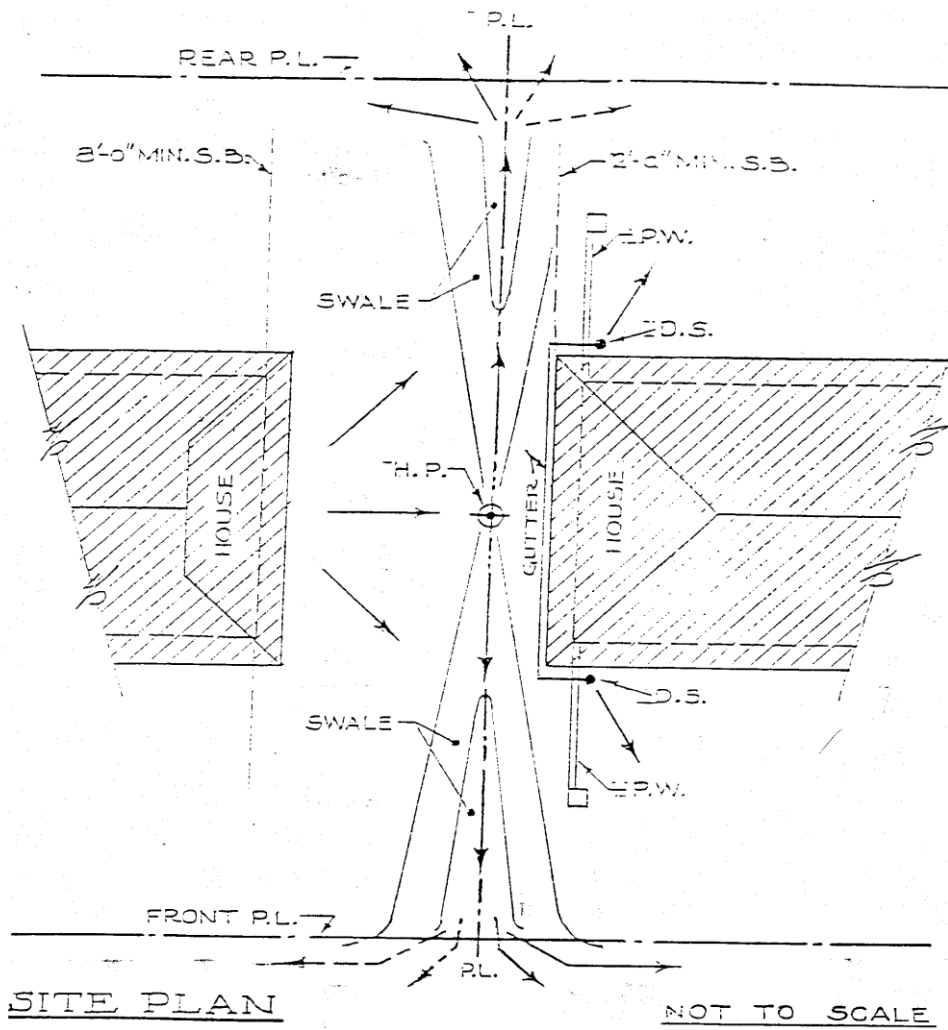
If the high point of the existing grade along the side property line occurs at or near either the front or rear of the lot, the swale shall drain in the direction of the natural slope of the lot.

Positive drainage must be maintained along the side property lines, between houses, and into the Plantation drainage system.

Other effective means of drainage, such as French drains, may be utilized to accomplish the drainage requirements. For guidance, see Diagrams 1, 2 and 3.

4.2.5.1 High Point of Swale Between Houses

DIAGRAM 1: HIGH POINT OF SWALE BETWEEN HOUSES.



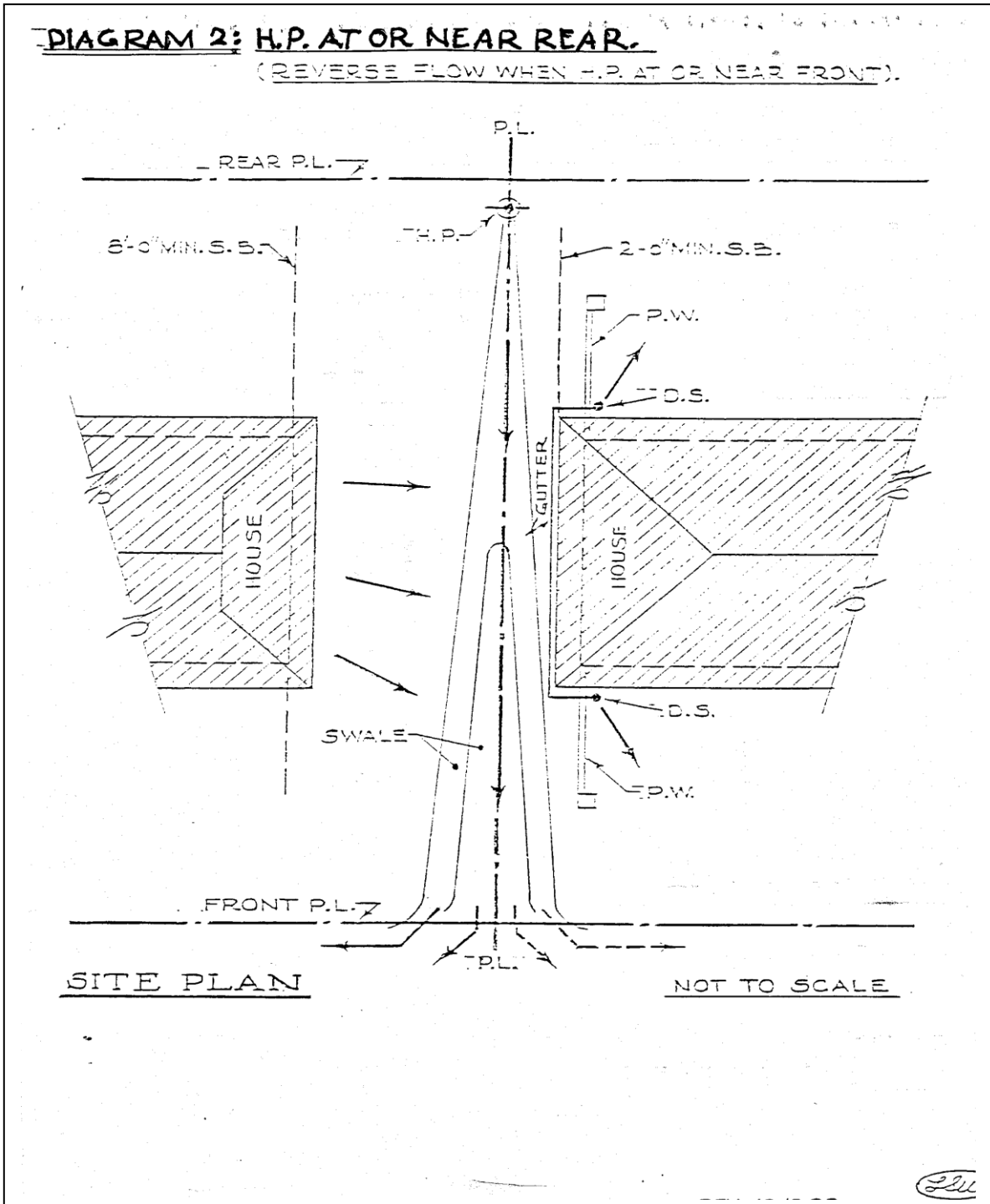
LEGEND:

- DIRECTION OF FLOW.
- P.L. — PROPERTY LINE.
- H.P. — HIGH POINT OF SWALE.
- P.W. — PATIO WALL EXTENSION.
- S.B. — SET-BACK LINE.
- D.S. — DOWNSPOUT.

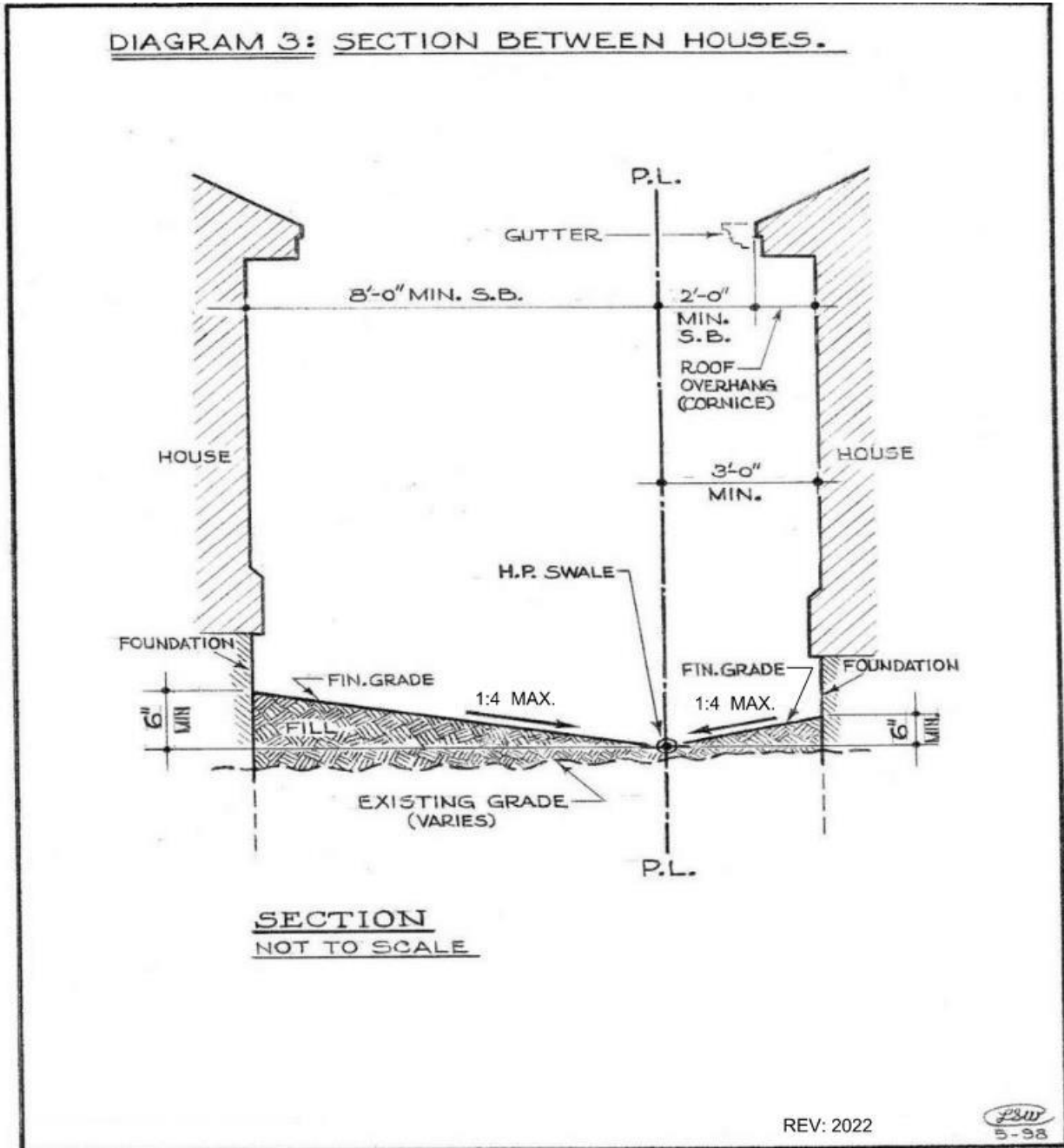
REV.: 10-12-98



4.2.5.2 Diagram 2: High Point at Near Rear



4.2.5.3 Diagram 3: Section Between Houses



SEE IRC SECTION 3 R. 302

4.2.6 Paving

4.2.6.1 Driveways

Driveways shall be hard paved such as concrete, textured concrete, brick, or concrete pavers. Pine straw, gravel, shells, or other loose materials are prohibited.

All existing asphalt driveways will be grandfathered. For all new construction, asphalt is not permitted.

Driveways must be curved (meander) wherever possible.

Any straight portions running parallel to a property line must be a minimum of five feet (5') from the property line.

Curved portions must be held a minimum of three feet (3') off the property line at the tangent point.

Driveways should maintain an inside turning radius of fifteen feet (15') minimum for side or rear entry garages in order to prevent over-run of the paving. All driveways are to be located as far from an intersection as possible.

The driveway widths, (typically a minimum of twelve feet (12') wide), can flair at the front property line.

The flare of the driveway at the road paving must be held within the side property lines projected to the road paving.

Off-street parking must be provided for at least two (2) vehicles on hard surface paving excluding in-garage parking.

4.2.6.2 Entry Sidewalks

Entry sidewalks shall be hard surface set materials and shall be curved (meander) wherever possible.

4.2.7 Finish Floor Elevation

The finished floor is considered to be either the top of the first floor concrete slab or, in the case of a framed floor system, the top of the first floor sub-flooring.

The minimum first floor elevation of any habitable area shall comply with the required Base Flood Elevation (BFE) and town building codes.

A finish floor elevation above the BFE will be considered in relation to the finish floor elevations of adjacent structures and the visual impact on the neighborhood.

4.2.8 Height Limits

The maximum overall height permitted for single-family homes, measured from the lowest point of the finished grade at the foundation perimeter to the top of the highest roof peak or ridge shall be as follows:

- Full size lots: Forty feet (40')
- Patio lots: Thirty-two feet (32')

4.3 MINIMUM SETBACK AND HEATED FLOOR AREA REQUIREMENTS

Minimum setbacks are not established by covenant, with the exception of patio lots, but by the Town of Hilton Head Island, The Hilton Head Plantation ARB, and certain regimes within Hilton Head Plantation.

Full Size Lots

- Principal (through) roads: 30' to street property line (PL); 20' left and right sides; 20' to rear PL unless on golf course, marsh, creek, or sound front, then the setback shall be 30'. ***
- Secondary roads (dead end, cul-de-sac, "T", etc.): 20' to street PL; 20' left and right sides; 20' to rear PL unless golf course, marsh, creek, or sound front, then the setback shall be 30'. ***

Patio Lots

- Principal roads: 30' to street PL; 8' viewing side, 3' minimum on patio wall side; 20' to rear PL unless golf course, marsh, creek, or sound front, then the setback shall be 30'. ***
- Secondary roads: 20' to street PL; 8' viewing side; 3' minimum on patio wall side; 20' to rear PL unless golf course, marsh, creek, or sound front, then the setback shall be 30'. ***

***** In any case hold minimum of 20' from Coastal Critical Line.**

While service yards (see 4.12), equipment enclosures (see 4.13), and roof overhangs (see 4.4.2) are allowed limited encroachment, no other vertical elements other than landscaping are allowed in a setback area without requesting and obtaining a variance from the ARB.

The ARB reserves unto itself the right to control the site of any structure constructed within the Plantation and at its sole discretion may alter certain setback requirements to provide aesthetic continuity within a neighborhood. In the review of all applications consideration is given to the following:

- Ecological constraints.
- Site topography.
- Location, finished floor elevation, visual impact of proposed and adjacent structures.
- Location of significant trees.

- Views.

4.3.1 Particular Setbacks and Heated Floor Area Requirements

Although the Plantation has not established floor area requirements, the Hilton Head Plantation Company and some regimes have imposed setback, floor area, and certain other limitations within their jurisdiction as follows.

The following is a listing of some, but not all, minimum setback, and floor area requirements by subdivision.

BEAR CREEK

Minimum sq. ft. 1,800 Big Bear and Little Bear Islands

BIRKDALE COURT

Minimum sq. ft. 2,000

COUNTRY CLUB COURT

Minimum sq. ft. 2,000

Substantial landscaping req. for Lot #6-18

CROOKED POND

Minimum sq. ft. 1,800

Lot #224-241 - all houses built on these lots should have a minimum ground floor elevation of 16' above mean sea level.

DEERFIELD

Lot 29 and 30 - Purchaser must sign statement of intention for substantial landscaping.

DOLPHIN HEAD

Minimum sq. ft. 1,800 Bent Tree Lane

Minimum sq. ft. 2,500 Bluff Front, full size lot

Minimum sq. ft. 2,000 Bluff Second Row

DOLPHIN POINT CLUB

BLUFF FRONT LOTS

Minimum sq. ft. 1,500

Must fall within building envelope as indicated on subdivision plat

Patio wall must extend within 5' of Bluff Front property line and 20' from street property line

Nothing (including plantings higher than 3') allowed in either side of setback area in the total 15' view corridor.

SECOND ROW LOTS

Minimum sq. ft. 1,500

Must fall within building envelope as indicated on subdivision plat.

Patio walls must extend within 20' of street property line.

Parking required behind the house unless otherwise approved by ARB.

In NO CASE will parking be allowed in the 17' space between the building envelope and property line as shown on the subdivision plat.

DRAYTON PARK

Minimum sq. ft. 2,000

15' side yard setbacks and 20' front and rear, except Lots #9 thru 23 and 30 thru 32, these should maintain 30' rear setbacks.

ELLIOTT POINT

Sideline setbacks 15' from each sideline on full size lots

Minimum sq. ft. 1,800

HEADLANDS

Minimum sq. ft. 1,500

Lot #206 Summer Breeze Court - 30' setback from lot line must be maintained in relationship with golf course.

HICKORY FOREST

20' from rear and side lot lines for full size lots

30' from street for full size lots

20' from rear lot lines for patio home sites

25' from street lot line for patio home sites

Standard patio sideline setbacks apply

Minimum sq. ft. 2,500 for sound front

Minimum sq. ft. 1,800 for other lots on the north side of Hickory Forest Drive

Minimum sq. ft. 1,500 for all other lots

HIGH BLUFF

30' front setbacks

20' rear setbacks

20' side setbacks

MANOR COURT LANE

25' front setbacks

20' rear setbacks

15' side setbacks

MYRTLE BANK

Minimum sq. ft. 2,500 for Sound Front (Lots #8-16 Oyster Shell Lane)

Minimum sq. ft. 2,000 for Second Row (Lots #7, 25, 26, & 17 Oyster Shell Lane)

Minimum sq. ft. 1,800 for full size fairway lots and all other lots on Oyster Shell Lane

Minimum sq. ft. 1,500 for full size non-fairway and patio lots

Patio lot (The Rails) minimum standard size 70' wide x 110' deep, rear lot setbacks 15' (due to wide fairways and large open spaces) Several patio lots have 10' parking easements

OYSTER REEF

Minimum sq. ft. 1,800

OYSTER REEF COVE

Minimum 1,800 sq. ft. - 20' to street, 8' on sides and 20' to rear for non-golf, 30' to rear for golf course lots

OYSTER REEF CROSSING

Single-story - 2,000 sq. ft. min.
Two-story - 1,800 sq. ft. min. ground floor,
no more than 1/3 heated on second floor
setbacks: 25' front, 20' rear, 10' sides

PALM VIEW DRIVE

25' Front setback
20' Rear setback
20' Side setbacks

PINELAND

Lot #2 Teal Lane - 14' side yard setbacks due to unusual size configuration

ROOKERY

Minimum sq. ft. 1,800

SANTA MARIA DRIVE: Lots A through H (Tract "A-A")

25' Front setback
30' Rear setback
Privacy Side: 3' (Roof Overhang 2')
View Side: 24'

SEABROOK

2,400 sq. ft. min. adjusted

SEABROOK LANDING

Interior lots: 30' front, 20' rear and side setbacks
All other lots: 30' front and rear, 20' side setbacks

SEABROOK WEST

15' sideline setbacks
30' front and rear yard setbacks

SKULL CREEK NORTH

Lot #28 Margarita Court - 15' rear yard setback
Lot #538 - 20' setbacks
Rear yard setbacks on Christo Drive 30', but may allow lesser setback depending on circumstances
Flagship Lots - waterfront - minimum sq. ft. 2,000
Flagship Lots - fairways - minimum sq. ft. 1,800

SKULL CREEK SOUTH

Minimum sq. ft. 1,800 for full sized lots
Minimum sq. ft. 1,500 for patio lots

SKULL CREEK WEST

Minimum sq. ft. 2,000
Sideline setbacks are 15' for all lots

SPRING LAKE

Minimum 1,500 sq. ft. for patio lots
Minimum 1,800 sq. ft. for full sized lots

STONEGATE

25' front setback, 20' rear, 10' sides (may go to 8')
Service yard can be in setback area to 5' of property line.

SUNSET PLACE

Minimum 1,800 sq. ft.
Outside Lots: 10' front, 20' rear, garage at front
Inside Lots: 20' front, 10' rear, privacy wall at rear
Sides to comply with Town codes

TALBIRD

Full sized home sites adjacent to the Intracoastal Waterway
Minimum sq. ft. 2,200

Other full-sized home sites: Minimum sq. ft. 1,800
Garage required. (16' min. width)
Sideline setbacks are 15' from each sideline on full-sized lots.

**Patio home sites adjacent to Intracoastal Waterway:
Minimum sq. ft. 1,800**

**Patio non-Intracoastal Waterway home sites:
Minimum sq. ft. 1,700**

4.4 ROOFS AND ROOFING MATERIALS

4.4.1 Roof Pitch

The major roof pitch shall not be less than a ratio of 6:12; minor pitch shall generally be no less than 4:12. Anything less than that needs to be approved by the ARB on its own merits.

Flat roofs are generally not allowed because of aesthetics, drainage problems, debris collection, and maintenance. Flat roofs may be acceptable if they are a minor element that blends into the overall design and drainage.

4.4.2 Overhangs

Roof and gable rake overhangs shall be appropriate for the proportions and style of the structure and consistent throughout the design.

Overhangs shall be measured from the outside face of the sidewall framing in the horizontal plane of the soffit, excluding fascia trim, as follows:

- Main Roof: Not less than twelve inches (12")

- Major Gable Rakes: Not less than eight inches (8")

In all cases, the maximum roof overhang extension into a setback cannot exceed 24", exclusive of gutters.

4.4.3 Approvable Materials

The following are approved materials for roofs:

- Asphalt/Fiberglass Shingles: Architectural, Laminated, Class A, minimum 30-year quoted warranty. Recommend fungus/algae resistant.
- Standing Seam Metal: 16 ounce Copper, Factory-Finish Paint or Terne Metal only
- Wood Shakes: Acceptable, but not recommended. Fire retardant treatment is required. Assembly must be in accordance with Town code.
- Others: Judged on the basis of compatibility with house design and location.

4.5 EXTERIOR FINISH MATERIALS, DETAILS AND FEATURES

4.5.1 General

Exterior finish materials and feature details such as entrance porticos, bay windows, etc. shall be appropriate and in harmony with the design of the structure and shall be consistent throughout.

4.5.2 Acceptable Siding Materials

Acceptable exterior materials include vertical or horizontal wood siding, stucco, fiber cement siding (Hardiplank or similar material), brick, and rough-sawn or smooth wood trim. Other manufactured materials will be considered on an individual basis if, in the opinion of the ARB the material is of a high enough quality. Samples of all components must be submitted for ARB review.

4.5.3 Materials Not Acceptable

Plywood siding (T1-11), vinyl or aluminum siding and trim (except as noted in paragraph (4.5.2) are not acceptable siding materials.

4.5.4 Finished Surfaces

All exterior surfaces six inches (6") or more above the finished grade shall be finished with an appropriate material. Formed concrete, concrete block, or other masonry, except brick, shall have a stucco finish. Paint finish is not acceptable on concrete or masonry surfaces.

4.6 EXTERIOR COLORS

4.6.1 General

No exterior color shall be applied to any new construction or existing structure without the approval of the ARB or Administrator. For all construction, colors, and samples must be included for final review.

Submit colors and samples for all materials that can be viewed from outside the structure.

Garage doors shall coordinate with the adjacent siding color.

All colors shall be compatible with those within the visible area and shall not be visually predominant within the context and character of the neighborhood. Colors that may be acceptable and approved within a certain neighborhood may not be appropriate or approved for another neighborhood within the Plantation.

The above also applies to any subsequent exterior additions or alterations, including repainting.

4.6.2 Color Guidelines

Muted, nature-blending colors are preferred.

The use of a significant expanse of white or black tones is discouraged and may not be approved.

Multi-color schemes may not be approved.

Service yards and equipment enclosures in most cases shall match the adjacent siding material and color.

Actual samples of building materials, viewed under outside-light conditions, both in sun and shade, must be used as criteria in selection. Avoid using small color chips as the basis for selection.

Pictures of adjacent properties shall also be submitted.

4.7 RE-PAINTING, RE-STAINING, or RE-SIDING

4.7.1 Re-painting or re-staining

No re-painting or re-staining procedure is to commence until ARB approval notification is received in writing. Color samples are required. The Color Guidelines identified in section 4.6.2 also apply to re-painting, re-staining, or re-siding.

4.7.2 Re-siding

ARB approval is required for a change from one acceptable exterior finish to another (see paragraph 4.5.2 for acceptable siding materials). The request for approval must include all exterior elevation drawings detailing proposed re-siding, as well as color boards for the proposed materials.

4.8 RE-ROOFING

Prior to the installation of any new roof, the property owner or licensed contractor must submit an Application for Design Review to the ARB Administrator in addition to the Town-issued permit.

The requirement for Exterior Colors, Section 4.6, previously stated, shall apply.

For Roof materials refer to Sections 4.4.3. and 4.6.2.

4.8.1 Roof Maintenance

- Accumulated pine straw on roofs should be removed.
- Discoloration, e.g., black, or green, on roofs shall be removed. The “rule of thumb” for determining the need for roof cleaning is when a roof has 60% or greater visible discoloration.
- Except in emergency cases, ARB approval must be obtained prior to repairing damaged roofs. No apparent patching of shingles is allowed. All repairs and replacements must be in the same color and style roofing material that exists on the remainder of the roof surface and closely match the current weathered color of the roof. The ARB will determine if the proposed replacement matches the existing roof. The ARB reserves the right to require a roof to be replaced if a satisfactory match cannot be obtained.
- It will be the responsibility of the owner to maintain the gutters and downspouts on the structure including, but not limited to, the painting, repair, and replacement. Owners shall also be responsible for reattaching any gutter or downspout that becomes dislodged.

4.9 PATIO HOMES – ADDITIONAL REQUIREMENTS

Adjacent neighbor privacy is our prime concern.

4.9.1 Preface

Two-story homes on patio lots may not be allowed in some locations because of the character of the neighborhood (predominantly one-story homes) and the possibility of overview problems.

If uncertain about the acceptance of the design of a patio home in a specific location, the ARB recommends that a conceptual proposal be submitted.

4.9.2 Patio Walls

Patio Walls is also referred to as Privacy Walls in the Class “C” Covenants.

4.9.2.1 Definition

Patio walls are the exterior walls of a Patio Home that are erected along the patio wall side that provides privacy, both to the interior and outside areas of the adjacent property. This includes the exterior walls of the dwelling itself as well as the walls attached to and extending beyond the dwelling that are herein referred to as Patio Wall Extensions.

Also refer to the Class "A" Covenants, Article VI, Section 3 and the Class "C" Covenants, Section 6, Paragraph 1.

4.9.2.2 Patio Wall Extensions

Patio Wall Extensions shall be solid construction with no openings, be a minimum of six feet (6') in height above the house main floor finish elevation, have a solid masonry base closure to a minimum of six inches (6") above the finished grade with a suitable footing, have a twelve inch (12") minimum return at the free end and extend beyond the house far enough to ensure privacy to both the occupants and the adjacent property owners. See also Section 7.5.

Patio wall extensions may extend into the setback areas as necessary to ensure privacy but shall not extend nearer than ten feet (10') from the front or rear property line. Actual length, at the discretion of the ARB, is best determined by an on-site inspection. The ARB may waive the requirement for a patio wall extension at its discretion, for example, on a side towards open space. See also Section 7.5.

4.9.2.3 Standing Patio Walls Not Attached to House

Freestanding Patio Walls may be allowed if space permits, and the walls are designed to be compatible with the exterior walls of the house. However, patio walls that may be considered as fences are not allowed.

4.9.2.4 Design

Patio Wall Extensions must harmonize with the other exterior walls of the house.

Patio Walls shall be constructed so that neither the patio wall nor the dwelling provides any window or opening looking into or viewing the adjacent lot and provides no access way or entry way into said adjacent lot.

4.9.3 Buildable Lot Area

The first floor enclosed area of a Patio Home, including the exterior walls of house and garage, may not cover more than 40 percent (40%) of the entire area of the Patio lot.

In order to assure proper drainage, the amount of impervious paving, including, but not limited to, pools, pool decks, driveways, walks, patios, terraces, and other soil-bearing slabs may be limited at the discretion of the ARB.

4.9.4 Gutters and Downspouts

Gutters and downspouts must be installed on the patio wall side of the roof except where:

- adjacent to an open space no less than twenty feet (20') in width, or
- where the roof pitch "slope" (gable ends) diverts the water run-off away from the patio wall side.

Downspouts must discharge on the house side of the patio wall extensions.

Gutters may extend beyond the 24" roof overhang setback extension.

4.9.5 Roof Overhangs

Patio wall side roof overhangs, excluding gutters, shall not encroach beyond a 24" setback from the property line or as required by the Town Building Code, whichever is more restrictive.

4.9.6 Overviews

An overview of the interior living and exterior recreational areas of adjacent properties from second floor doors, windows, balconies, decks, etc. is prohibited.

To prevent the possibility of any overviews of adjacent properties from the second floor of a Patio Lot dwelling, the following restrictions apply:

- Windows or any other openings that are within eye level with a glazed surface less than 5'6" above the finished floor are prohibited in the exterior walls of both sides of the second floor.
- Overviews from windows, doors, porches, decks, balconies, etc. from the second floor at the front and rear may not be approvable.
- In order to prevent overviews from these locations, wall extensions, structural screens, recessed windows, or other effective means are required.

4.10 WINDOWS

Windows shall be compatible in size and appropriate for the style of the house.

Decorative stained glass may be acceptable if appropriate for the house design and used sparingly.

Clear/beveled and etched leaded glass for main entry units is acceptable if appropriate for the house design.

4.11 GARAGES AND CARPORTS

4.11.1 Garages

All new residences shall have an enclosed garage and provided with door(s). Exceptions for reconstruction are subject to ARB review and approval.

Freestanding garages may not be approved. The ARB recommends that at least a two car garage be structurally connected to the house and appear as an integral part of the structure.

Side entry-garages are preferred whenever possible.

4.11.2 Carports

New carports are no longer permitted. Existing carports may remain as built.

Any proposal for an addition to, or alteration of an existing carport must provide for converting to a totally enclosed garage with doors.

4.11.3 Above Garage "Bonus" Rooms

An above-garage bonus room element shall not be a predominant feature of the overall design. It shall blend with the main portions of the house in style, massing, proportions, and rooflines. Avoid poor proportions, i.e., two-story bonus room element versus one-story house.

The highest roof ridge or peak shall not exceed the height of the highest point of the roof of the main house.

An increased setback of the walls of a bonus room may be required in order to reduce the impact on the street and/or adjacent structures. Access to a bonus room shall be only from the interior area of the dwelling.

4.12 SERVICE YARDS

At least one service yard is required on each house.

The service yard shall be adequate in size to contain all outside equipment and storage, including, but not limited to, heat pump compressors, electric meter, water treatment equipment, propane tanks, swimming pool pumps, filters, heaters, any exposed piping, irrigation system controls, two (2) thirty (30) gallon trash receptacles, and any equipment not otherwise stored within enclosures.

The service yard shall have a concrete floor and visually solid enclosing walls not less than six feet (6' 0") high starting at a height of 4" above the slab material in the service yard, must blend with the house material and color, and have a latched access gate.

The location(s) shall be planned to be as visually unobtrusive as possible, utilizing house walls and offsets wherever possible while providing convenient access for trash removal.

Service yards at the front of the house are not recommended and may not be approved. If approved, front service yards are considered a part of the main structure, must be entirely within the required front setback area, and must be designed to blend with the

overall design of the structure. Gates on service yards at the front of the house should not open towards the street but should be located at the side of the service yard.

If any part of the electric meter housing, conduit, etc. is visible above the service yard walls, it must be painted to match the color of the wall on which it is mounted.

Setback requirements – A service yard can encroach into the side setback area but shall be no closer to the side property lines than the following:

- Lots with 20' side setback – twelve feet (12')
- Lots with 15' side setback – eight feet (8')
- Lots with 10' side setback – four feet (4')
- Patio lots 8' side setback – three feet (3')

In no case shall a service yard encroachment into the setback area result in negatively impacting storm water drainage from the lot.

4.13 EQUIPMENT ENCLOSURES

All exterior equipment not contained within a service yard including, but not limited to, additional heat pump compressors, pool equipment, water treatment equipment, propane tanks, etc. shall be totally enclosed with visually solid walls to a height of a minimum of six inches (6") above the highest part of any equipment and piping enclosed therein. The equipment enclosure must start at a height of 4" above the slab material, must blend with the house, and have a latched access gate. Refer to section 4.12 for setback requirements.

Landscape plantings cannot be used to screen exterior equipment.

4.14 CHIMNEY TERMINATIONS

Chimney terminations must be decorative.

If metal windscreens are used, they must be standing-seam design and may be copper, aluminum, galvanized steel, or terne metal.

Aluminum and galvanized windscreens shall be painted to be compatible with the color of the chimney.

Masonry or masonry-look chimneys need not use metal windscreens if the chimney termination design is decorative, and a low silhouette metal flue cap is used.

4.15 FOUNDATION TREATMENTS

In the case of a framed floor system, the space between the finished bottom of the main floor framing and the finished grade, between foundation piers or support posts, and all openings in masonry foundation walls shall be visually closed. This includes open spaces under decks and outside stairs.

Acceptable methods include, but are not necessarily limited to:

- Lattice panels with closely spaced slats, 1-1/2" maximum openings and a minimum of 3/8" thick x 1-1/2" wide slats.
- Horizontal wood louvers.
- Others reviewed on an individual basis.

- All exposed raw concrete or masonry surfaces that are six inches (6") or more above finished grade shall be finished with stucco or other suitable material. Painted concrete or masonry surfaces are prohibited.

4.16 FENCES AND BARRIERS

No fence shall be erected on any private property, except barriers for exterior swimming pools, spas, and hot tubs. (See Section 4.24.2)

4.17 COURTYARD AND OTHER EXTERIOR WALLS

Courtyard and other exterior walls are considered vertical construction and shall not encroach into any required setback areas.

Courtyard and other exterior walls shall be designed to appear as an integral part of the structure and shall be attached thereto.

Gates of appropriate design and material may be included as a part of the walls.

Individual regimes and subdivisions may require or allow different conditions than those stipulated above. Confirm with the appropriate ARB for any requirements that may apply.

4.18 FREESTANDING STRUCTURES

A freestanding structure includes, but is not limited to, gazebos, pavilions, front entry features, trellises, pergolas, and arbors, etc. A freestanding structure shall be located within the required setback areas and shall be harmonious in design, scale, materials, siting landscaping, and color of the house. To-scale Drawings must be submitted for ARB approval. See Section 3.0 Review Procedure

4.19 DECKS/PATIOS

Decks, regardless of materials, are vertical construction if more than eighteen inches (18") above the finished grade.

Patios, regardless of construction materials, are set eighteen inches (18") or less above finish grade. At a minimum all decks and patios require a 10' setback from the rear property line.

Railings, stairs, fixed benches, and planters are considered to be a part of the deck or patio and must comply with the Guidelines for vertical construction. All vertical surfaces must be painted to match a house color as appropriate.

4.20 HURRICANE PROTECTION

Manufactured hurricane protection systems may be permitted for the covering of openings in the exterior walls of dwellings. All contemplated installations must be submitted to the ARB for review.

The ARB will judge each request for hurricane protection solely on aesthetics and on a case-by-case basis.

Submittals shall include:

- Application for ARB Review.
- Exterior elevation drawings at 1/4"=1'-0" scale with all proposed permanently fixed window and door protection components clearly shown in the open position and to scale.
- Photographs of the exterior facades affected with the locations of all permanently fixed components marked thereon.
- Sample and/or clearly delineated catalog cutsheets of the proposed system.
- Sample of the proposed color on the actual material.
- Details for how the system is to be attached to the structure.

The aesthetics of the hurricane protection shall be appropriate for the design of the structure and be as unobtrusive as possible.

The color of the permanently fixed components shall match the color of the surface to which they are attached.

For new construction, the hurricane protection shall be built in to appear as part of the house trim.

Hurricane protection components shall not be used in the closed position to secure a dwelling during an owner's absence other than after an official declaration of a tropical storm watch.

The hurricane protection components shall be uncovered or opened within two weeks after the storm has passed and re-entry into the Plantation is permitted.

4.21 EXTERIOR/LANDSCAPE LIGHTING

Exterior lighting may be utilized to illuminate driveways, walks, entries, and landscape features. All landscape lighting should be included as part of the landscape plan and located within the property lines.

Landscape fixtures must be mounted low to the ground, be low intensity, and should be limited.

General illumination of the house is prohibited.

Low intensity post-mounted lamps are permitted but are limited to a maximum of two (2) per house and must be located within the property lines.

House-mounted floodlights are permitted for temporary illumination only and are to be used for limited periods of time for emergency and exterior access and must not be left on all night or for extended periods of time.

Wall mounted lamps are permitted, but must be low intensity, mounted near doorways or garage entrances only and limited in number.

All lighting shall be shielded, directed, controlled, and fit within the general character of the adjacent properties.

4.22 KITCHENS

No more than one (1) full-service kitchen, equipped with major appliances, is permitted inside the dwelling.

4.23 EXPOSED EXTERIOR STAIRS

Exterior stairs that would be the primary access to the second floor or bonus room area are prohibited.

4.24 POOLS

Any structure installed as a pool must be used and maintained as a pool. Otherwise, if it is not used as a pool or is in an unkempt condition, it must be demolished. See Section 6.19.1

4.24.1 Pool Enclosures

Pool enclosures are considered vertical construction and shall not encroach into the required setback areas.

It is recommended that pool enclosures be architecturally designed to ensure compatibility with the house design.

The framing and screen color or other enclosure material must blend and be in harmony with the house material and color. High contrast colors may not be approved.

Pool enclosures shall only be erected along the boundaries of the pool patio area.

Prefabricated enclosures will not be approved unless in compliance with section 4.25.7.

4.24.2 Barriers for Exterior Pools, Spas, and Hot Tubs

All proposals must be submitted to the ARB for review.

4.24.2.1 Definition

Barriers are erected to only enclose pools, spas, and hot tubs for the purpose of limiting unauthorized access.

4.24.2.2 Design Guidelines

If provided, barriers shall totally enclose the perimeter of the pool. Barriers shall be a maximum of four feet (4'0") high measured from the top rail to the surface of the deck. Barriers of a visually open type are generally required. Stucco components may be acceptable, if appropriate, when combined with visually open sections. Additional landscaping may be required around the outside of or beyond the barrier for visual screening.

The design, materials, and colors must aesthetically complement the house. The ARB will judge the design, materials, and colors based on aesthetic appropriateness.

Acceptable materials, if appropriate, include:

- Wood or metal pickets
- Wrought iron type metal
- Balusters within rigid balustrade framing
- A combination of stucco or masonry elements with visually open wood or metal sections
- No spiked pickets are permitted above the top horizontal rail

Unacceptable materials include:

- Chain link with pipe framing
- Metal or plastic slats, boards, or panels

4.24.2.3 Barrier Encroachments

4.24.2.4 Compliance

It shall be solely the property owner's responsibility for compliance with all other applicable codes, Guidelines, regulations, licensing and insurance company construction and safety requirements.

4.24.2.5 Liability

Neither the POA nor the ARB shall be held liable in any way for any ensuing legal litigation pertaining to barriers.

4.24.2.6 Fees-Barrier Additions to Existing Pools, Spas, and Hot Tubs

See ARB Review Fee Schedule, Section 9.4 (Exhibit D).

4.24.2.7 Abandonment and/or Demolition of an Existing Pool

See Section 6.19.1.

4.25 OTHER

4.25.1 Banners, Flags, and Freestanding Flagpoles

An application for a freestanding flagpole must be submitted to the ARB for review and approval prior to installation.

The location of the flagpole must be within property lines. Poles shall be no higher than twenty feet (20') from finished grade to the top of the pole.

Large flags and banners must be displayed on a freestanding flagpole, or a flagpole mounted on the house, garage, or tree.

Flags shall be no larger than four feet by six feet (4' x 6').

Flags of a political nature are not permitted except for a timeframe of thirty (30) days prior to an election until seven (7) days following an election. All political flags must be removed within seven (7) days after an election.

4.25.2 Unit Air Conditioners

Visible through-wall or window-mounted units are prohibited.

4.25.3 Solar Collectors

Solar collectors, such as solar panels and new roofing materials that incorporate solar panels into shingles, may be approvable.

Consideration for approval needs to include the following elements:

- The planned installation of Solar Panels must not be visible from the street.
- The planned installation must be contained on the roof surfaces and should be parallel to the roof line and grouped together rectangularly.
- The planned installation wiring and components should be concealed as much as possible.
- All equipment related to the operation of the solar panels must be placed in a fenced service yard. See Section 4.12, Service Yards, or Section 4.13, Equipment Enclosures.
- The planned installation of Solar panels should be color coordinated with the roofing material, if at all possible.
- Suitable additions or changes to landscaping may be required in conjunction with the installation.
- The planned installation must be submitted on a minimum scale of 1/8th to 1' scale drawing.

4.25.4 Wells

Wells for heat pump operation may be approved but only if approved by all other applicable permitting authorities. Prior to installation, an application along with a site plan must be submitted to and approved by the ARB. An application form, additional information, and requirements are available at the ARB office.

A Town of HHI permit is required.

Above-grade wellhead piping must be visually screened. Effective landscaping plantings may be acceptable.

4.25.5 Sun Control Devices

Metal awnings are prohibited.

Fabric window awnings may be approved if compatible with the house design and of a solid color that blends with the house color(s). Stripes may not be approved.

Deck, patio, and terrace awnings may be approved if the above conditions are met.

4.25.6 Clothes Lines

Visible clotheslines, poles, or devices for clothes drying are prohibited.

4.25.7 Manufactured Enclosures

Definition: Manufactured Enclosures are structures which are primarily composed of prefabricated, prefinished or prepainted, metal or plastic components such as structural members, wall or roof panels, doors, windows, glass, or screening and which are assembled on site.

4.25.7.1 Compliance Requirements

All such structures must aesthetically match and appear as an integral part of the house in regard to massing, proportions, roof lines, details, colors and finishes.

Any such vertical construction cannot encroach into any required setback area.

Manufactured enclosures may not be approved at the front or sides of a house.

No POA permit will be issued unless a Town of Hilton Head Island permit is presented.

4.25.8 Antennas/Satellite Dishes

No transmission antenna of any kind may be erected anywhere on the property unless approved in writing by the ARB. No direct broadcast satellite (DBS) antenna or multi-point distribution service (MMDS) antenna larger than one meter in diameter may be placed, allowed, or maintained upon any portion of the property, including a Lot. Only DBS and MMDS antennas 18 inches (18") or less in diameter and over the air television broadcast service antennas may be installed in accordance with the Federal Communications Commission (FCC) Guidelines and Regulations and the POA covenants.

Location, size, and color must be submitted in writing to the ARB for administrative approval.

4.25.9 Fire Pits / Fireplaces

Fire pit containers must be located more than 15 feet from any structure or combustible material including trees and shrubs, pine straw, etc. They are limited to metal fire rings, commercially manufactured units for open flame type burning (Chimenea, outdoor fireplace, fire pits) or constructed fire pits at least 18 inches deep AND completely surrounded by a non-combustible material such as steel, brick, masonry, or stone lining the perimeter. The internal dimension of the fire pit shall not exceed 5 feet in diameter; the fire pile may not exceed 2 feet in height by 3 feet in width.

Recreational Fires are defined as fires contained within a commercially built or ARB approved structure. Recreational fires are restricted to burning logs or charcoal. Burning of any trash, rubbish, or landscape debris is prohibited.

To build an outdoor fire pit / fireplace you must apply for approval by the ARB and the Town of Hilton Head Island.

5.0 LANDSCAPING SPECIFICATIONS

5.1 Introduction

After the completion of construction all properties shall be landscaped. The landscape design shall be appropriate and adequate for the size, shape, topography, and location of the lot and structure and shall complement the design of the structure as well as the context of the neighborhood.

The landscaping must coordinate with the approved drainage plan. After the house construction is complete and before any landscape work may begin, all planned fill must be in place and the final grade established. Failure to adhere to this provision may result in fill being removed at the owner's expense and fines levied.

Whether you are new to South Carolina or a seasoned resident, there are a number of exotic and invasive plant species in South Carolina which will grow rapidly and can invade your neighbors' property. This can bring about unanticipated consequences. These species are not allowed for new plantings. If an existing house or lot has an invasive species planted on it, it is appropriate to be aware that an invading species exists and do what is necessary to take control of it and keep it maintained. If such a species does in fact invade a neighbor's property, it is the invasive plant landowner's responsibility to trim/mitigate/eliminate the species causing an issue.

There are a number of articles that will be helpful to review before making final decisions on what to plant. A good reference from Clemson University is called "Exotic Invasive Plant Species in South Carolina"

(www.sc-epps.org/southcarolina/publications/invasiveplantbooklet.pdf).

Invasive species common to the coastal area are grouped below for easy reference

INVASIVE SPECIES THAT ARE A SEVERE THREAT

TREES	VINES	GRASSES
Chinaberry	Bigleaf Periwinkle	Cogon grass
Chinese Tallow tree	Cherokee Rose	Japanese Stilt Grass
Tree of Heaven	Chinese Wisteria	
	English Ivy	
SHRUBS	Japanese Honeysuckle	HERBS
Autumn-Olive	Japanese Climbing Fern	Sericea
Chinese Privet	Kudzu	Tropical Soda Apple
Shrub Lespedeza		Wart-Removing Herb
Thorny-Olive		

Many others are in the **Significant Threat** or **Emerging Threat** category. Bamboo is identified as in the Significant Threat category. Please refer to the Clemson reference for further information.

5.1.1 Landscape Plan

The objective of the landscape plan should be to provide landscaping around each structure, which is consistent with the high standards of Hilton Head Plantation.

The landscape plan shall indicate all plant types by common name, botanical name, sizes, height, spread, caliper, and plant spacing as shown on the plan.

Perennial plantings may not dominate more than 25% of the square footage of the landscape bed areas and must be supported by woody ornamental or evergreen plantings.

All plant materials are subject to the review and approval of the ARB. Use of invasive plant material is strongly discouraged.

5.1.2 Foundation Plantings

The initial layer of foundation plantings closest to the residence (front and rear) should consist of evergreen shrubs with a minimum container size of 7 gal. Selected plant material shall be consistent with the Hilton Head Plantation aesthetic. Invasive species (see above) are strongly discouraged.

All additional foundation plantings shall consist of evergreen or deciduous shrubs with a minimum container size of 3 gal. Selected plant material shall be consistent with the Hilton Head Plantation aesthetic.

Foundation plantings shall include multiple layers of plant material, when possible, with the inclusion of groundcovers and perennials in the foreground of shrub masses. These plantings shall consist of evergreen or deciduous groundcovers and perennials with a minimum container size of 1 gal. Selected plant material shall be consistent with the Hilton Head Plantation aesthetic.

5.1.3 Naturalized Plantings

In naturalized areas where plantings are proposed, native plant material is preferred. The use of nonnative plant material in these areas will be taken into consideration. However, the proposed nonnative plantings in these areas will be reviewed with potential requests for substitutions occurring.

5.2 Objectives

The purpose of landscaping is to:

- Remove the new construction scar from the site
- Soften the vertical elements, the corners, solid wall areas, foundations, piers, and other elements with foundation plantings in scale with the structure
- Screen service yards, equipment enclosures, and parking areas
- Blend with the existing natural vegetation and landscape of adjacent properties

5.3 Submittal Requirements

Landscaping plans must:

- Be submitted as part of the Final Approval review documents.
- Be executed on an overlay of the actual drainage plan.
- Show all drainage and site features.

5.3.1 Landscape Plan

A landscape site plan at a minimum scale of either $1/8'' = 1'-0''$ or $1'' = 10'$ and indicates the following:

- Lot number, property lines, and locations of adjacent structures with bordering landscaping.
- All adjacent features including, but not limited to, roads, walks, leisure paths, golf courses, golf cart paths, lagoons, swales, ditches, culverts, designated wetlands, marshes, coastal critical lines, retaining walls, bulkheads, etc.
- Locations of all existing trees over three inches (3") in diameter measured at four feet (4') above grade
- Note trees to be removed.
- Surrounding open space and natural vegetation.
- On-site natural vegetation that is to remain.
- The locations of the footprints of all vertical and horizontal construction including swimming pools, pool decks and pavers.
- The locations of all proposed shrubs, trees, planters, planting beds and gardens.
- The size in gallons or planted height, the number to be planted, species of all shrubs and trees specified either on the landscape plan or on a coded separate listing.
- The extent of all lawn and ground cover areas.
- Swales, berms, and other drainage control features with spot elevations.
- The material of all hardscape surfaces.
- Tree wells.
- Landscape lighting, if applicable.

- Locate and describe all ornamental features, if applicable.

5.3.2 Phased Installations

A phased plan may be approved only if all objectives stated above are met by the first phase.

If phased, the plan must clearly indicate the phases of installation.

5.3.3 Landscape for Structural Additions

Any request for a design review of an addition to an existing structure shall include a landscape plan showing, as applicable, all new or relocated plantings and shall specify the number to be planted, the size, and the species.

5.3.4 Major Landscaping Changes or Additions

If significant (25% or more) changes or additions to an existing landscape are contemplated, they must be approved by the ARB.

A complete plan showing all existing landscaping and the proposed new work must be submitted.

All new work shall be clearly indicated, preferably by the use of color highlight and all planting material specified as to the number to be planted, the size and species, as well as the extent of any new lawn or ground cover areas.

Any changes or additions less than 10% does not require a landscape plan but the ARB must be notified of the changes or additions.

The use of yard art for Holidays and special occasions must be approved by the ARB Administrator for a limited amount of time.

5.4 DESIGN GUIDELINES

5.4.1 General

Careful consideration should be given to the height and spread of all plantings at maturity. Foundation plantings should be appropriate in size for their function.

An informal natural appearance is desirable. Shrubs should be in groups rather than single plantings, should be planted in a staggered pattern rather than in a straight-line configuration, and should not interfere with drainage.

5.4.2 Views

When there are adjacent private properties, improved or not improved, and when there is a lagoon, sound, golf course or marsh view to the rear of the lot, a triangular area at the rear corners of the lot being landscaped is restricted to the planting of shrubs that will be no higher than four feet (4') at maturity. These areas are described as follows:

- Full-size lots – An area defined by a diagonal line between two points measured from the rear corners twenty feet (20') along the rear and side property lines
- Patio lots – An area defined as above but measured to points ten feet (10') from the corners along the rear and side property lines

When such a viewing area exists between two adjacent properties, it is each owner's responsibility to maintain their individual portion of the viewing area.

5.4.3 Landscaping Beyond Property Lines

The ARB will not approve landscaping beyond rear property lines. Landscaping work refers to the planting of trees, shrubs, the placing of ground cover other than lawns, pruning, weed control, clearing, or any other landscape activity including the placement of irrigation materials.

In general, no landscaping work of any kind shall be done on any POA property. If the property owner wants to landscape on adjacent POA property (except for sod to be placed on road right-of-way from the private property line to the edge of the road pavement) a written request must be made to the Maintenance Committee.

- Permission must be obtained from the appropriate golf course should requested landscape work involve golf course property. This is independent and separate from the POA.
- If permission is granted, the property owner is solely responsible for arranging the work, incurring all expenses, and maintaining the landscaping.
- Those who have been given permission to landscape on POA property must acknowledge that this does not confer ownership. The POA reserves the right to remove and/or alter any plantings or landscape provisions for any purpose without obligation of replacement or remuneration.

5.4.4 Lawns

Lawns should be configured in curved patterns and extend to the edge of the road pavement across the entire street frontage between property lines, where practical. The ARB may grant exceptions to extending the lawn to the roadway where heavy shading from trees would make growing grass impractical. All drainage swales shall be sodded, and all berms shall be stabilized by means of sod, planted ground cover, or shrubs.

It is required that all areas of the property be landscaped in some manner.

5.4.5 Artificial Turf

Artificial turf in lieu of a natural grass lawn may be approvable. Consideration for approval needs to include the following elements:

- The planned artificial turf must not be visible from the street.
- All artificial turf must have a realistic and natural appearance.

- The landscape plan must include a landscape buffer to shield the turf from any street or neighbor view.
- The turf must be professionally installed by a contractor certified by the turf manufacturer to perform the installation.
- Should the artificial turf lose its original aesthetic appearance or develop an offensive odor the ARB reserves the right to require its removal and/or replacement.

5.4.6 Irrigation

Only water-conserving systems using drip lines and separate lawn watering stations shall be installed. It should be noted that irrigations systems are not required by these guidelines.

The Town requires that a landscape contractor certified by the Town install the landscape irrigation system (defined as a system using a potable water source). Rain sensors and back-flow prevention devices must be installed on all new and existing irrigation systems. Wells for irrigation will not be approved.

Homeowners are discouraged from installing sprinkler heads and piping on POA road right-of-way as these are at high risk of being broken by vehicles parking on the grass or by road and/or utility construction; the POA will not be held liable for such damage.

5.4.7 Ground Cover

No bare earth shall remain on any private property.

Ground cover planting, pine straw, mulch, bark, or other acceptable materials shall be placed on all areas not otherwise planted.

5.4.8 Color

The use of flowering shrubs and trees as well as annual or perennial gardens is encouraged.

5.4.9 Vegetable Gardens

Vegetable gardens are prohibited on private property.

Property owners wishing to grow vegetables may arrange for a garden plot at Seabrook Farms by contacting the Farmers Club.

5.4.10 Natural Areas

The use of existing natural growth areas as a part of the landscape design is encouraged. If utilized, these areas must be selectively pruned and weeded to present a neat appearance. These areas must be maintained. Overgrown, unkempt natural areas are not allowed.

5.5 OUTDOOR FEATURES

It is recommended that ornamental features such as, but not limited to, garden pools, waterfalls, statuary trellises, outdoor kitchens, and fireplaces etc. be kept to a minimum.

Outdoor kitchens and outdoor fire-pits may be approved as part of a patio structure (see 4.25.9) if designed to blend in with the dwelling, are not intrusive to neighbors' views, and are landscaped to not be obtrusive.

Vertical display fountains are generally considered inappropriate and may not be approved.

Each proposed feature should be located and described on the landscape plan with full specification.

No unapproved feature may be installed.

All ornamental features shall blend into the overall landscape design.

The use of multiple statuary and stationary or mobile ornaments will require ARB approval.

Political signs are not allowed.

5.6 DISPOSAL OF DEBRIS

At the completion of the work, all debris must be removed from Hilton Head Plantation.

Contractors are prohibited from using the POA landscape disposal area for the disposal of debris.

5.7 COMPLETION

The landscaping must be completed and inspected per section 7.7 in accordance with the ARB approved plan.

5.8 STUMP REMOVAL

For new construction and landscape maintenance projects, when trees are removed the tree stumps must either be completely removed or chipped to no less than six inches (6") below the existing grade.

5.9 TREE REMOVAL FROM PRIVATE PROPERTY

After the approval of the site stakeout inspection and during all of the construction phase and thereafter, no tree greater than three inches (3") in diameter measured at two feet (2') above grade shall be removed without an on-site inspection and approval of the ARB. If a specimen tree or many trees have to be removed for the construction footprint, tree mitigation may be required subject to ARB approval.

The Hilton Head Plantation POA follows the Tree Protection specifications as outlined in the Town of Hilton Head Island Land Management Ordinance (LMO). To access the LMO, follow the following website:

https://library.municode.com/sc/hilton_head_island/codes/land_management_ordinance?nodeId=TOHIHEIS

**Select Chapter 16-6, section 16-6-104
Table 16-6-104.F.1:Specimen Trees**

Specifically, the LMO says the following:

“All persons are encouraged to make all reasonable efforts to preserve and retain any existing stands of trees, individual trees, and other self-supporting plants, whether or not such plants are protected under this section.

Replacement mitigation of approved removals may be required by the ARB Professional Landscape Consultant using Town of Hilton Head Island mitigation regulations as a guideline.

Clearing Restrictions on Tidal Waterfront and Marsh Front Lots – The major clearing of trees and underbrush is restricted to within thirty feet (30') of the average high water mark on those lots fronting on Port Royal Sound, Skull Creek, Elliott Creek, and Park Creek.

5.9.1 Issuance of a Tree Removal Permit

For further information refer to the Class “A” Covenants, Article VI, Section 2, Page 15. For approval of tree removal on private property, a tree removal permit is required from the ARB.

5.10 TREE REMOVALS OTHER THAN ON PRIVATE PROPERTY

Any desired tree removal not on private property must also be submitted for approval to the agencies concerned as described below. Tag the tree(s) with ribbons so that the trees to be removed may be easily identified when the on-site inspection is conducted.

5.10.1 Trees on POA Property

For trees that are on POA property and that may be considered hazardous to an adjacent structure, submit an application for removal to the POA Maintenance Manager giving location(s), condition(s), and written justification.

Trees shall be marked with ribbons for a POA Maintenance Manager inspection.

If the tree desired for removal is on POA property, the POA Maintenance Manager must approve the tree removal.

5.10.2 Trees on Adjacent Golf Course Property

The property owner must obtain written approvals from the golf course prior to the removal of any tree at the property owner’s expense.

6.0 GUIDELINES GOVERNING CONSTRUCTION & MAINTENANCE

6.1 INTRODUCTION

6.1.1 General

These Guidelines and Regulations are set forth pursuant to the Covenants. Compliance thereof is mandatory by all property owners, general contractors, subcontractors, material suppliers, and maintenance services. Violations may result in denial of access to the Plantation. Contractors are liable for damage to road, utility infrastructure, and the landscape on both private and common property including road right of way.

The HHPPOA, including the Security Department and all other employees, assumes no liability for damage to, loss of, or destruction of any contractor's vehicle, trailer, construction equipment, or materials on or from any property within the Plantation.

6.1.2 Contractor Documents

No Hilton Head Plantation Building Permits will be issued without a copy of the Town of Hilton Head Island Building Permit. Conducting business on the Plantation without meeting this requirement will result in a stop work order and be subject to a fine.

HHP Contractor Decals or Day Passes are required for all contractors and subcontractors; this applies to resident-contractors actively working on job sites, as well as non-resident contractors.

6.2 PARKING FOR NEW CONSTRUCTION AND RENOVATIONS

The parking of vehicles and trailers shall be limited to the job-site property wherever possible. The job site property road right-of-way may be used for parking only when on-site space is not available.

Under no circumstance shall parking interfere with the flow of traffic or cause hazardous traffic conditions.

6.2.1 DAMAGE TO THE RIGHT-OF-WAY

The road right-of-way in front of improved properties shall not be used.

Caution shall be exercised to avoid damage to the road right-of-way.

Any damage to the road right-of-way shall be restored to its original condition at the completion of the project.

6.3 HILTON HEAD PLANTATION BUILDING PERMIT

The following requirements are necessary to obtain a Hilton Head Plantation Building Permit:

- All assessment payments must be up-to-date.

- Mandatory compliance deposit paid. Refer to Section 9.2.
- Subsequent Hilton Head Plantation Building Permits will not be issued unless all previous fines have been paid and the compliance balance is maintained.
- Architectural Review Board final approval of plans.
- The Town of Hilton Head Island Building Permit has been issued.
- For additions and alterations, a copy of the Town of Hilton Head Island Building Permit has been provided to ARB, if required.
- On-site stakeout approval.
- Payment by the owner of an escrow deposit for new construction, a significant alteration or pool addition, or an alteration for minor projects.
- Payment of water/sewer tap-in fees and a damage deposit to the PSD.

Permits must be posted on the project site near to and visible from the road, protected from the weather and maintained on the site until project completion. Both the Town Building permit and the HHP Building permit must be displayed prior to the start of any construction.

A full set of approved project plans must be maintained on the job site.

6.4 SITE ACCESS AND PROTECTION OF POA PROPERTY

Whenever possible, the access to the construction site between the edge of the road pavement and the front property line shall be no more than twenty feet (20') wide and is limited to one (1) entrance only.

Whenever possible, the site access shall be in the same general location as the permanent driveway entry.

In the case of ditches or swales, the grade elevations must be maintained to prevent any blockage of the drainage system. The installation of a culvert may be required. If a permanent culvert is to be installed, the permanent culvert shall be in place prior to any site preparation.

Any damage to the road pavement, curbing, or the road right-of-way caused by construction activity must be restored to the original condition before the project will be considered complete.

Failure to comply with the above requirements during construction may result in fines levied and/or other action.

6.5 SITE PREPARATION

No lot can be cleared, no site prepared, or any other construction activity started without a Town of Hilton Head Island Building Permit and a Hilton Head Plantation Building Permit posted.

Where required, silt fences, culvert and fill, and road shoulder protection must be in place prior to site clearing.

Water and electric services must be installed on-site prior to the need for these services. The water meter must have a hose bib connection. The temporary electric meter must feed receptacles adequate for the use of all power tools.

The use of water and electric services from adjacent residences is prohibited.

6.6 DRAINAGE CONTROL, EROSION CONTROL AND ENVIRONMENTAL PROTECTION

6.6.1 Areas of Responsibility

Prior to and during all construction activity, including the clearing and filling of the lot, the following protective actions must be taken and maintained:

- Water Drainage Control.
- Soil Erosion Control.
- Road Pavement and Curb Protection.
- Road Right-of-Way Protection.
- Tree Protection.

6.6.2 Responsibilities During Construction

During construction, the general contractor is responsible for preventing storm water drainage and soil erosion onto any adjacent property whether private or common.

Storm water drainage shall be directed into the Plantation drainage system including road swales, ditches, culverts, marshes, or lagoons. This shall be accomplished by means of rough grading, earth berms, swales, and drain lines or by retention entirely within the construction site property lines.

Soil erosion shall be controlled entirely within the construction site property lines in such a manner as to prevent the erosion of soil onto any adjacent properties, roads, or into any Plantation drainage system, waterway, marsh, or lagoon by means of soil fences.

Hay bales, silt fences, or other approved systems must be placed to control runoff and/or spoilage into the coastal critical line of lots abutting marsh or water. The South Carolina Department of Health and Environmental Control (DHEC), the ARB, and the POA closely monitor the protection of the Wetlands.

6.6.3 Responsibilities after Completion of the Foundation

After completion of the foundation work, the general contractor shall establish the finish grade at the perimeter of all new construction no less than six inches (6") below any finished floor. Earth should be sloped at a gradient of no less than 2:12 to a minimum of ten feet (10') on all sides of full-sized lots and at the front and rear of patio lots. Drainage restrictions also apply at the sides of patio lots. When house construction is complete and before any landscape work may begin, all planned fill must be in place and the lot brought to final grade.

6.6.4 Fines and Other Actions

The failure to control drainage and erosion may result in fines levied or other actions as well as the cost of all required restoration work.

6.7 CULVERT PIPES, DRIVEWAYS, AND ROADWAY DRAINAGE

The expense and installation of culvert pipes, where required, is the responsibility of the property owner or the general contractor. The culvert pipes must be corrugated steel or ribbed High Density Polyethylene (HDPE) plastic, twelve inches (12") minimum diameter, and installed according to ARB standards. Any property owner or builder who does not adhere to these regulations or causes a drainage problem as a result of incorrect installation will be required to remove the faulty culvert pipes and replace correctly. The property owner is responsible for the maintenance and cleaning of the installed culvert pipe.

Any culvert pipe that is damaged during construction to the extent that the damaged culvert pipe prevents proper drainage flow must be replaced prior to driveway paving.

Prior to driveway installation, an ARB and a Maintenance Department inspection must be obtained. It is required that the inspection be scheduled with the ARB at least 24 hours prior to paving.

6.8 PROTECTION OF TREES AND NATURAL VEGETATION

Only those trees indicated for removal on the approved Site Plan can be removed. Caution should be exercised to protect all other trees and natural vegetation from equipment damage and/or fill dirt cover.

Clearing Restrictions on Tidal Waterfront and Marsh Front Lots – Major clearing of trees and underbrush is restricted to within thirty feet (30') of the average high water mark on those lots fronting Port Royal Sound and Skull Creek.

For further information refer to the Class "A" Covenants, Article VI, Section 2.

Protective barriers and tree wells should be installed wherever necessary.

6.9 TRESPASSING

All access areas, parking, storage of materials, location of dumpsters, and portable toilets must be confined to the permitted lot. The use of private properties, common property, road right of way, or open space is prohibited.

6.10 PORTABLE TOILETS

A portable toilet must be in place on each new construction site. The portable toilet must be located in an inconspicuous area, within the lot property lines, as far away as is feasible from the street and adjacent properties, and as near to the structure as possible. The door must face toward the construction. Clean and sanitary conditions must be maintained at all times. Sanitation contractors may not display telephone numbers or advertising.

6.11 DUMPSTERS

Each project that generates debris must provide a commercial dumpster at all times. Dumpsters must be located within the lot property lines and cannot be placed on the road right-of-way or on any adjacent private or common property. The dumpster must be emptied prior to exceeding capacity. The dumping of construction debris is prohibited within the Plantation.

6.12 SITE MAINTENANCE

Materials shall be stored in an orderly manner on site. Contractors are required to make frequent cleanups of construction materials, trash, litter, etc. always leaving the area neat and clean at the end of each workday. When the Island is placed under Hurricane Watch by the Emergency Management Team, contractors must begin preparation to secure all job sites. Be prepared to remove dumpsters and portable toilets. By the time the Island is placed under a Hurricane Warning all dumpsters must be out of the plantation or covered tightly with tarpaulins and the portable toilets must have been removed or been strapped to a substantial tree. All materials shall be bundled to prevent them from becoming projectiles and causing damage to neighboring properties.

6.13 HAULING

6.13.1 Trash and Lot Cleaning Debris

Any vehicle transporting construction debris or site clearing material must be enclosed or equipped with a tarpaulin or netting to adequately cover and protect the load from spilling during transport. The load must not extend beyond the width of the truck bed.

6.13.2 Fill Material

Hauling of fill material must be in a suitable vehicle equipped properly for this purpose. A fill dirt load may not exceed one foot (1') in height above the side rails of the vehicle, at the center of the load, and must be tapered to the sides of the vehicle in such a manner as to prevent spills.

6.13.3 Spills Requiring Cleanup

Should any spill occur, the contractor involved is responsible for the cleanup of the street and other affected areas immediately after the spill. Should this not be feasible, contact must be made to POA security to inform them of the spill and an approximate time for cleanup. Failure to do so will result in a fine levied plus costs incurred for POA cleanup of the spill.

The cleanup of concrete trucks and equipment after concrete delivery may be done only on the construction site. Road rights-of-way and other property must not be used for this purpose.

Any concrete, gypsum, mortar, tar, asphalt, oil, paint, or any other petroleum-based product spilled on roads, road rights-of-way, or any property other than the

construction site must be removed immediately. Roads must be cleaned so that no residue remains.

6.14 CONSTRUCTION TRAILERS, VEHICLES, AND MOBILE EQUIPMENT

No trailer, vehicle or mobile equipment, with the exception of Lot Clearing equipment and Fill Dirt vehicles, shall remain on site overnight. All, except as noted, must be removed from the Plantation at the end of each workday.

Construction vehicles must not be parked on roadways, common areas, other properties, or the road right of way in front of other properties. Construction vehicles may be parked in the road right-of-way of the property where construction is taking place.

Trailers must have State registration and license as required by law.

Trailers shall not be parked on the lot so as to block entry of security or emergency vehicles.

The POA is not liable for any theft of or vandalism to any trailer, vehicle, or mobile equipment.

6.15 BURNING PROHIBITED

Burning of construction debris or open warming fires is prohibited.

6.16 PERSONAL CONDUCT

Proper personal conduct is expected from all workers.

No loud music or language is allowed. Any sound, other than that of customary construction activity, that can be heard from adjoining properties will be considered a nuisance and is prohibited.

No children under sixteen (16) years of age or pets are permitted on any construction site.

The existence of firearms, either on a person or in a vehicle, is prohibited.

6.17 SIGNAGE

A sign at a construction site is not intended to advertise, but rather to identify the architect, designer, or contractor. The following must be adhered to:

- Any sign placed on a construction site must be approved by the ARB.
- Placement of a sign must be within the property lines.
- Only one (1) architect or designer and one (1) contractor sign is permitted on each construction site.
- Landscape company signs are permitted, may be in place only during the landscape installation, and must be removed upon completion.
- No approved sign shall be placed on any property prior to the issuance and posting of all required building permits.

- Signs must be removed within one week of notification of final compliance inspection approval.
- The area of the sign face must be 12.25 square feet (3' 6" x 3' 6") or less. The maximum height shall not exceed five feet (5') above existing grade.
- Logos must be 144 square inches or less.
- Advertising slogans or addresses are prohibited.
- Telephone numbers should be displayed.

Any sign violation is subject to a fine.

The POA reserves the right to remove any sign that is in noncompliance with the above Guidelines. Such signs will be held at the POA Maintenance Area, 7 Surrey Lane. A sign not reclaimed within two (2) weeks may be disposed of. The POA assumes no responsibility for damage to or loss of any sign.

6.18 EXTERIOR LIGHTING

It is the contractor's responsibility on all unoccupied structures to turn off all exterior lights between the hours of 7:00 PM and 7:00 AM Monday through Friday, between 5:00 PM Saturday through 7:00 AM Monday, and during all no-work holidays.

6.19 DEMOLITIONS

- An application must be submitted to the ARB for Administrative approval.
- An ARB Permit is required to be posted prior to Demolition.
- All ARB Design Guidelines and Review Procedures shall be in effect as applicable. Refer to ARB Design Guidelines and Review Procedures Section 9.4.
- Barricade Protection shall be erected around trees, natural growth and other locations as directed by the ARB.
- No trees or natural growth shall be removed unless approved by the ARB.
- In the case of total demolition, all utilities shall be terminated at the entry onto the property prior to demolition.
- Minimize air-borne dust by means of wetting down the area.
- All debris must be removed from the Plantation. Loads must be covered, Refer to Guidelines Section 6.13.
- All vertical and horizontal construction shall be removed from the site as applicable.
- In the case of total demolition, the lot must be restored to unimproved condition by means of grading and ground cover. No bare earth areas shall remain.
- If a partial demolition is proposed, drawings must be submitted showing the area(s), which will be demolished.
- The property may remain unrestored no longer than thirty days (30) after the completion of demolition.

Any buried pipes or propane tanks must be removed.

6.19.1 Pool Demolition

When pools are removed, all vertical components, including equipment used to service the pool, must be removed. The cavity where the pool previously existed must be restored to its original condition by means of landscaping and ground cover.

6.20 FINES FOR VIOLATIONS: UNIMPROVED LOTS

The following is a schedule of fines that may be levied when a property owner or a general contractor violates the covenants or guidelines. Such fines will be deducted from the escrow deposit or general contractor compliance deposits as appropriate. A stop work order or other actions may also be taken for serious and/or repetitive violations.

TYPE OF CONSTRUCTION VIOLATION	AMOUNT OF FINE
Clearing of site or unauthorized tree removal without stakeout approval or without obtaining a Hilton Head Plantation Building Permit	\$2,000 per violation. This violation could warrant expulsion of the general contractor and denial of further construction within the Plantation.
Construction does not conform to plans as approved by the ARB	\$1,500 per violation. The violation could warrant expulsion of the general contractor and denial of further construction within the Plantation. The general contractor may have to restore to the approved plans.
Failure to build, finish, and landscape in accordance with plans as approved by the ARB	Fines up to amount of escrow deposit, plus the possibility of additional expenses
Work not completed in twelve (12) months (Extensions may be requested in writing but must be approved by the ARB)	\$150 per day
Failure to control water drainage and/or soil erosion control	\$200 to \$1,000 per violation, plus restoration costs
Damage to road pavement, curbs, and road right-of-way	\$300 per violation, plus restoration costs
Damage to neighboring property, i.e., Mailboxes, landscaping, etc.	\$150 per violation, plus restoration costs
Trespass onto adjoining lots or POA property by personnel, vehicles, equipment, material storage, alterations, etc.	\$150 per violation, plus restoration costs, plus \$150 per day until compliance
Failure to provide adequate trash receptacles or failure to keep site clean of debris	\$150 per violation, plus \$150 per day until compliance
Failure to provide portable toilet	\$150 per violation, plus \$150 per day until compliance
Failure to turn off exterior lighting	\$150 per violation

Loud music, language, or inappropriate personal behavior	\$150 per violation
Non-complying and/or improperly placed signage	\$150 per violation
Improper hauling of trash	\$150 per violation, plus cleanup costs
Spills on roads or roads right of way	\$150 per violation, plus cleanup costs
Open fires	\$250 and up per violation
Pets, children, or unauthorized personnel on construction site	\$75 and up per violation
Fishing in lagoons	Warning up to \$300 per violation

6.21 FINES FOR VIOLATIONS: IMPROVED PROPERTIES

Fines, as specified below, for violations of the Covenants or the ARB Design Guidelines and Review Procedures may be applied for any changes not issued an ARB permit. This shall apply to any existing improved property or dwelling, including, but not limited to, the following:

TYPE OF IMPROVED PROPERTY VIOLATION	AMOUNT OF FINE
Re-roof and Exterior Repaint	\$150 - \$500
Tree Removals (3" or more diameter)	\$500 per tree, plus mitigation
Enclosed Additions (attached or freestanding)	\$500 - \$1,000
Exterior Alterations or Additions (Windows, Doors, Walls, Fences, Siding, Trim, Porches, Entries, Dog Runs, Service Yards, Pergolas, Awnings, Equipment Enclosures, Lighting, etc.)	\$150 - \$1,000
Porch Enclosures	\$500 - \$1,000
Patios and Walks (Concrete or Masonry)	\$150 - \$500
Decks	\$150 - \$1,000
Exterior Stairs to Second Level, if primary	\$1,000 plus removal
Driveway Changes or Additions	\$500 - \$1,000
Unapproved Exterior Ramps (Permanent or Temporary)	\$150 plus removal
Docks or Bulkheads	\$500 - \$1,000
Landscaping (Ornamental fountains, Waterfalls, Ornamental Pools, Statuary, Trellises, Stationary or Mobile Ornaments, Lighting, etc.)	\$500 - \$1,000
Unapproved Recreational Equipment	\$150 - \$500
Damage to neighboring property, i.e., mailboxes, landscaping, etc.	\$150 per violation, plus restoration costs

The above applies to both additions and replacement work.

The scope of the change and its impact on the surroundings will be taken into consideration in determining the actual amount of fine within the specified limits.

The ARB may also require the removal of any unapproved work and the restoration to the original condition(s) or other mitigation.

Other fines may also be applied, as applicable, as specified for New Construction. Refer to Section 7.10.

The ARB and the ARB Administrator have the authority to adjust or waive the amount of any fine in consideration of mitigating circumstances.

6.22 APPEALS FOR VIOLATION FINES

An appeal of a violation fine may be submitted within ten days (10) in writing to the ARB. An explanation of circumstances and appropriate justification should be included in the appeal. The ARB will forward a written response within thirty (30) days of receipt of the appeal.

Other procedures may be followed as in a design review appeal. See Section 3.4.3. This applies to both an unimproved lot violation as well as an improved property violation.

7.0 INSPECTIONS

7.1 PREFACE

The ARB Administrator or an assigned Inspector will conduct on-site inspections when the various phases of the work that require an inspection are completed. The person responsible for the work being done must call the ARB Administrator to schedule the inspection.

For Stakeout, Batter Board, and Compliance inspections, applicable documentation (See the ARB Administrator) must be submitted at the time of the request for inspection. No inspection will be conducted until this information is received.

A certified foundation survey must be filed with the ARB prior to the Batter Board inspection.

7.2 SUMMARY OF MANDATORY INSPECTIONS FOR NEW CONSTRUCTION

The following are mandatory inspections for new construction:

- Stakeout – Prior to clearing lot.
- Batter Board – Foundation survey and elevation certificate, prior to pouring.
- Patio Wall Extensions, if applicable. See Section 7.5.
- Driveway – Prior to paving.
- Landscape – Prior to occupancy.
- Final Compliance – Prior to occupancy.

A new dwelling shall not be occupied prior to the receipt of a Town of Hilton Head Island Certificate of Occupancy and a Hilton Head Plantation Final Compliance Inspection Approval unless mitigating circumstances are approved in writing by the ARB.

Call the ARB Office at least 24 hours in advance of all requested inspections.

Failure to comply with the mandatory inspections will result in fines for non-compliance.

7.3 STAKEOUT

7.3.1 Timeframe

After all other conditions for the issuance of a Hilton Head Plantation Building permit are met and before lot clearing can begin, a stakeout of all vertical and horizontal construction must be executed and approved by on-site inspection prior to the issuance of the Hilton Head Plantation Building Permit.

7.3.2 ARB Approval

A request for a stakeout inspection shall be submitted to the ARB Administrator for scheduling.

7.3.3 Restrictions

In no case, or for any reason, shall any tree be removed, a site cleared, or any other preparation begun prior to the inspection approval and the issuance of the Hilton Head Plantation Clearing Permit.

7.3.4 Requirements

The stake-out must be marked and easily observed by the inspector, as follows:

- The footprint of all vertical and horizontal construction defined by corner stakes a minimum of three feet (3') high, continuously connected by string lines and marked as to the relationship to the work.
- All property lines defined by corner stakes and continuous string lines.
- When a lot abuts the coastal critical line, the line shall be clearly marked by flags as required by the governing agency.
- Hay bales, silt fences, or other approved systems must be in place to control run-off and/or erosion.
- All trees approved to be removed flagged with RED ribbons. Tree clusters approved to be removed may be banded with RED ribbons.
- In the case of a densely overgrown lot, light de-brushing may be done in order to run string lines, but only in the areas of the lines.
- Should any tree interfere with a string line, the line may be interrupted by additional stakes at either side of and close to the tree. In no case shall a tree be removed in order to run a string line.
- The string line may also be offset around a tree and returned to the original direction beyond. Offset stakes must be clearly marked with the distance of the offset.

7.4 BATTER BOARD (SURVEY)

After the batter boards and the batter board string lines are in place and prior to the placement of any concrete for footings, slabs, or any other foundations, a Batter Board inspection shall be requested.

This request must be accompanied by a survey from a licensed SC surveyor and show the exact locations, measured from the property lines of all extreme corners of the foundation work. The finished floor elevation certificate must also be submitted at this point.

This survey will be compared to the approved Site Plan to confirm the correct locations of all corners and an on-site inspection will be conducted.

If approved, the general contractor may then proceed with construction.

Should the general contractor place any concrete prior to the Batter Board location inspection and approval, the general contractor shall do so at its own risk and may be subject to a fine, and corrective measures.

7.5 PATIO WALL EXTENSIONS

Prior to the construction of any patio wall extensions, use stakes no shorter than three feet (3') to locate the ends of the walls, as approved, after which an on-site inspection shall be required to confirm or adjust the lengths of the walls. The ARB Inspector in the field has the authority to establish the lengths and heights of the walls according to the Inspector's judgment of actual site conditions in order to assure privacy for both the property owner and the adjacent neighbor.

7.6 DRIVEWAY AND ROAD DRAINAGE

Stakeout inspection determines whether or not a culvert is required.

No paving of driveways shall begin until the driveway and road drainage inspections have been conducted and an approval received.

7.7 LANDSCAPING

When the property owner or general contractor considers the landscaping complete in all respects according to the approved plans, a request for an inspection shall be made to the ARB. If additional fill has been added since the final grade inspection, the ARB may disapprove the additional fill and require that the additional fill be removed.

The following conditions for landscaping must be met:

- The approved number, locations, size, and species of all plantings in place.
- All sod, ground cover, plantings in place.
- Ground cover must extend to the side and rear property lines if not otherwise planted or sodded.
- All landscaping debris removed from the site.

7.8 FINAL COMPLIANCE

After the general contractor has received a Certificate of Occupancy from the Town, a final compliance inspection shall be made by the ARB.

The following must be filed with the ARB Administrator before the final compliance inspection will be conducted:

- Copy of the Town Certificate of Occupancy.

- Copy of a certified finished floor elevation and an As-built Survey unless previously submitted.
- Dumpster and portable toilet removed from the site.
- Exterior materials, fenestration, and details as approved.
- Exterior colors as approved.
- Landscape plan executed as approved.
- The restoration of any damage to the road pavement, curbs, road right-of-way, and/or adjacent properties.

A violation of this provision may result in a fine until the aforementioned conditions are met.

7.9 ADDITIONS

Additions to homes must comply with all inspection procedures stated above including, but not limited to, stakeout survey, landscape, and final compliance approval, as applicable.

The ARB Administrator has the authority to add or waive any inspection procedures that the ARB determines may or may not be applicable to the project.

7.10 ARB FINES

Failure to comply within specified timeframes will include the following fines:

- The ARB reserves the right to fine a property owner if the exterior of the house is not complete, including landscaping, twelve (12) months after final ARB approval unless an extension has been requested in writing and approved by the ARB. See Section 6.20 & Section 6.21.
- The ARB reserves the right to fine a property owner for days of the unauthorized occupancy of a house prior to:
 - The issuance of a Certificate of Occupancy by the Town of Hilton Head Island.
 - The completion of the exterior of the home in all respects, including landscaping and drainage.
 - Compliance inspection.

8.0 RECREATIONAL EQUIPMENT REGULATIONS

8.1 DEFINITION

Recreational equipment includes play or sport equipment that is installed on any part of the property outside of the dwelling, excluding swimming pools.

8.2 APPLICATION PROCEDURE

Prior to the installation of recreational equipment, approval in writing must be obtained from the ARB. Screening will be required for some pieces of recreational equipment.

An application form is available at the POA Service Center. The form must be completed in full with all requested information and neighbors consent signatures, where applicable.

The ARB Administrator will identify which consent signatures are required for recreation or play equipment.

Submit a written request to the ARB for review and include a Site Plan location drawing.

There is no application fee.

8.2.1 Examples of Recreational Equipment

Recreation play and semi-play equipment includes, but is not limited to, the following:

- Basketball backboard and hoop (fixed or portable).
- Swings, Swing sets, gym sets, slides, or teeterboard (seesaw).
- Trampoline.
- Volleyball net and court.
- Sandbox.
- Soccer goal net.
- Badminton net and court.
- Horseshoe court.

8.2.2 Prohibited Recreational Equipment

Prohibited recreation equipment includes the following:

- Tree houses.
- Diving board and/or slide for swimming pools.
- Separate playhouse

A request for the installation of any other type of equipment will be judged by the ARB on an individual basis taking into consideration both the covenant stipulations and the impact on the neighborhood.

8.3 COLORS

Natural finish or earth-toned components are preferred. Bright colored metal, wood, plastic, or fabric components may not be approved.

8.4 LOCATION

Equipment must be located within the property owner's lot.

Excluding basketball backboards and hoops, the preferred location is in the rear yard area directly behind and as close to the house as possible.

9.0 APPENDIX: SAMPLE FORMS – SUBJECT TO CHANGE

9.1 LETTER OF ACKNOWLEDGMENT (EXHIBIT A)

Hilton Head Plantation Property Owners' Association

Architectural Review Board
P.O. Box 21940
Hilton Head Island, SC 29925

LETTER OF ACKNOWLEDGEMENT

This acknowledges that I have received a copy of the Hilton Head Plantation Class "A" Residential Land Use Restrictions Protective Covenants Building Standards, Amended and Restated Declaration of Covenants and Restrictions, By-Laws of Hilton Head Plantation Property Owners' Association and the HHPPOA Architectural Guidelines and Review Procedures for building in Hilton Head Plantation and that I will abide by them.

I understand that I cannot make any exterior alteration or change of an approved plan to my home such as trim, siding, shingles, stain, fences, driveway and/or walk location, shutters, doors, windows, rooms, garage, trellis, outdoor lighting, etc. and/or changes to an approved landscape plan without prior submission of a written request for the change(s) to the Architectural Review Board, and written approval received.

Further, if I do violate written approved plans, I hereby grant authorization in accordance with the Covenants to Hilton Head Plantation Property Owners' Association to have ingress/egress to below described property to correct whatever construction, paving, planting, etc. that was done without written approval of The Architectural Review Board.

I have also read, understand, and will abide by the fee schedule for ARB submittals and the schedule of fines as stipulated in the Guidelines.

Further, I agree to pay any expenses to modify any exterior changes for which I do not have written approval. I will hold the Hilton Head Plantation Property Owners' Association harmless for such action.

Agreed:

(Property Owners' Signatures)

Lot Number/Street:

Date:

9.2 COMPLIANCE DEPOSIT AGREEMENT

9.2.1 New Construction (Exhibit B)

Hilton Head Plantation Property Owners' Association
Architectural Review Board
P.O. Box 21940
Hilton Head Island, SC 29925

COMPLIANCE DEPOSIT AGREEMENT FOR NEW CONSTRUCTION IN HILTON HEAD PLANTATION

It is agreed by the undersigned that a Five Thousand Dollar (\$5,000.00) Deposit will be made out to TD Bank and will be given to Hilton Head Plantation Property Owners' Association ARB to ensure that the a landscaping plan for Lot #_____ on _____ will be submitted to the Architectural Review Board together with the house plan for final review approval and that the house will be constructed and finished in accordance with the plans approved by the Architectural Review Board. This deposit is also the property owner's guarantee of compliance with all Guidelines and regulations regarding drainage, construction, tree removal, placement of portable toilets, refuse containers, and maintaining a trash and litter free construction site. Failure to comply may result in fines levied against the deposit, or possibly, forfeiture of the entire deposit.

It is further agreed that this \$5,000.00 Deposit will be held in an interest bearing account at TD BANK, 401 William Hilton Parkway, Hilton Head Island. This deposit will be refunded, with interest, less any fines imposed, to the undersigned after all conditions and approvals are fulfilled, to include completion of all work within 90 days of receipt of Certificate of Occupancy from the Town of Hilton Head Island or within one (1) year of construction, whichever occurs first.

PLEASE NOTE:

- 1) Upon written request, and for compelling reasons only, the Architectural Review Board may grant an extension.
- 2) Landscaping without an approved plan, including the addition of excessive fill, may result in forfeiture of a part, or all, of the deposit. Building not in accordance with approved plans (construction and finishes) may result in forfeiture of the entire deposit. Failure to complete the exterior of the house within one year after the issuance of the Hilton Head Plantation Building Permit may result in fine to the property owners for each day the construction is not complete until the approved final compliance inspection date.
- 3) The occupancy of a house prior to the final compliance inspection may result in a fine to the property owner for each day until the approved final compliance inspection date.
- 4) The Hilton Head Plantation Class "A" Residential Land Use Restrictions Protective Covenants Building Standards together with the HHPPOA Architectural Guidelines and Review Procedures are the controlling documents governing all construction activity in the Plantation.

ACCEPTED BY: _____
(Property Owner's Signature)

DATE: _____

PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING INFORMATION:

PROPERTY OWNER'S NAMES: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE: _____

SOCIAL SECURITY NUMBER: _____ **DATE OF BIRTH:** _____

Note: A Social Security number must be provided to establish an escrow account.

PLEASE MAKE CHECK PAYABLE TO: TD BANK

9.2.2 Significant Addition, Alteration or Pool (Exhibit B-1)

Hilton Head Plantation Property Owners' Association
Architectural Review Board
P.O. Box 21940
Hilton Head Island, SC 29925

**COMPLIANCE DEPOSIT AGREEMENT
FOR SIGNIFICANT ADDITION, ALTERATION, OR POOL**

It is agreed by the undersigned that a \$_____ Deposit will be made out to TD Bank and given to Hilton Head Plantation Property Owners' Association ARB to ensure that the addition, alteration or pool for Lot #_____ on _____ will be constructed and finished in accordance with the approved plan by the Architectural Review Board. This deposit is also the property owner's guarantee of compliance with all Guidelines and regulations regarding drainage, construction, tree removal, placement of portable toilets, refuse containers, and maintaining a trash and litter free construction site. Failure to comply may result in fines levied against the deposit, or possibly, forfeiture of the entire deposit.

It is further agreed that this Deposit will be held in an interest bearing account at TD BANK, 401 William Hilton Parkway, Hilton Head Island. This deposit will be refunded, with interest, less any fines imposed, to the undersigned after all conditions and approvals are fulfilled, to include completion of all work within 60 days of the issuance of the Hilton Head Plantation Building Permit.

PLEASE NOTE:

- 1) Upon written request, and for compelling reasons only, the Architectural Review Board may grant an extension.
- 2) Building not in accordance with approved plans (construction and finishes) may result in fines or possible forfeiture of the entire deposit.
- 3) The Hilton Head Plantation Class "A" Residential Land Use Restrictions Protective Covenants Building Standards together with the HHPPOA Architectural Guidelines and Review Procedures are the controlling documents governing all construction activity in the Plantation.

ACCEPTED BY: _____
(Property Owner's Signature)

PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING INFORMATION:

DATE: _____

PROPERTY OWNER'S NAMES: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

**Note: A Social Security number must be provided to establish an escrow account.
PLEASE MAKE CHECK PAYABLE TO: TD BANK**

9.2.3 W-9 Form Required (Exhibit B-2)

Form W-9 (Rev. November 1999) Department of the Treasury Internal Revenue Service	<h3 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h3>	Give form to the requester. Do NOT send to the IRS.
Please print or type	Name (If a joint account or you changed your name, see Specific Instructions on page 2.)	
	Business name, if different from above. (See Specific Instructions on page 2.)	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2. Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.	List account number(s) here (optional)
	Social security number + OR Employer identification number +	Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)
	Part III Certification Under penalties of perjury, I certify that:	
	1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.	
	Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)	
Sign Here	Signature	Date
<p>Purpose of form. A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.</p> <p>Use Form W-9, if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:</p> <ol style="list-style-type: none"> Certify the TIN you are giving is correct (or you are waiting for a number to be issued), Certify you are not subject to backup withholding, or Claim exemption from backup withholding if you are an exempt payee. <p>If you are a foreign person, IRS prefers you use a Form W-8 (certificate of foreign status). After December 31, 2000, foreign persons must use an appropriate Form W-8.</p> <p>Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.</p>		
<p>What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.</p> <p>If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:</p> <ol style="list-style-type: none"> You do not furnish your TIN to the requester, or You do not certify your TIN when required (see the Part III instructions on page 2 for details), or The IRS tells the requester that you furnished an incorrect TIN, or The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or 		
<ol style="list-style-type: none"> You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only). Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate Instructions for the Requester of Form W-9. 		
<p>Penalties</p> <p>Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.</p> <p>Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.</p> <p>Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.</p> <p>Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.</p>		

9.3 DRAINAGE AND TREE COMPLIANCE AGREEMENT (EXHIBIT C)

Hilton Head Plantation Property Owners' Association
Architectural Review Board
P.O. Box 21940
Hilton Head Island, SC 29925

DRAINAGE AND TREE COMPLIANCE AGREEMENT

DRAINAGE

It is every owner's responsibility to direct drainage away from the dwelling and adjoining private property in a manner that conforms to the master drainage system for the Plantation subdivision in which the property is located. This will normally be toward the street or the adjacent common area (drainage). For these reasons, it is the property owner's responsibility to employ the services of a registered professional to design the drainage plan. Special consideration should be given to establishing appropriate building site elevations for foundations, sub-surface drainage, establishment of final grades, and installation of gutters. Please note that a final grade inspection/approval is required after construction and before any landscaping can begin. The General Contractor and Drainage Designer are responsible for final grade drainage.

TREE REMOVAL

Property owners are advised that trees larger than three inches (3") in diameter measured 24" above ground may not be removed without approval of the Architectural Review Board. When site plans are approved, the tree and topographic survey indicates which trees may be removed and are usually only those necessary to locate the house, patio, and driveway. Once the site plan is approved and throughout all of the construction phase, no other tree may be removed without further request to and approval of the ARB Administrator. Any unauthorized tree removal may result in a fine and the necessity of replacement landscaping.

I understand the above requirements and I agree to comply with proper drainage and tree removal from my property.

Agreed:

(Property Owners' Signature)

Lot Number/Street:

Date:

9.4 APPLICATION FOR DESIGN REVIEW, FEE SCHEDULE (EXHIBIT D)

Hilton Head Plantation Property Owners' Association - ARB
P.O. Box 21940, Hilton Head Island, SC 29925

APPLICATION FOR DESIGN REVIEW

Plans are not accepted for review without a completed application and paid fees.

Case #: _____

Fee Paid: _____

Lot#: _____

Street Address: _____

New Construction		Fee
	Concept (Credited to Full Review Fee with submittal of Final Plans)	\$300
	Single family residence	\$1,200
	New landscape plans after final approval	\$200
	Mailbox Fee	\$136.30
	Significant plan changes after final approval	\$100-\$250
	Commercial or Multi-family	\$1,500 / unit
	Change Additions	\$50 - \$150
Significant Addition, Alteration, or Pool		
	Concept (Credited to Full Review Fee with submittal of Final Plans)	\$200
	Alterations	\$500
	Covered addition	\$850
	Decks, hurricane shutters, sidewalks, driveway modifications, patios, etc.	\$50-\$250
	Pools without enclosures (as an addition or with new construction)	\$600
	Barriers for existing pool, spa, or hot tub	\$100-\$200
	Pool Enclosures	\$350
	Demolitions (50% or more of structure)	\$500
	Re-side exterior with different material	\$100
	Landscaping	\$50-\$100
	Hardscape features (including but not limited to arbors, fire pits, fountains, benches, lighting)	\$50-\$150
	Change Additions	\$50 - \$150

Property Owner		
	Name	
	Telephone Number	
	Signature & Date	
Architect / Designer		
	Name	
	Telephone/Fax Numbers	
	Email:	
	Signature & Date	
Contractor		
	Name	
	Telephone/Fax Numbers	
	Email:	
	Signature & Date	

Brief Descriptions (List any requested variance):

ALL PLANS MUST CONFORM TO ARB GUIDELINES IN ORDER TO BE REVIEWED

Type of Construction		
	New	
	Spec	
	Addition (Explain in Remarks)	
	Alteration (Explain in Remarks)	
Type of Review Requested		
	Concepts / Site	
	Preliminary	
	Final	
	Exterior Finishes / Colors	
	Samples Submitted	
	Landscape	
	Other (Explain in Remarks)	

Square Footage	First Floor		Second Floor	
	Exist	Added	Exist	Added
Heated Area	Sq. Ft.	Sq. Ft.	Sq. Ft.	Sq. Ft.
Garage @2/3	Sq. Ft.	Sq. Ft.	Sq. Ft.	Sq. Ft.
Screen Porches @ 1/2	Sq. Ft.	Sq. Ft.	Sq. Ft.	Sq. Ft.
Deck / Patio @ 1/4	Sq. Ft.	Sq. Ft.	Sq. Ft.	Sq. Ft.
Total Adjusted Square Footage for First & Second Floors				Sq Ft

	Manufacturer/Material	Color	Number/Weight
FOR EXISTING HOMES			
Re-Stain			
Re-Roof			
EXTERIOR MATERIALS			
Roofing			
Siding			
Trim			
Fascia			
Stucco			
Shutters			
Brick			
Front Door			
Other Exterior Doors			
Garage Door			
Windows			
Window Muntins			
Chimneys			
Walkways			
Driveways			
Deck or Patio			
Columns / Railings			

ADDITIONAL REMARKS:

9.5 APPLICATION FOR RECREATIONAL EQUIPMENT (EXHIBIT E)

Hilton Head Plantation Property Owners' Association
Architectural Review Board
P.O. Box 21940
Hilton Head Island, SC 29925

APPLICATION FOR INSTALLATION OF RECREATIONAL EQUIPMENT ON RESIDENTIAL PROPERTY

Name	
Street Address	
Lot #	
Telephone	
Date	

The following prerequisites must be satisfied prior to submission of this application:

- Equipment is within the property line.
- Equipment is nature blending in color.
- Location is as unobtrusive as possible and not in any neighbor's view line.
- Equipment location and subsequent play will be both mindful and respectful to neighbors and the general vicinity.
- Consent signatures of immediate neighbors are obtained. See note on page 2 of the application.

Application is hereby made to install a _____ at the location indicated in the attached diagram. Drawing includes distance of intended recreational equipment to neighboring property lines and/or boundaries, view corridors, and street, as well as existing and any additional planned landscape screening. Further, specifications noting size and color of equipment as included.

Approved _____ Disapproved _____ Date _____ By _____

Basketball backboard & Hoop _____ Swing Set _____ Gym Set _____ Trampoline _____

By my signature, I consent and do not have any objections to the installation of the previously mentioned recreational equipment.

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

NOTE: Generally, trampolines, swings, and gym sets require neighbor approval on either side only. Basketball backboards and hoops may also require approval from neighbors across the street, depending on lot locations and population density of the immediate neighborhood. If a neighbor's signature is unobtainable the ARB will make a final decision.

The property owner shall take into consideration the proximity to the adjacent neighbor's living, view, and recreational areas relative to the type of activity the equipment will generate. Equipment shall not be located in any adjacent neighbor's or golf course's view area as defined in Section 5.4.2 of this document.

Equipment shall not be located on any unimproved lot, POA common property, open space, road, road right of way, or path right of way.

9.6 HILTON HEAD PLANTATION BUILDING PERMIT (EXHIBIT F)

SAMPLE



A.R.B. Case No. _____

HILTON HEAD PLANTATION

BUILDING PERMIT

TO BE POSTED WITH VALID TOWN OF HILTON HEAD BUILDING PERMIT

LOT LOCATION _____

PROPERTY OWNER _____

CONTRACTOR _____

CONTRACTOR'S EMERGENCY PHONE NO. _____

PERMIT NO. _____ ISSUED: DATE / / BY _____

SAMPLE SAMPLE

9.7 APPLICATION FOR MAILBOX NAMEPLATE (EXHIBIT G)

Please provide name for the nameplate on your mailbox

There are 28 available Spaces

NAME: _____

SIGNATURE: _____

DATE: _____

Please return with the completed and signed compliance agreements.