



**Architectural Review Board  
Guidelines for Construction**

**09/01/2018**

## TABLE OF CONTENTS

<b>I.</b>	<b>Vision Statement.....</b>	<b>3</b>
<b>II.</b>	<b>Philosophy.....</b>	<b>3</b>
<b>III.</b>	<b>ARB Guiding Principles.....</b>	<b>3</b>
<b>IV.</b>	<b>Community Overview.....</b>	<b>4</b>
<b>V.</b>	<b>Introduction To the Architectural Review Board.....</b>	<b>5</b>
A.	Background .....	5
B.	Majority Vote .....	5
C.	Meetings .....	6
<b>VI.</b>	<b>Architectural Review Board Policies .....</b>	<b>7</b>
A.	Homeowner's Responsibilities .....	7
B.	Design Review Approvals .....	7
C.	Design Review Decisions .....	7
D.	Approval Expiration.....	8
E.	Construction Changes .....	8
F.	Construction Inspections.....	8
G.	Construction Completion .....	8
<b>VII.</b>	<b>Key Design Guidelines.....</b>	<b>9</b>
A.	Design Elements Required.....	9
B.	Unacceptable Design Elements .....	9
C.	Dwelling Size/Minimum Standards .....	10
D.	Exterior Elevations.....	10
E.	Exterior Materials .....	10
F.	Roof Pitch / Roofing Materials / Solar Panels .....	12
G.	Design Duplication .....	13
H.	Building on Multiple Lots.....	13
I.	Grading and Drainage .....	13
J.	Outdoor Living Areas / Screen Enclosures.....	14
K.	Docks .....	14
L.	Mailboxes.....	14
M.	Fences.....	15
N.	Garages and Driveways .....	15
O.	Exterior Lighting.....	17
P.	Landscaping and Irrigation .....	17
Q.	Awnings and Shutters .....	18
R.	Utilities / Service Areas .....	18
S.	Flags .....	18
T.	Elevated Residences.....	19
U.	Shutters.....	19
V.	Decorative Trim Blocks .....	19
W.	ARB Criteria for Waivers .....	19

<b>VIII. Design Approval Process .....</b>	<b>20</b>
A. Step One: Preliminary Architectural Review .....	20
B. Step Two: Final Architectural Review .....	20
<b>IX. Architectural/Landscaping Document Requirements .....</b>	<b>21</b>
1. Site Plan .....	21
2. Floor Plans .....	21
3. Sections .....	21
4. Dormer Sections .....	22
5. Exterior Elevations .....	22
6. Exterior Colors/Finishes/Materials .....	22
7. Final Stakeout .....	22
8. Mobilization Plan .....	23
9. Landscape Plan .....	23
10. Certificate of Compliance .....	23
11. Final Approved Plan Set .....	23
12. Submission of Plans to Appropriate Building Department .....	23
13. Revisions and Changes/Final Inspection .....	23
14. Design Document Changes .....	23
15. Periodic Inspections .....	23
16. Final Design Documents .....	24
<b>X. Builder's Rules and Regulations .....</b>	<b>25</b>
<b>XI. Developed and Existing Properties Guidelines .....</b>	<b>28</b>
Attachment I – Application for Residential Construction or Improvements .....	29
Attachment II – Existing Homeowner Change Request .....	33
Attachment III – Certificate of Compliance .....	34
Attachment IV – Dock Construction Application .....	35
Attachment V – New Builder Review Form .....	36
Attachment VI – New Architect / Home Designer Review Form .....	37
Attachment VII – New Landscape Designer Review Form .....	38
Attachment VIII – Notice of Appeal Form .....	39
Appendix A – Site Planning .....	40
Appendix B – ARB Description .....	41
Appendix C – ARB Administrator Job Description .....	42
Appendix D – Home Inspection .....	43
Appendix E – Builder's Compliance Deposits and Impact Fees .....	45

## I. VISION STATEMENT

*The Islands of Beaufort is one of the most desirable and prominent small communities in the South Carolina Lowcountry. It's custom residences are a collection of traditional lowcountry home designs that blend with the environment and neighboring properties to create a sense of place and community lifestyle.*

## II. PHILOSOPHY OF THE ARCHITECTURAL REVIEW BOARD

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

The homeowner is expected to comply with the "Guidelines for Construction" and is responsible for the completion of the residence as approved by the ARB.

ARB approved plans for exterior elevations or landscaping may not be changed, altered, or modified without ARB approval. Please contact the ARB Administrator with any questions regarding what requires ARB approval.

**Fred Mueller is the ARB Administrator. Contact him at [iobarb@hotmail.com](mailto:iobarb@hotmail.com), or 843-816-2305.**

## III. ARB GUIDING PRINCIPLES

- The Public Views of all developed properties shall complement or be visually compatible with the existing developed properties by "blending with" and not "standing out" from the community as a whole.
- To achieve the highest possible standard of visual appeal, a requirement for architectural detailing and continuity will apply to all homes. These elements may include strong front entrance treatments, the use of shutters on windows and doors, masonry features on foundations and driveways, built-up banding details on trim elements, dormers on pitch roofs, copper flashings, and extensive landscape features in front and side yards.
- Similar front elevations may not be duplicated or repeated within close proximity to each other unless significant changes, in the opinion of the ARB, have been made to the house style, roof pitch, columns and railings, color, trim accents and other exterior materials to the satisfaction of the Architectural Consultant and the ARB. Close proximity means that the front and/or side elevations of both houses, in the opinion of the ARB, can both be viewed from any single position within the IOB.
- Developed Properties shall be coordinated in regard to structures, plantings, lighting, exterior furnishings, and decorative items.
- All components of a Developed Property (including the exterior furnishings and decorative items) shall be designed, constructed, and installed with durable materials. Only experienced and approved qualified contractors/subcontractors should be used in IOB for new construction or reconstruction.
- Landscaping and building appearance for Developed Properties are required to be maintained to Community standards.

#### **IV. COMMUNITY OVERVIEW**

**The Islands of Beaufort has several diverse neighborhoods, each with its own “personality”.**

**The Village, planned as a William E Poole designed neighborhood, sets the tone for the Islands of Beaufort architecture.**

**Deer Island is a secluded neighborhood inside IOB, and offers grand homes with exclusive, deep water access.**

**Cotton Island’s architecture features raised residences and marsh views.**

**The Belle Grove neighborhood offers cul-de-sac living on Palmetto Place and Battery Chase, as well as marsh view access on De La Gaye and Plough Points and Islands Avenue.**

**Since all homes are custom designs, construction costs should be budgeted at a minimum of \$250.00 per heated sq. ft. Additional costs for foundation work may be anticipated, and soil compaction test is recommended.**

**In order to maintain the look and value of the neighborhood community, the ARB strongly recommends the following local sources for design and construction.**

**Local Designers who have architectural and design review experience within the Islands of Beaufort are:**

- William E. Poole Design: William E Poole (910) 251-8980 [www.williampoole designs.com](http://www.williampoole designs.com)
- Allison Ramsey Architects Inc.: Wayne (Cooter) Ramsey (843) 986-0559 [www.allisonramseyarchitect.com](http://www.allisonramseyarchitect.com)
- Moser Design Group Inc.: Eric Moser (843) 379-5630 [www.moserdesigngroup.com](http://www.moserdesigngroup.com)
- Montgomery Architecture and Planning: Robert Montgomery (843) 522-8077 [www.monarchpl.com](http://www.monarchpl.com)
- The Home Design Company Inc.: Paul Cole (843) 525-1727 [www.thehomedesigncompany.com](http://www.thehomedesigncompany.com)
- Frederick + Frederick Architects: Michael and Jane Frederick (843) 522-8422 [www.f-farchitects.com](http://www.f-farchitects.com)
- JHN-Residential: Johan Niemand (843-605-6168) [www.jhn-residential.com](http://www.jhn-residential.com).

**The Established Builder Partners at Islands of Beaufort are:**

- Allen Patterson Residential: Allen Patterson (843) 470-0400 [www.allenpattersonresidential.com](http://www.allenpattersonresidential.com)
- Powell Brothers Construction: Eric and Bryan Powell (843) 812-6616 [www.powellbroconstruction.ezlocal.com](http://www.powellbroconstruction.ezlocal.com)

**When you are ready to proceed with design, we suggest that you, or your architect, designer and/or general contractor present INFORMAL CONCEPTUAL RENDERINGS of your plan to the ARB to assure that your proposed residence is in keeping with the Islands of Beaufort "Declaration of Covenants, Conditions and Restrictions" and the ARB "Guidelines".**

**If considering an architect, home designer, or builder unfamiliar with Islands of Beaufort, please provide them with a copy of the Guidelines.**

## V. INTRODUCTION TO THE ARCHITECTURAL REVIEW BOARD

### A. Background

The ARB reviews and approves applications and design documents for all new construction and for alterations, modifications, or changes to existing properties, including landscaping, auxiliary structures and docks. The ARB establishes high standards of design that ensures the preservation of the natural beauty of the site, enables creation of a community lifestyle and protects property values. The ARB consists of Property Owners who are appointed by the Board of Directors and are advised by architectural and landscape professionals. The ARB meets on the third Monday of each month.

Each Application is evaluated on its own merits with reasonable flexibility for design, function, creativity, and the special needs of the site. As design aesthetics, building codes and construction materials change, the ARB may modify any part of its guidelines and procedures, at its sole discretion. Homeowners are welcome to suggest new concepts; however, the ARB is not required to accept these proposals nor is it required to agree to continuation of construction, design practices or materials that experience has proven incompatible with achieving the objectives of the Community.

At closing, each Property Owner and/or Homeowner agrees that they will be bound by the *Islands of Beaufort* Covenants & Restrictions and their deed is annotated to reflect this agreement. The Covenants outline the establishment of the ARB. Thus it is the obligation of each Owner to ensure that homes, grounds and auxiliary structures are built and maintained consistent with the designs as approved by the ARB. If a deviation from the approved plan is required, it is the Owner's responsibility to obtain approval of the change prior to work commencing. The ARB may issue a **Stop Work Order** if a project is found to be in violation of the approved plans. Failure to communicate changes and seek approval in a timely fashion can and has caused serious delays and expense for some Owners. The ARB will take every practical step to avoid such situations, but the Property Owner must keep in mind that volunteers staff the ARB and that the Property Owner must plan to address changes at the regular ARB meetings. The ARB has been established by the HOA to facilitate the design and construction process within the community. However, full responsibility for following the appropriate process and approvals for construction is with the individual Owner. The Owner is responsible for supervising their Contractor and ensuring compliance with all ARB procedures.

### B. Majority Vote

The ARB shall be made up by at least three (3) Property Owners. Each member of the ARB shall have an equal vote and the majority of all members of the ARB shall constitute a decision for approval or denial of an application. Additionally, the ARB may retain paid or unpaid non-voting consultants expert in architecture, landscape, and construction. The Board of Directors of the Association shall have review powers of denied applications. Written notice requesting a Board of Directors review shall be directed to the ARB Administrator to coordinate the review process. See the Notice of Appeal Form on pp 39 which is required to be completed and submitted to the ARB Administrator.

### **C. Meetings**

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

To be included on the agenda, a complete submittal must be made at least two business days before the meeting. To confirm the date and time of meetings and submittal deadlines, the applicants should contact the ARB administrator.

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

## **VI. ARCHITECTURAL REVIEW BOARD POLICIES - Construction plans are the property of the homeowner and will not be shared outside the ARB.**

### **A. Homeowner's Responsibilities**

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

1. Performance and quality of the work of any architect, home designer, landscape designer, builder, or subcontractor.
2. Compliance with all laws, codes, and ordinances of any governmental agency or body.
3. Determination of environmental restrictions, drainage and grading requirements, and all surface and subsurface soil conditions.
4. Determination of structural, mechanical, electrical, and all other technical aspects of a proposed design that can only be determined by competent architects, engineers, builders, and other professionals.
5. Compliance with the Covenants and Restrictions of *Islands of Beaufort*, ARB criteria, and agreements between the Applicant and the ARB.
6. Accuracy of all stakeouts and surveys.
7. Notification to the ARB of deviation from the accepted submission prior to the start of work.
8. Homeowners are responsible for damages done to common areas, IOB infrastructure and landscaping caused by their builder, subcontractors, suppliers and other services associated with the construction.

### **B. Design Review Approvals**

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

### **C. Design Review Decisions**

1. Upon receipt of a properly completed Application, the ARB will review the plans and specifications and render one of three types of decisions in writing:
  - » Approved
  - » Preliminarily Approved (subject to limiting conditions)
  - » Disapproved
2. When the Preliminary Architectural Review is approved (with or without comments), the homeowner may submit plans and specifications to the ARB for the Final Architectural Review. When the Final Architectural Review is approved (with or without comments), the homeowner's builder may then apply to the City of Beaufort for a Building Permit. Comments and /or changes regarding the submitted Application may be included with the Approval letter and will be considered binding on the homeowner unless noted as optional by the ARB.



#### **D. Approval Expiration**

Design Approval must be a continuous process by the homeowner. When an application is dormant for 3 months, all prior approvals will become void, and the process must be restarted as if no prior activity had occurred. Time extensions due to extenuating circumstances may be considered by the ARB, but only if the homeowner notifies the ARB of the circumstances within the 3 month period.

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

#### **E. Construction Changes**

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

#### **F. Construction Inspections**

1. The ARB may make periodic inspections while construction is in process to determine compliance with the approved Design Documents. The ARB is empowered to enforce its policy, as set forth in the Covenants and these Guidelines, by any action, including an action in a court of law or equity to ensure compliance.
2. The ARB reserves the right to place an architect, home designer, landscape designer, builder, or subcontractor on probationary status. This probation can include but is not limited to:
  - a. Providing written notification to a potential client that the architect, home designer, landscape designer, builder, or subcontractor has been disciplined by the ARB.
  - b. Increased compliance deposit requirements.
  - c. Weekly reviews by a member or members of the ARB.

#### **G. Construction Completion**

All construction must be completed within one year from commencement. The ARB, if requested in writing, may grant extensions. Failure to complete construction and obtain a "Certificate of Occupancy" (C of O) within the year may result in forfeiture of the compliance deposit.

**VII. KEY DESIGN GUIDELINES. Architecture must be consistent with the IOB theme of traditional custom lowcountry home designs. No contemporary designs are acceptable. A review of Appendix A - Site Planning (Pg 40) is recommended.**

**A. Design Elements Required**

1. Professionals must have demonstrated qualifications in their fields of planning, architecture, landscape design, engineering and surveying.
2. Home designs must be compliant with all design restrictions/standards as found in the Covenants.
3. Home designs must preserve the natural character of the site.
4. The residence must have an overall high-grade, superior quality construction with emphasis on good design and the use of natural materials.
5. Minimum square footage shall conform to that set forth in the Declaration of Covenants.
6. Homes shall have a Front Porch on the 1<sup>st</sup> floor that is a minimum of 8-feet deep and at least two thirds ( $\frac{2}{3}$ ) the width of the front elevation of the house (exclusive of the Garage).
7. Homes are required to be of “stick built” construction. No componentized or modular type construction is allowed.
8. Foundations of all homes (exclusive of the garage) shall be of elevated framed construction. No slab on grade or elevated concrete slab foundations shall be allowed.
9. All home landscaping, exteriors, and interiors should reflect a quality level consistent with the existing community of homes.
10. The interior ceiling height of the 1<sup>st</sup> Floor shall be no less than 9 feet high and the interior ceiling height of the 2<sup>nd</sup> Floor shall be no less than 8 feet high.

**B. Unacceptable Design elements**

1. No contemporary architectural detailing such as towers or cupolas.
2. No cable and or glass railings
3. No non-traditional windows such as clusters of rectangle shapes.
4. No cantilevered porches or decks.

### **C. Dwelling Size / Minimum Standards**

1. All residences shall conform to the minimum standards set forth in the “Declaration of Master Covenants, Conditions, and Restrictions” of the *Islands of Beaufort*. Phase I standards are listed on page six (6) of the Master Document; Deer Island Standards are listed on page three (3) of the Deer Island Supplemental Declaration; Phase III and Cotton Island standards are listed on pages three (3) and four (4) of the “Phase III Supplement” within the Master Covenants.
2. Setbacks for House and Garage: (different from the critical line):
  - a. Front Setback 25 feet
  - b. Side Setback 10 feet
  - c. Rear Setback 15 feet

### **D. Exterior Elevations**

1. The Home’s Exterior elevations are of paramount importance to the ARB. All interior arrangements of the rooms and spaces shall accommodate the exterior elevations.
2. The home’s exterior elevations will be reviewed for proper architectural design. Elevations will also be reviewed to determine that the quality of materials and aesthetic appearance is compatible with other existing homes. Mainland and Island homes have slightly differing themes; Mainland homes shall be compared to other Mainland homes, Deer Island homes shall be compared to other Deer Island homes, and Cotton Island homes shall be compared to other Cotton Island homes.
3. The ARB may bar any proposed new construction or changes to existing homes on purely aesthetic grounds, where in its sole judgment, such action is required to maintain the architectural integrity of IOB.

### **E. Exterior Materials**

1. All new individual homes should blend into the IOB total image using complementary choices of materials, detailing, and colors. Designs should emphasize harmony with the environment and neighboring homes.
2. The selection of exterior materials shall be harmonious with the architectural motif of each dwelling unit and the community as a whole. Natural materials are preferred over synthetic materials. However, some synthetic materials may be approved. Depending on specific applications, the following materials have been previously approved by the ARB:
  - a. NATURAL WOOD: Select grades only of cypress, cedar, redwood are approved for use as exterior trim and lap siding. “C&Better” treated pine is approved for exterior trim. Cedar shingles and shakes are approved for use as siding. Ipé is the preferred material for all decking and exterior steps, but other materials will be considered. All doors facing a street or other public way (including public paths and easements) must be constructed of all wood components.
  - b. STUCCO: Approval is subject to the selected application, texture, and use of other primary, secondary, or decorative treatments.
  - c. MASONRY: Natural stone and aged or tumbled brick are approved only for foundations, chimneys, site amenities, and pavers. (No whole house brick or stone will be allowed.)
  - d. WINDOWS & EXTERIOR DOORS Wood and aluminum clad and solid PVC window and door units are approved. Window and door units composed of vinyl, vinyl cladding, or all aluminum are not approved. As a guide, the ARB suggests manufacturers such as Marvin, Marvin Integrity, Lincoln, Pella, Anderson, Anderson A series, and Windsor. In any case, each manufacturer’s products must be submitted for review. The front door must be a wood door. Stained wood front doors are encouraged. Side doors which do not face a street or public way may be wood or fiberglass.

- e. COPPER FLASHINGS: All exposed flashings shall be of 16-oz copper. The copper flashings are intended for decorative purposes as well as for weatherproofing purposes. Alternatives will be reviewed by the ARB on a case by case basis.
    - 1. Exposed flashings shall be required at the following areas:
      - a. Above all exterior doors and window head trims
      - b. Above all louver head trims exclusive of the gable louvers
      - c. Above all column capitals.
    - 2. Copper Flashings shall be installed to meet the following minimum requirements:
      - a. The flashing is to extend up the wall sheathing (above the trim to be flashed) by a minimum of 4"
      - b. The building wrap shall be lapped over the copper flashing.
      - c. The flashing shall extend across the top of the trim element being flashed and extend down the face of the exposed trim by at least ¾".
      - d. The final termination of the flashing edge shall have a ¼" drip angled out by a minimum of 30°.
      - e. The corners of all the flashings shall be neatly hemmed and folded or cut and soldered such that end result is both visually pleasing and watertight.
  - f. EXPOSED PORCH CEILINGS:
    - 1. No exposed ceilings shall be allowed unless all the following conditions are met:
      - a. No exposed framing clips or angles will be allowed – must use mortise and tenon construction to comply with the building code.
      - b. All bolts heads and washers shall be recessed and plugged with wood sanded smooth to blend with the surrounding finish.
      - c. All piping and wiring shall be concealed from view.
      - d. All exposed components shall be of appearance grade quality and treated as exterior trim (i.e. #1 select grades, caulked, and painted).
      - e. All exposed surfaces shall be painted and caulked.
      - f. All visual defects shall be repaired and sanded prior to painting.
  - g. WINDOW GLAZING: If the window or door glazing has divided lights, they shall only be true divided or simulated divided lights – no snap in grids are allowed.  
 True divided light windows have individual panes of glass for each light.  
 Simulated divided light windows have grids that are glued to a single pane of glass and must have grids between the glass.  
 Only 7/8" wide grids are allowed.
  - h. CEMENTITIOUS SIDING: Hardiplank lap siding and similar fiber cement siding applied with the smooth side exposed is approved. Cementitious Trim may be used in applications requiring one single length. If multiple lengths of trim are required, then the trim shall be C or better treated pine.
  - i. COMPOSITE MATERIALS: Composite materials, when used for decking or stairs, will be considered for approval subject to application, texture, color, and use.
- 3. The following exterior materials are **not approved** for construction:
    - a. Metal or vinyl siding,
    - b. Decorative concrete block, concrete block (except sub-surface wall),
    - c. Fiberglass, plastic or asphalt siding,
    - d. Fiberglass garage doors,
    - e. Certain types of imitation stone,
    - f. High quality simulated stone and brick from natural materials may be considered by the ARB, but will only be considered for approval on a case by case basis. There is no guarantee of approval or that it may be approved on another house.
  - 4. Exterior colors that, in the opinion of the ARB would be incompatible, discordant and/or incongruous will not be approved.

5. **SAMPLE BOARD** - The ARB shall have final approval of all exterior color submittals. **Step #1** of the color approval process is the Sample Board. Each homeowner must submit to the ARB, as part of the Final Architectural Review, a **Sample Board** (or Boards) showing the color of the roofing, exterior walls, shutters, trims, brick, stucco, exterior doors, and all other proposed exterior materials. The **Sample Board** shall have an attached color/material “chip”, photo, or sample of each proposed exterior material shown in its proposed color. Each sample shall be clearly labeled to show the manufacturer’s name and number and its proposed location on the home. The **Sample Board** shall be submitted on foam core boards. Approval of the **Sample Board** is to be considered a conditional color approval. Final color approval shall be the approval of the Mock-Up Panel as described below. Upon completion of the construction, the Homeowner is required to update the **Sample Board** to reflect any changes from the original submittal. The ARB will take a digital photograph of the final **Sample Board** that will be retained in the *Islands of Beaufort* ARB record file. The Board will be disposed of after the photograph has been taken unless the Homeowner has previously advised the ARB of his/her desire to have it returned. In order to accommodate the construction process, the roofing material will be approved at the Final Review.
6. **MOCK-UP PANEL – Step #2** of the color approval process is the **Mock-Up Panel**. A **Mock-Up Panel** shall be a representative wall section on the new home that is finished with the materials and colors as proposed on the Sample Board. The **Mock-Up Panel** wall section shall face the street. The **Mock-Up Panel** should include the painted trim, siding, shutters, fascia, and a sample of the roofing. Homeowners viewing the proposed colors together in this larger view may wish to revise the color selections. It may take several tries to find a suitable color combination. **No final finishes are to be applied to the structure until the Mock-Up Panel is approved in writing by the ARB.**

**F. Roof Pitch / Roofing Materials / Solar Panels**

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

#### **G. Design Duplication**

1. Homeowners should select building sites and home plans so as not to construct repetitious designs within close proximity to each other. Similar designs or design duplications are discouraged and are subject to disapproval without sufficient variations in exterior colors, materials, finishes, trim, and detailing.
2. The approval of plans for a specific site does not automatically imply approval of the same building on another site by the ARB. Plans may be subject to denial if their design has been built numerous times. An example would be the Bayou Cottage and Beaufort II designs by William Poole. In general, the ARB attempts to limit any single design to three (3) sites within the IOB unless substantial changes are made to the elevations.

#### **H. Building on Multiple Lots**

The *Islands of Beaufort* welcomes projects that extend to more than one lot. Homeowners proposing to build on multiple lots shall add to their submission sufficient details to assure the ARB that the proposed plan can be constructed consistent with Article III, Section 15 of the IOB Covenants, and the City of Beaufort Unified Development Ordinance. The ARB may waive and/or relax its Guidelines to enable such projects provided the homeowner can demonstrate that the proposed project meets the following criteria:

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

#### **I. Grading and Drainage**

1. No bulldozing, bush hogging or clearing of trees shall be commenced until grading plans and specifications showing the nature, kind, shape and location of work have been submitted and approved. Cuts and fills should be designed to complement the natural topography of the site.
2. All buildings will be completed at a finished floor elevation compatible with its surroundings.
3. Homeowner shall be responsible for grading and surface drainage so that surface run-off will not adversely affect adjoining properties, bodies of water or wetlands. The homeowner shall provide construction devices, stepped terraces, or other forms of erosion control as may be required by the ARB.
4. The existing drainage pattern of the adjoining properties is not to be adversely affected by the development of any lot. The existing storm water's path through the lot may be modified, but the entrance and exit points of any drainage crossing the lot shall not be changed without the written permission of those Property Owners as well as the approval of the *Islands of Beaufort*. No damming of storm water nor increases in the rate of erosion will be permitted under any circumstance.

5. Under no circumstances shall trees with a 4" caliper, at 4' above grade, be removed without approval of the ARB. Any federally protected tree cannot be removed without proper federal approval. Homeowners are encouraged to offer viable trees (especially hollies or live oaks) that they are having removed to the POA or other Property Owners. The ARB may, at its discretion, offer to allow an Owner to remove a tree in dispute if the Owner will replace that tree with three trees of substantial value. This will be done on a case-by-case basis.

#### **J. Outdoor Living Areas / Screen Enclosures**

1. Homes shall have a front porch on the 1<sup>st</sup> floor that is a minimum of 8-feet deep and at least two thirds (2/3) the width of the front elevation of the house (exclusive of the garage). Front porches may not be enclosed and/or screened.
2. Screen enclosure materials and colors must be approved by the ARB. Submit materials and colors for ARB approval. In general, screen enclosures must not be visible from the street in front of the residence unless approved by the ARB.

#### **K. Docks**

Docks must be designed and constructed to anticipate their actual use. As examples, electric and water lines must be professionally installed. Items such as portable generators, extension-type cords and water hose extensions are prohibited. Kayak storage, space for dock boxes, fish cleaning facilities, and other dock amenities must be included in the dock plans. Docks must not be a "catch all" for storage of recreational or other items. All miscellaneous dock related items must either be removed or be neatly stored in ARB approved containers after use. Docks may incorporate powered boatlift equipment consistent with designs approved by the responsible regulatory authorities. An application complete with DHEC permit number must be submitted to the ARB prior to construction. Please note Attachment IV, pp 35 – Dock Construction Application – for plan and material requirements.

#### **L. Mailboxes**

IOB requires a Mel Northey Company black Model #5523A Williamsburg mailbox with 3-inch brass numbers. Mailboxes are to be purchased directly from Mel Northey (see contact info below). It is the homeowner's responsibility to keep their mailbox in excellent condition.

Mel Northey Company  
303 Gulf Bank Road  
Houston, Texas 77037  
Phone (800) 828-0302  
Fax (281) 445-7456

## **M. Fences**

1. Fences are generally discouraged by the ARB.
2. Invisible fencing is encouraged for pet control.
3. No fencing shall be allowed between the front of a home and a street.
4. Chain-link fencing and other wire fencing are not allowed. Wrought iron style fencing (iron or aluminum) is strongly recommended. Fences in excess of four (4) feet high are not allowed. Applicant must submit design and materials to the ARB for review and approval.
5. Attempts to establish property lines through individual fencing are not allowed. Every effort must be made to retain the feeling of open spaces.
6. No wall, coping, fence, or boundary planting may be constructed or maintained in such a manner as to interfere with vision of drivers at any intersection of streets or roads.

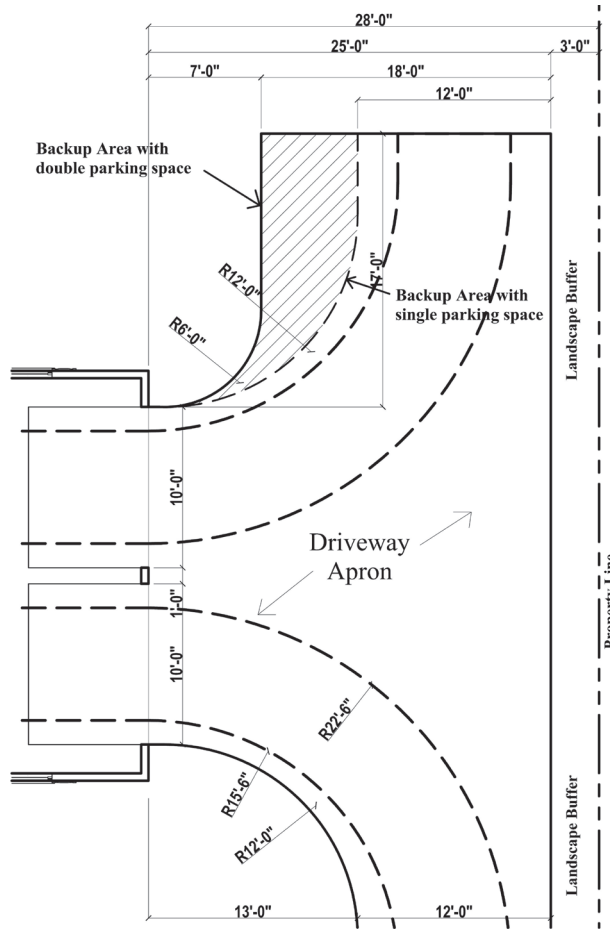
## **N. Garages and Driveways**

1. All single-family homes shall have a minimum of a two-car garage. Automatic garage door openers are required. Front entry garages are to be avoided and may cause a plan to be disapproved.
2. All driveways shall be paved. All driveways shall provide sufficient space for vehicles to safely enter/exit the garage – see the Driveway Apron Diagram on page 16. Driveways and walkways may not be plain concrete. They must have either a salt finish, tabby/shell finish, an exposed aggregate finish, brick pavers, or stone pavers. Other finishes will be considered such as patterned stained concrete. A brick apron, along with brick expansion joints and brick borders would further compliment the drive and walkway appearance.
3. The location of garage structures on Islands homesites is governed by the Master Declaration of Covenants, Articles 3 and 4. The policy of the Architectural Review Board in interpreting the covenants direct that the following standards apply:
  - a. Phase I and Phase III: Garages are to be attached and side loading. "Attached" means the garage be either integral to the main dwelling, or physically/visually connected by a decorative structure to the main dwelling. "Side loading" means the garage is entered from the side, not the front of the residence. The garage doors may not face the main street fronting the residence.
  - b. Phase II, Phase IV (Cotton Island), and all Marsh Lots: Garages are expected to be attached, but may be located so as not to impede marsh and deep water views and/or access. No dwelling may be raised for the sole purpose of accommodating a garage. However, where dwellings must be raised to meet flood clearances, garages may be either located under the residence or attached based on ARB review and approval.
4. All garages must be accessible for vehicle use.
5. The Homeowners Association recognizes that lots may present an architectural design challenge for siting the residence and garage. However, the "look" and "ambiance" of the *Islands of Beaufort* sets it apart from other planned communities in the area, and its insistence on a visual community standard sets the tone for the value of the community as a whole.
6. Storage of boats, trailers, and recreational vehicles in the driveway or yard is expressly prohibited by the Covenants, Rules, and Regulations of the *Islands of Beaufort* HOA. Homeowners wishing to locate any of the above within the IOB must provide a sufficiently large garage to accommodate the item to be stored.



7. No street side parking areas may be created by extending any portion of the street pavement. Large parking areas are to be discouraged.

## 8. DRIVEWAY APRON DIAGRAM



**Driveway Apron Diagram**

foot door functions the same as two 10-foot wide doors because it allows each car to swing through the space that is normally between the two cars.

The driveway apron is the segment of the driveway that is in front of the garage door used to turn a car into and out of the garage (see the Driveway Apron Diagram). **Garage aprons that are too narrow require multiple forward and reverse movements of a car to get the car aligned to enter the garage door without scraping the garage door jamb.** The space required for a functional garage apron should guide the rest of the design. A garage provides protection from the rain, the cold, and the heat. Its construction adds to the cost of the home.

Most new cars have turning radiuses that average 20 feet, and widths averaging 7 feet. A turn is a quarter of a circle with a 20-foot outer radius. The outer side of the car is making a 20-foot radius while the inner side of the car is making a smaller 13-foot radius (20 feet turning radius less 7 feet of car width). The body of the car overhangs the tires a little, and the turn will not always be at the perfect spot. The diagram added 2½ feet to the average radius to accommodate this.

**Please notice that the diagram shows (2) single 10-foot wide doors.**

Doors that are smaller than 10 feet would restrict the radius of a car's turn and require a wider garage apron to turn with the same comfort.

**An 18-foot single double-wide door is roughly the equivalent of (2) 10-foot single doors.** The single 18-

#### **O. Exterior Lighting**

1. Wall sconces must be installed at the front door and the garage door, with a minimum of two mounted to the garage wall. Additional lighting may be required at the discretion of the ARB.
2. No exterior lighting shall be permitted which in the opinion of the ARB would create a nuisance to any adjoining Property Owners.
3. All exterior lights shall use bulbs in the “soft white” color range or between 2600° and 2800° Kelvin whether they are illuminated by incandescent or fluorescent bulbs. [**Color Temperature** is a measurement in Degrees Kelvin that indicates the hue of a specific type of light source.]
4. All Landscape lighting shall be located and shown on the Landscaping Plan. A cut sheet of each proposed fixture and its light bulb shall be provided for review. The transformer location(s) that will power the landscape lighting shall be shown and all transformers shall be shielded from view with plantings. After the installation of the landscape lighting, all bulb changes shall be consistent throughout the landscape lighting group and shall emit the same color of light. All fixtures of a similar type are to use the same wattage bulbs. Landscape lighting fixtures must be of a consistent style and finish throughout.

#### **P. Landscaping and Irrigation**

1. All landscaping shall be completed according to the Final Landscape Plan as approved. Any additional landscaping or changes to the approved plan must be subject to the approval of the ARB prior to installation.
2. Landscape plans for new construction and major modifications to previously approved landscape plans must be prepared by a landscape designer approved by the ARB – please refer to the New Landscape Designer Form on page 40. Landscape plans must be submitted on 24” x 36” plan sheets.
3. All residences shall be landscaped in accordance with the ARB specifications as follows:
  - a. Foundation plantings must be minimum 7 gallon material and 60% of them to be evergreen shrubs: Examples: Viburnum, Ligustrum, Loropetalum.
  - b. Must plant at least three 8-10 foot, 2½” caliper specimen trees on property: Examples: Magnolias, Live Oaks.
  - c. A grading plan must be provided before the landscape plan will be reviewed.
  - d. The area between your property line and the street shall be landscaped in accordance with plans submitted and approved by the ARB.
4. The ARB recommends referring to the Beaufort COPE Section 5 found at [www.cityofbeaufort.org](http://www.cityofbeaufort.org). Indigenous plants are recommended. An automatic underground irrigation system of sufficient size and capacity to irrigate all landscaped areas must be installed and used to maintain the areas in good living condition at all times. All irrigation systems must have a rain sensor for water conservation.

5. Owners are responsible for planting, maintaining and providing irrigation for grass between the sidewalks and street.
6. All new homes must be landscaped and final landscaping approved prior to release of the compliance deposit. The ARB may require additional plantings upon final review of the property by its Landscape Professional before the Compliance Deposit is released.
7. Trees with a diameter of 4 inches or more (measured 4 feet above grade) must be noted on the site plan and landscape plan.
8. A detailed list of planting material must be included in the Landscape Plan. The list should note the height and width of each plant species.

**Q. Awnings and Shutters**

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

**R. Utilities / Service Areas**

1. Outside antennas are not permitted – except as allowed by federal law. If allowed by federal law, antennas shall be placed in a location approved by the ARB. Satellite dishes, 18” or less, with appropriate screening from roads must be pre-approved by the ARB.
2. All garbage containers, AC compressors, water softeners, oil/gas tanks, etc. shall be located in an area not visible from any streets, or adjoining properties as required by the ARB.
3. Homeowners shall be responsible for all utility services from the point of utility company connections to the residence. All utilities shall be underground except temporary electrical service for homes under construction. Meters, transformers, and other utility service equipment/gear shall be shielded by screening, walls or landscaping approved by the ARB.

**S. Flags**

Flags are to be flown only from a staff attached to the residence, to be 3’ x 5’ in size, with proper flag etiquette observed. A maximum of two flags may be flown. The United States flag and any one of the 50 State flags may be flown. Any other flag must be presented to the ARB for approval.

**T. Elevated Residences**

Elevated residences must have underpinning or windows/doors/false windows on ground level.

**U. Shutters**

Working shutters are required for all windows except for those on the rear elevation. Exceptions will be made on an individual basis. Shutter hardware must be of high quality and resistant to deterioration and is to be submitted for review.

**V. Decorative Trim Blocks**

All exterior fixtures (scones and lighting fixtures, hose bibs, electrical outlets, etc.), when installed in or around the exterior siding, shall be mounted to decorative trim blocks.

**W. ARB Criteria for Waivers**

The ARB from time to time may find it necessary to waive the requirements of its Guidelines when certain criteria are met. A waiver will apply only to a specific property or request and will not set a precedent for similar waivers or different applications or different properties.

A waiver of the Guidelines can be granted by the ARB when a majority of the following criteria are met:

1. The size, shape, or configuration of a property causes unnecessary and undue hardship on the use of the property and the application of the ARB guideline(s);
2. The waiver will not cause a conflict with the compatibility of adjacent properties;
3. The waiver granted is the minimum adjustment that will make possible the reasonable and permitted use of the subject property;
4. The granting of the waiver will be in harmony with the general purpose and intent of the ARB Guidelines and will not be injurious or detrimental, create unsafe conditions, or increase the maintenance expenses within the IOB community.
5. The granting of the waiver will not likely result in setting a precedent for similar waivers; and,
6. All other avenues have been exhausted to meet the requirements set forth in the Guidelines.

Waivers can only be granted to the Guidelines and cannot be granted to any covenant requirement set forth in the recorded Master Covenants. Waivers can only be granted by the ARB Board subject to the standard appeal process to the IOB Board.

## VIII. DESIGN APPROVAL PROCESS

The ARB recommends that a rendering or picture of a proposed home design be submitted for a **Conceptual Review**. The Conceptual Review does not commit the ARB to accept any part of a later formal submission and does not replace the need to comply with the approval processes, but may clarify the ARB's requirements before architectural expenses are incurred.

### A. Step One: Preliminary Architectural Review

The Owner(s) or their representative must submit the signed application form, application fee (pp 32) and two (2) sets of the preliminary plans consisting of the following:

1. Application for Residential Construction or Improvements with Application Fee
2. Site Plan
3. Floor Plans
4. Exterior Elevations (all sides) to include any auxiliary structures, and docks.

### B. Step Two: Final Architectural Review

The Owner(s) or their representative must submit the signed application form and fees (pp 32), two (2) sets of the final construction plans, and the Sample Board(s) (refer to page 12) all as per the Document Requirements contained in these Guidelines.

1. Application for Residential Construction or Improvements. (Attachment I pp 29-32)
2. Sealed & signed Site Plan with drainage, topography, wet lands delineation, tree survey, and landscape plans
3. Mobilization Plan
4. Floor Plans
5. Building Sections
6. Exterior Elevations (all sides)
7. Exterior Materials, Colors, and Finishes
8. Roofs: structure, materials, manufacturer, color chips
9. Walls: structure, materials, color chips
10. Fascia and Trim: construction, materials, color chips
11. Window Specifications: manufacturer, type, finish, color chips.  
**Please note the only approved window types are:**
  - a. True Divided Light Windows have individual panes of glass for each light.
  - b. Simulated Divided Light Windows have grids that are glued to a single pane of glass and must also have grids between the glass.
12. Doors/Garage Doors: specifications, materials, color chips
13. Patio/Decks/Docks: materials, finish, color chips
14. Fences/Walls: structure, materials, color chips
15. Screen Enclosures: structure, materials, and colors
16. Mechanical Equipment: location and screening details
17. Driveways: materials, finish, color chips
18. Compliance Certificate (pp 34)
19. Final Stakeout

The ARB will review the application and design documents and return one (1) set of plans to the homeowner or their representative with the appropriate comments. Complete submissions must be received by the ARB Administrator two (2) or more working days prior to a regularly scheduled ARB meeting in order to be added to the agenda and will receive a response within (14) calendar days following that meeting.

## IX. ARCHITECTURAL/LANDSCAPING DOCUMENT REQUIREMENTS

### 1. Site Plan

- a. Scale: 1" = 20' - 0" (**absolute minimum**)
- b. Property Lines
- c. Roads
- d. Building Setback Lines
- e. Easements
- f. Right-of-Ways
- g. Driveways
- h. Patios/Decks
- i. Walkways
- j. Culverts
- k. Utilities and Connections
- l. Surface Drainage and Erosion Control Drainage Plan
- m. Dwelling Perimeters
- n. Roof Line/Overhang
- o. Existing Trees 4-inch diameter @ 48-inches above grade
- p. Any significant natural shrubs
- q. Topography (finish and existing grades)

### 2. Floor Plans

- a. All floor plans shall be drawn in a 1/4" = 1' - 0" scale.
- b. Each floor shall be shown in its entirety on a single plan sheet.
- c. All room names shall be clearly shown.
- d. All walls shall be clearly and accurately dimensioned.
- e. All windows and exterior doors shall be dimensioned to show their horizontal locations in the exterior walls. The sizes of all doors and windows shall be clearly indicated (and be referenced by symbol to an included Door & Window Schedule).

### 3. Sections

- a. Building Sections shall be of a 1/4" = 1' - 0" scale (or larger as necessary to indicate detail) and will include at least one (1) typical longitudinal section and multiple cross-sections to show each significant change in the home's profile. At least one section shall show the highest point of the home and the Building Height as defined by the City of Beaufort's Unified Development Ordinance.
- b. The Existing Grades and the proposed Finish Grades shall be clearly and accurately shown and labeled on the sections.
- c. Wall sections of a 1/2" = 1' - 0" scale shall be included for all typical and unique conditions.
- d. The sections shall all show the foundation, all floor levels, and cornice. The wall heights may be abbreviated to allow the sections to fit on a plan sheet.
- e. The section showing the heads of a typical exterior window, a typical exterior door, and the front door – for each floor level if the home has more than a single level and for each head height if more than one is planned (i.e. some units with transoms and some units without transoms) – shall be illustrated to clearly show how the header, floor, and/or roof framing works together and to show how the window head trim, head flashing, cornice trim, and frieze trim will all coordinate. The nominal sizes of the framing materials, the exterior trim components, the height of the window head AFF (above the finished floor), the height of the lower-most floor or roof framing member AFF above the head shall be clearly labeled. The roof overhang width shall be accurately shown and dimensioned for heads immediately below any roofs. These dimensions shall be accurately transferred to the Elevation Drawings. **Discrepancies will result in an automatic rejection of the submitted package until corrections are made. Accurately rendered elevations are vital to the ARB approval process.**
- f. Clearly indicate all differing roof pitches, all floor heights, and the building height (as defined by the City of Beaufort's Unified Development Ordinance).

- g. Clearly label all exterior materials and insure a sample of the material and its proposed color are included on the Sample Board.
- h. All Sections shall be drawn showing the structural member sizing actually proposed for the construction that complies with both the building code and the engineering design for the home. The members shall be drawn to scale and shall be labeled as to the product type and size (i.e. If 16-inch deep floor trusses @ 24" o.c. (on center) are planned for use, the details are required to show 16-inch deep floor trusses @ 24" o.c. If 14-inch deep LVLs @ 12" o.c. are planned, the details shall show 14-inch deep LVLs @ 12 o.c.). The elevations are required to accurately reflect the dimensions of the Sections. **Discrepancies will result in an automatic rejection of the submitted package until corrections are made. Accurately rendered Elevations are vital to the ARB approval process.**

#### 4. Dormer Sections

- 1. All dormers shall be detailed to include:
  - a. A detailed plan view (minimum 1" scale) showing all framing and trim.
  - b. Large scale (minimum 1" scale ) transverse and longitudinal sections to also include:
    - 1. The exterior wall framing of the level below,
    - 2. The floor framing of the level below, and
    - 3. The roof and ceiling framing above.
  - c. All framing and trim components of the dormer must be labeled.
  - d. The details are to include the roof to wall flashings.
  - e. The height of the window sill above the roof sheathing shall be dimensioned.
  - f. Roof pitches shall be shown and labeled.
  - g. All framing and trim elements shall be dimensioned both horizontally and vertically.

#### 5. Exterior Elevations

- a. All exterior wall elevations shall be shown in a  $\frac{1}{4}" = 1' - 0"$  scale.
- b. All landscape structures shall be shown in a  $\frac{3}{4}" = 1' - 0"$  scale unless shown on the building elevation where they may be shown in  $\frac{1}{4}"$  scale provided larger scale details are also included.
- c. Details of architectural and landscape structures shall be shown in a  $1\frac{1}{2}" = 1' - 0"$  scale.
- d. All elevations shall accurately represent the dimensions shown by the Sections. **Discrepancies will result in an automatic rejection of the submitted package until corrections are made. Accurately rendered Elevations are vital to the ARB approval process.**
- e. The Existing grades and the proposed finish grades shall be accurately shown and clearly labeled on the elevations.
- f. Details of all features including cornices, window & door trims, corner boards, foundation skirting, beams, columns, stairs, and handrails shall be shown in an  $1\frac{1}{2}$  scale.
- g. The plans and/or Sample Board shall indicate the materials, textures, and color treatments of all the exterior components.

#### 6. Exterior Colors / Finishes / Materials (see Sample Board on page 12)

- a. Manufacturer's Specifications
- b. Materials / Finishes / Models
- c. Samples / Product Photos / Color Chips

#### 7. Final Stakeout (Prior to Construction)

- a. Lot Corners
- b. Dwelling Corners
- c. Driveways
- d. Patios/Decks
- e. Walkways
- f. Fences/Walls
- g. Hub and Tack Survey of Dwelling Corners. **Copy of Surveyor's receipt required.**
- h. Trees with a diameter of 4 inches or more (measured 4 feet above grade) must be clearly shown by the Site Plan. **Specimens scheduled for removal must be tagged with colored ribbons on-site for inspection along with the final stakeout.** In no case shall trees with a diameter of 4 inches or more (measured 4 feet above grade) be removed without approval of the ARB.

8. **Mobilization Plan**
  - a. Location of dumpster and portable toilets
  - b. Staging / Storage of materials / Construction equipment, machinery
  - c. Fencing / Tree protection / Runoff / Erosion control
  - d. Agreements with adjoining Property Owners and the Association regarding the management or mitigation of impacts on their property
9. **Landscape Plans**
  - a. Scale: 1" = 10' - 0"
  - b. Topography
  - c. Drainage Patterns
  - d. Easements
  - e. Right-of-Ways
  - f. Existing Trees (4-inch diameter and larger @ 48-inches above grade)
  - g. Plant Material with botanical names and sizes
  - h. Surface Materials for use in patios, drives, walks, and other features
  - i. Irrigation System Layout and Time Clock Location
  - j. Screening for the HVAC unit
  - k. Landscape lighting plan
10. **Certificate of Compliance**

The homeowner, as well as the Architect, Home Designer, Landscape Designer, and Builder shall sign the Certificate of Compliance (Attachment III) prior to the commencement of any work. By signing the Certificate, the homeowner and their employed professionals indicate that they fully understand and accept their responsibilities to comply with the Covenants and ARB processes and agree to execute the construction consistent with the ARB approved plans.
11. **Final Approved Plan Set**

A Master Set of the Final Approved Plan is to be initialed by an ARB Representative. The initialed Master Set is to be used for engineering and permitting, and must be available on-site during the construction process. Any changes to the approved plan must be noted and initialed on the Master Set.
12. **Submission of Plans to Appropriate Building Department**

The homeowner or their representative is responsible for submission of approved plans and revisions to the City of Beaufort Building Department and other agencies having jurisdiction for required permits.
13. **Revisions and Changes / Final Inspection**

The homeowner will notify the ARB prior to making any changes to approved plans. Upon completion of construction, a Copy of the Certificate of Occupancy must be presented to the ARB Administrator. The Owner will not be permitted to move in prior to the ARB's receipt of this Certificate.
14. **Design Document Changes**

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

The ARB reserves the right to inspect construction in progress for conformance with the approved design documents and applicants agree to cooperate fully with members of the ARB. The ARB may issue a **Stop Work Order** if a project has deviated from the approved plans (refer to Construction Inspections on page 47).



**16. Final Design Documents**

The homeowner will submit one (1) Final As-Built Set of Plans. The final approved plan set will be accompanied by a PDF file on compact disc (CD) or DVD. The minimum contents of this file are to include accurate, scalable, and reproducible copies of the approved plan set updated with all approved changes; the approved Sample Board data updated with all approved changes and supplemented with all the exterior paint color formulas; and any other related details and/or correspondence that may have been required in the approval or building process. The PDF file shall be produced by the most recent edition of Adobe Acrobat and the disk must be readable by a standard personal computer running the current version of the Windows operating system.

## **X. BUILDER'S RULES AND REGULATIONS**

As a prerequisite for ARB approval for residential construction at IOB, the General Contractor is required to have a Residential Builders License, and both the General Contractor and Subcontractors must be registered with the State and must have a City Business License.

During building, the following rules shall be adhered to:

- A.** Builders are responsible for their Subcontractors.
- B.** All participating builders are required to keep on record with the Management Company a 24-hour emergency phone number.
- C.** Architects, home designers, landscape designers, and builders will not be permitted to park any commercial vehicle, boat, truck, van, trailer, camper, mobile home, tractor, bus, farm equipment, recreational vehicle, off-road vehicles, trailer coach, or similar vehicle for a period exceeding four continuous days on any building site unless such vehicle is parked inside a totally enclosed structure. Street parking and/or parking of any of the above on common property of the HOA, or the property adjoining other Property Owners is prohibited unless first expressly approved by the ARB as part of the Applicant's Mobilization Plan. Parking any of the above on undeveloped lots is not permitted.
- D.** Builders will get a temporary gate code for each job that will be deleted 30 days after the date of the Certificate of Occupancy.
- E.** Upon any violation by the subcontractor, the Builder will be notified and will be expected to correct the violation.
  - » First Violation ..... Written Builder Notification
  - » Second Violation..... Will be denied access to property for 30 days
  - » Third Violation..... Banned from Property
- F.** No alcohol, firearms, illegal drugs, pets, or non-employed individuals including children are permitted within gates of the *Islands of Beaufort*.
- G.** *Islands of Beaufort* Construction Hours:
  - Monday through Friday ..... 7:00 am to 6:00 pm
  - Saturdays ..... 9:00 am to 4:00 pm
  - Sundays ..... Closed
  - Holidays (see definition below) ..... Closed
- H.** Holidays are defined as the following days:
  - a. New Year's Eve
  - b. New Year's Day
  - c. Memorial Day
  - d. July 4<sup>th</sup>
  - e. Labor Day
  - f. Thanksgiving Day + Friday after Thanksgiving + Saturday following Thanksgiving
  - g. Christmas Day + the Day following Christmas + Saturday following Christmas when Christmas falls on a Thursday.

- I. Street parking and/or parking of all vehicles on common property of the HOA, or the property adjoining other Property Owners is prohibited unless first expressly approved by the ARB as part of the Applicant's Mobilization Plan.
- J. No speeding —the maximum is speed **19** mph on all roads and **10** mph on all bridges.
- K. A temporary gravel or mulch driveway is required in the approximate location of the permanent driveway.
- L. Builder's signs must be approved by the ARB and must be removed on the date of the Certificate of Occupancy. No other signage is permitted at any job site unless required by law or until approved by the ARB.
- M. No open burning is permitted at any time.
- N. The playing of radios is prohibited on all construction sites.
- O. Jobsites and the surrounding areas are to be expected to be kept in a clean and orderly condition at all times. This includes the street, other lots, common areas, and the marshes that may have been affected by a project. No materials are to be stored or placed in swales or on any right-of-way areas. Debris shall be contained in dumpsters and all dumpsters are required to be emptied when debris becomes visible over the top on the container. Dumpsters are also required to be emptied prior to any tropical storm or hurricane.
- P. Upon notice of any forecasted wind event, all loose materials shall be secured with ropes, stakes, come-alongs, or other substantially secure methods. Dumpsters shall be covered with tarps and tied down.
- Q. Building materials and dirt shall not be pushed up against any trees, especially pine trees. All efforts should be made to protect the bark of trees from damage and avoid digging next to trees to avoid damaging their root system. A tree is moderately damaged if it loses more than 20% of its root system and severely damaged if it loses more than 40%.
- R. The use of the IOB amenities (docks, clubhouse, etc.) is reserved for the Members of the HOA, their dependents and guests. Builders are responsible for ensuring their employees and subcontractors respect this requirement.
- S. Builders are required to protect all remaining trees during construction. Staked-off tree protection areas to protect root systems from vehicles, storage, and equipment shall be provided around all remaining trees at a radius equal to 6-inches per 1-inch of the trunk's diameter at 48-inches above grade. Tree wells are to be installed to prevent fill dirt from being placed near the trunks of all trees. A tree is moderately damaged if it loses more than 20% of its root system and severely damaged if it loses more than 40%. If tree roots are damaged (by footing excavation; water service line, sewer service line, electrical service installation, or etc.), an arborist shall be engaged to make recommendations to insure that the tree has its best chance of survival. Trees severely damaged or destroyed shall be replaced with an equivalent number of trees in kind or of an approved alternate tree whose diameters add to the diameter of the affected tree.

#### **T. Infrastructure Damage Verification Procedure**

1. Prior to any activity commencing on the building site, the Builder shall provide the ARB with photographic evidence of any and all pre-existing damage to the IOB infrastructure and surrounding properties. This will include the asphalt pavement, curb & gutter, sidewalks, drainage structures, vegetation, debris, landscaping, and property markers.
2. Any damage or debris not documented shall be repaired at the expense of the Builder. The repair work shall only be done by IOB approved contractors and vendors.
3. The area to be inspected shall include
  - a. 20-feet beyond the edge of the asphalt on both sides of the street extending to the far property lines of the lots on either side of the building site and
  - b. 20-feet around the perimeter of the lot's property lines.

**U.** Trucks carrying concrete, gravel, etc across either Islands of Beaufort bridges are limited to 4 cubic yards per truck.

#### **V. New Builders**

1. All Builders wishing to build within the *Islands of Beaufort* must be approved by the ARB.
2. New Builders shall refer to the New Builder Review Form on page 36.
3. New Builders are subject to a review process that consists of, but is not limited to,
  - a. a credit check;
  - b. a review of customer references;
  - c. a review of supplier references;
  - d. a review of previous work; and,
  - e. a check with applicable state contractor licensing board(s) for notices of disciplinary action(s).
4. The ARB shall review all new Builders proposing to work in the IOB. Builders must be able to demonstrate a substantial history of successfully completed residential construction projects. Builders must be licensed in the state of South Carolina, pass a credit check, and provide sufficient references to assure the ARB of their technical and financial abilities.
5. The ARB review of a new Builder does not relieve the homeowner of their responsibility to evaluate their chosen Builder nor does it represent certification by the IOB of the competence of Builder.
6. At the satisfactory completion of the New Builder trial period, as described on page 45, the Builder will be accepted as an Established Builder Partner and be subject to a reduced compliance fee structure.
7. Property Owners who meet the Covenants, Guidelines, State, County, and City requirements for building may act as their own contractors to build their residences.

## XI. DEVELOPED AND EXISTING PROPERTIES GUIDELINES

### Existing Homeowner Change Request

As the IOB matures, existing Owners are beginning to do routine maintenance and changes that may affect the general appearance of what was originally approved by the ARB. Some of these changes are in the form of **temporary** uses and **seasonal** displays. These are not **permanent** changes or improvements to a homeowner's property but are items that affect both the streetscape and the overall look that the Association wishes to preserve from the public rights of way.

A. IOB defines temporary uses/seasonal displays versus permanent as follows:

1. **Temporary Uses** - are objects and displays placed throughout a property which are not on the porch or any structure and are limited in both their placement and time duration. These objects include but are not limited to such things as: potted plants, flowerboxes, statuary, fountains, bird baths and feeders, exterior lighting not wired to the house, playground equipment, art work and/or any other object that is not permanently affixed to the ground. Such objects will require an **Existing Homeowner Change Request Permit by the ARB** which illustrates the location and time duration of the temporary use.
2. **Seasonal Displays** - are displays and objects that are specific to holidays or seasonal/community events that are limited in time duration. The holiday or seasonal/community displays should be removed no longer than 7 days after the conclusion of the holiday or event. **Seasonal Displays do not require an Existing Homeowner Change Request Permit.**

B. The purpose for requiring Existing Homeowner Change Request Permits is to provide a cohesive appearance where properties blend with each other while still allowing appropriate aesthetic expression. Rear and side yards not visible from public rights of way are excluded from these requirements.

C. Please use the **Existing Homeowner Change Request** form on page 33 for all temporary use requests.

### Permanent Changes to Developed Properties

#### A. Exterior Repainting of Developed and Existing Homes

Repainting of any existing dwelling or property thereon with a color other than previously approved shall require the approval of the ARB. Color chips or samples coded to exterior elevations shall be submitted to the ARB for conditional color change approval. Upon conditional approval, a Mock-Up will be required. Pick any house corner and apply the proposed color to 4 linear feet of the siding to extend from the foundation band trim to the frieze trim at the soffit (approximately 30 square feet). **No finishes are to be applied to the structure until the Mock-Up is approved in writing by the ARB.**

#### B. Exterior Repair/Additions/Landscaping of Developed and Existing Homes

Repair of any existing dwelling or property thereon with a material other than previously approved and installed shall require the approval of the ARB. Material samples shall be submitted for approval. Major landscaping changes require ARB approval. Incidental addition or replacement of perennials and annuals or plantings not adapting to soil conditions does not require ARB approval.

**Major** Exterior Repairs/Additions/Landscaping are to begin within three (3) months of approval and are to be completed within six (6) months of the start. **Minor** Exterior Repairs/Additions/Landscaping are to be completed within thirty (30) days of approval.

## *Islands of Beaufort* **Architectural Review Board**

### **Application for Residential Construction or Improvements**

**CONSTRUCTION ADDRESS:** \_\_\_\_\_

Lot Number: \_\_\_\_\_ Phase Number: \_\_\_\_\_

**OWNER**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**BUILDER OF RECORD**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

City of Beaufort Business License #: \_\_\_\_\_

South Carolina Builders License #: \_\_\_\_\_

**ARCHITECT**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

City of Beaufort Business License #: \_\_\_\_\_

**LANDSCAPE DESIGNER**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

City of Beaufort Business License #: \_\_\_\_\_

As a prerequisite for ARB approval for residential construction at IOB, the General Contractor is required to have a Residential Builders License, and both the General Contractor and Subcontractors must be registered with the State and must have a City Business License.

## Attachment I

Page 2 of 4

### Needed for Review:

#### **CONCEPTUAL: (1 SET)**

\_\_\_\_ Application Form  
\_\_\_\_ Site Plan/Tree Survey  
\_\_\_\_ Floor Plans  
\_\_\_\_ Exterior Elevations

#### **PRELIMINARY: (2 SETS PLANS)**

\_\_\_\_ Application form  
\_\_\_\_ Application fee  
\_\_\_\_ Site/Tree/Topo w/ tree removal noted  
\_\_\_\_ Floor Plans  
\_\_\_\_ Exterior Elevations

#### **FINAL: (2 SETS OF PLANS)**

\_\_\_\_ Application Form  
\_\_\_\_ Application Fee  
\_\_\_\_ Stake Out \_\_\_\_\_ (date)  
\_\_\_\_ Site/Tree/Topo (sealed)  
\_\_\_\_ Final House Plans  
\_\_\_\_ Landscape Plans  
\_\_\_\_ Exterior Materials, Sample Board & finishes  
\_\_\_\_ Drainage Plan  
\_\_\_\_ Mobilization Plan  
\_\_\_\_ Signed Certificate of Compliance  
\_\_\_\_ Refundable Compliance Deposit

#### **FINAL AS-BUILT: (1 SET OF PLANS)**

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

#### **ENCLOSED HEATED AREA (SQUARE FEET) / ELEVATIONS:**

First Floor Heated Area: _____	Average Existing Elevation: _____
Second Floor Heated Area: _____	Average Finished Elevation: _____
Total Heated Area: _____	Finished First Floor Elevation: _____

#### **BUILDING HEIGHT:**

The maximum Building Height allowed is defined by the Beaufort COPE in Section 2.6: HEIGHT

**Attachment I**

Page 3 of 4

**Exterior Materials and Colors**

ITEM	MATERIAL/MANUFACTURER	COLOR
DRIVEWAY		
WALKS AND PATIOS		
FOUNDATION		
CHIMNEY		
CHIMNEY CAP		
WOOD SIDING		
WOOD TRIM		
DECKS		
PORCH FLOOR		
PORCH CEILING		
FASCIA		
SOFFIT		
HANDRAILS		
RAILING PICKETS		
COLUMNS		
BEAMS		
SHUTTERS		
ROOF		
GUTTERS		
ENTRY DOOR(S)		
EXTERIOR DOORS		
GARAGE DOORS		
WINDOWS (INCLUDE MAKE & MODEL)		
OTHER		
HOUSE NUMBER FOR 911		

**SAMPLE BOARD:** [See page 12] Must be submitted at Final Review.



## Attachment I

Page 4 of 4

### Fees

#### NON-REFUNDABLE APPLICATION FEES:

---

Conceptual Review .....	No Charge
Preliminary Review .....	\$ 250.00
Final Review .....	\$ 1,000.00
Exterior Alteration (\$25,000 or more) .....	\$ 500.00
Exterior Alteration (less than \$25,000) .....	\$ 75.00
Dock Construction .....	\$ 75.00
Fee for Paid Professional Review, if required for Owner installed improvements .....	\$ 75.00

#### NON-REFUNDABLE IMPACT FEES:

---

New Construction .....	\$ 2,500.00
Bridge Impact Fee – Cotton and Deer Islands .....	\$ 5,000.00
Exterior Alteration (More than \$25,000) .....	\$ 500.00

#### REFUNDABLE COMPLIANCE DEPOSITS:

---

New Construction – Established Builder Partners .....	\$ 5,000.00
New Construction – New Builders .....	\$ 10,000.00
Exterior Alteration (More than \$25,000) .....	\$ 1,000.00
Landscape – Owner Purchased .....	\$ 500.00

**I certify that I have read and understand the *Islands of Beaufort* Architectural Review Board’s “Guidelines for Construction” and that the information contained in this application is true and accurate to the best of my knowledge.**

---

Owner’s Signature

---

Builder’s Signature

---

Owner’s Printed Name

---

Builder’s Printed Name

---

Date

---

Date

***Islands of Beaufort***  
**Architectural Review Board**

**Existing Homeowner Change Request Form**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State Zip** \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Description of Article(s) to be Displayed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Duration of Proposed Display:** \_\_\_\_\_

**Location of Proposed Display:** \_\_\_\_\_  
\_\_\_\_\_

**I certify that I have read and understand the *Islands of Beaufort* Architectural Review Board's "Guidelines for Construction" and that the information contained in this application is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Date

***Islands of Beaufort***  
**Architectural Review Board**

***CERTIFICATE OF COMPLIANCE***

The UNDERSIGNED does CERTIFY to the ***Islands of Beaufort*** Architectural Review Board (ARB) that the Building Structure and Other Improvements located at

\_\_\_\_\_  
(LOT NUMBER AND STREET)

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

The UNDERSIGNED does further CERTIFY that the improvements will be constructed in accordance with the final plans and specifications heretofore filed with and approved by the ARB on \_\_\_\_\_, 20\_\_\_\_. That the Owner, Builder and Landscaping Contractor executing this CERTIFICATE will conduct a FINAL INSPECTION of the improvements; to verify that the improvements meet the GUIDELINES, CRITERIA and REQUIREMENTS set forth by the ARB in its approval of the plans & specifications.

WITNESS THE HAND SEAL OF EACH OF THE UNDERSIGNED ON THIS DATE

\_\_\_\_\_ in the year of 20\_\_\_\_.  
Date

OWNER: \_\_\_\_\_  
Signature

BUILDER: \_\_\_\_\_  
Signature

LANDSCAPING CONTRACTOR: \_\_\_\_\_  
Signature

TYPE OF IMPROVEMENTS: \_\_\_\_\_

Filed with and accepted by ***Islands of Beaufort*** ARB this month and day \_\_\_\_\_  
in the year of 20\_\_\_\_.

ARB BOARD MEMBER: \_\_\_\_\_  
Signature Date

# *Islands of Beaufort* Architectural Review Board

## Dock Construction Application

**Construction Address:** \_\_\_\_\_

Lot Number: \_\_\_\_\_

Phase Number: \_\_\_\_\_

### **Owner**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Dock Builder of Record**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Engineer/Designer**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SCDHEC Permit #:** \_\_\_\_\_

**SCDHEC Permit ID:** \_\_\_\_\_

**City of Beaufort Business License #:** \_\_\_\_\_

Two (2) sets of plans and two (2) sets of material/spec sheets - Note: Dock is not to be painted. It is to be made of natural materials only. Docks must be roofed – the only approved roof materials are hand worked copper, Ryerson ColorKlad in Roman Bronze, and wood shingles.

The Guidelines for Deer Island Docks is as follows:

Roofing Material: Copper only, affixed with hidden fasteners such as standing seam roofing.

Roof Pitch: 4:12, Pier Head Size: 16'x16', Ramp: 30-foot Aluminum, Float: 12'wide x 30' long

**Application Fee: \$ 75**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Builder's Signature

**Attachment V**

***Islands of Beaufort***  
**Architectural Review Board**  
**New Builder Review Form**

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

- Complete Contact Information.
- Copy of your South Carolina Builder's License.
- Copy of your City of Beaufort Business License.
- Copy of your Liability Insurance.

NOTE: The Builder's and Business Licenses and the Liability Insurance must be under the same name.

- The name of your bank and contact name for your operating accounts.
- The name and contact at a bank that has approved you for draws to build within the past year.
- The names and contact numbers for your Major Suppliers – Suppliers with whom you have substantial lines of credit.
- Photos of the residences, names, and contact numbers of up to 5 Clients for whom you have built highly detailed residences costing \$500,000 and up.

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

The Builder will be notified in a timely manner regarding approval status. If approved, the Builder will then be asked to contact the ARB Administrator regarding the Construction Application submittal process.

**Thank you for your interest in building in the *Islands of Beaufort*.**

Revised 2/13/2018

## *Islands of Beaufort* Architectural Review Board

### **New Architect / Home Designer Review Form**

New Architect / Home Designers applying to begin a project in the *Islands of Beaufort* will be required to submit the following to the ARB Administrator.

- Complete Contact Information
- Copy of your City of Beaufort Business License
- Clients References: All client names and contact information for current projects and for all projects designed within the last three (3) years.
- A Portfolio of your completed Designs – please include photos and addresses of the projects.

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

The Architect / Home Designer will be notified in a timely manner regarding approval status. If approved, the Architect / Home Designer will then be asked to contact the ARB Administrator regarding the Plan Approval process.

**Thank you for your interest in designing in the *Islands of Beaufort*.**

## *Islands of Beaufort* Architectural Review Board

### **New Landscape Designer Review Form**

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

- Complete Contact Information
- Copy of your City of Beaufort Business License
- Clients References: All client names and contact information for current projects and for all landscape projects designed within the last three (3) years.
- A Portfolio of your completed Landscape Designs – please include photos and addresses of the projects.

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

The Landscape Designer will be notified in a timely manner regarding approval status. If approved, the Landscape Designer will then be asked to contact the ARB Administrator regarding the Landscape Approval process.

**Thank you for your interest in designing in the *Islands of Beaufort***

*Islands of Beaufort*  
**Architectural Review Board**

**Notice of Appeal Form**

I. Action Being Appealed:

II. Date of Action:

III. Grounds for Appeal (circle all that apply): The ARB committed one (1) or more of the following errors:

A. Failure to properly interpret and apply relevant provisions of the ARB Guidelines.  
List the Section Numbers and page numbers below:

B. Failure to conduct a fair hearing in that:

1. The ARB exceeded its authority or jurisdiction as contained in the Guidelines;
2. The ARB substantially ignored its previously established rules of procedure;
3. The ARB made their findings with misleading materials or plans;
4. The ARB failed to get all the relevant information offered by the applicant.

**Use additional pages to elaborate on the circled aforementioned Grounds for Appeal.**



## Appendix A

### Site Planning

In planning the construction of a new custom home, one must consider **how the building lot affects the design of the home**. The shape of the lot as well as the location of specimen trees and other natural features will dictate the size and configuration of the residence.

Starting with a house plan and trying to force it to fit on a particular lot can be a frustrating and often futile exercise. **Thinking of the lot first and house second; the design will more naturally flow.**

The ARB has outlined a procedure to help the homeowner to determine what size house plan best fits the property. The ARB expects that the result will be a home and lot that will be both aesthetically pleasing and functional.

1. A Good Plan begins with the physical nature of the lot, the existing grades and slopes.
  - The buildable width and depth of the lot, the existing trees to be preserved, are considerations that determine the shape and size of the dwelling that will fit on the lot.
2. Contact a local Surveyor to do a Topo and Tree Survey of your lot.
  - This will show the topography (slopes) and the tree locations.
3. Make a scaled copy of the survey and sketch the property setbacks.
  - The IOB setbacks are: Front 25 feet, Rear 15 feet, and Side 10 feet.
  - Properties that are marked with a Critical Line (those defined by marsh or water) require a 30 foot setback from each Critical Line.
4. Allocate the space needed to turn your car into the garage. (Refer to the “Driveway Apron Diagram”.)
  - Experience shows that 28 feet for the driveway apron and landscape buffer makes for convenient garage entry and exit.
  - The apron and buffer may extend fully into the 10 foot setback.
5. Note any specimen trees or other natural elements that must be taken into account.
  - An architect, house designer, or builder should personally visit the property to review the slope of the property as well as the girth, height, and canopies of specimen trees to determine how they impact the architecture of the residence.
6. Once the setback lines and the garage apron setback line determined on the survey, and the natural topography and specimen trees taken into consideration, then a housing plan best suited for the lot can be researched.
7. Keep in mind that making a smaller house plan larger is much easier than making a larger house plan smaller!
  - As an example, if the maximum house width is 48 feet, look for house plans that are 40 to 44 feet wide.
  - More width can be added by your architect or home designer.
  - Starting with a 48-foot wide plan limits design flexibility!
  - A 54-foot plan will force 6 feet of width reductions and most likely compromise the design!

## **Appendix B**

### **The ARB is empowered to perform the following:**

2. Establish architectural criteria and exterior design themes for the Community.
3. Establish design review criteria for maintaining property values and to provide the best possible safeguards for continuing value appreciation.
3. Review all Applications and Construction Plans for compliance with design criteria and with the Declaration of Covenants and Restrictions for Islands of Beaufort.
4. Assure that all new homes have compatible architectural designs and harmonious relationships with the existing neighborhood.
5. The ARB will require, at its discretion, high-quality materials and construction standards. It may also establish written quality control measures.
6. Ensure the collection of all Board of Director approved fees necessary for the review of applications, construction impacts and required escrow accounts.
7. Monitor deviations from the approved design, require corrective actions, withhold certificates of completions, inspect and approve corrections, and refer any substantial, unresolved non-compliance to the Board of Directors of the Association for possible legal action.
8. Prepare and amend design review criteria, processes and approved materials lists.
9. Contact applicants whose plans and specifications have been disapproved to provide reasonable assistance and recommendations for adjustments to bring applications into compliance with the design criteria.
10. Maintain permanent copies of approved final applications, design documents, modifications and related records.
11. Review site plans and arborist recommendations to ensure preservation of specimen trees and other important landscape features.
12. Establish additional financial and/or review criteria for projects of new Builders and/or Builders who have demonstrated an inability to work successfully within the ARB processes. (Attachment V)
13. Inform members of the Homeowners Association regarding activities of the ARB.
14. Ban Contractors or Subcontractors who fail to comply with Association rules, damage common property, or trespass after working hours.

## Appendix C

### Architectural Review Board Administrator – Job Description

The Architectural Review Board (ARB) Administrator is responsible for designing, administering, facilitating, and coordinating the smooth and effective functioning of the architectural review process for all new homes, and for exterior revisions and remodeling of existing homes, and other submissions to the ARB. The Administrator shall be deemed to be a non-voting consultant to the ARB.

#### Responsibilities

1. To design, facilitate, and administer the ARB work processes including plan submission, revisions, obtaining copies of certificates of occupancy, and issuing resolutions.
2. Act as a single point of contact for Owners and their representatives to provide expert guidance on ARB process requirements, submissions and processes. Create a positive, supportive environment around the ARB functions, and to achieve willing compliance and align Owners to the overall direction set by the ARB.
3. Collect and ensure the proper handling of ARB fees and performance deposits. Periodically review the ARB fee structure to ensure amounts required are appropriate to cover ARB expenses and properly compensate the ARB professionals. Recommend changes in the fee structure to the Board of Directors on behalf of the ARB when necessary.
4. Organize the ARB agenda and conduct meetings in a time effective manner. Prepare correspondence summarizing ARB action. Coordinate its review and delivery to Owners. Ensure Owners' understanding of the ARB guidance as described in these letters.
5. Coordinate the issue resolution process when problems arise. Involve members of the ARB, the Property Manager, and the Board of Directors as required. Where the ARB has noted that a particular project might lead to issues, follow that project's implementation as much as is practical to provide early warning to the ARB of a developing issue. Where necessary, issue a **Stop Work Order** to facilitate issue resolution.
6. Where ARB input is sought between meetings, poll ARB members for consensus and decide whether a special meeting is required. Communicate informal guidance if a consensus exists. If not, coordinate the scheduling and running of special meetings and the collection of associated fees from the Owner.
7. Periodically review the ARB guidelines with ARB members to ensure the guidelines reflect current standards. Coordinate updates of the guidelines as required.
8. Coordinate the evaluation of trees to be removed, using a certified arborist as required ensuring that mature and specimen trees are preserved to the maximum extent practical.
9. Maintain the Preferred Builders and service contractors (tree service, landscape service, etc) list and make it available to Owners. Maintain all files of the approved plans for each property. Ensure that electronic copies of the plans are properly secured.
10. Act as the final enforcing agent concerning all decisions of the ARB. The Administrator will also interpret all prior decisions made by the Board in consultation with the Board members.
12. The Administrator will maintain appropriate contacts with the Real Estate community of the Beaufort area to promote the *Islands of Beaufort*.

## Appendix D

### Home Inspections

1. All new home construction is subject to being inspected to verify compliance with the ARB Guidelines. This inspection in no way guarantees any of the work and the IOB assumes no liability for any errors in the construction.
2. The cost of the inspections shall be paid by the ARB.
3. If discrepancies are found, the cost of necessary re-inspections will be paid by the builder.
4. The ARB Administrator shall receive all reports and other communications directly from the Home Inspector.
5. Inspections, when deemed necessary by the ARB, may include:
  - a. Foundation Inspection
    - Verify all dimensions, both horizontally and vertically
    - Verify the foundation is square and plumb.
    - Verify the proper materials have been used.
    - Verify that the fit & finish of the work is adequate for finish to be applied.
    - The result of this inspection must be issued and any necessary repair work completed prior to the start of the framing.
  - b. Framing Inspection
    - Verify all exterior dimensions and rough openings
    - Verify compliance with all structural details
    - Verify that the appropriate blocking is installed to facilitate the future finishes.
    - Verify the exterior face of the framing is free of bulges, sags, depressions, or protrusions that will affect the future finish to be applied.
    - Verify the building wrap has been installed to properly shed water away from the structure.
    - Verify the dimensions of the porch framing are suitable for all column bases to be located where shown dimensionally by the approved plan set.
    - The result of this inspection must be issued and any necessary repair work completed prior to the start of the exterior trim and roofing.
  - c. Exterior Finishes Inspection
    - Verify types, species, and grades of the materials used comply with the approved plan set.
    - Verify the fit & finish of all components is well executed with no excessive gaps, bulges, dips, depressions, or protrusions.
    - Verify that all joints in the trim work are flush and installed in a workmanlike manner.
    - Verify all flashings have been properly installed to shed water away from the building.
    - Verify the proper flashing material has been used and is installed where required by the ARB Guidelines.
    - Verify the exterior railings and steps are properly installed.
    - Verify the columns are properly trimmed, the fit & finish is of high quality, the installation is plumb and square, and they are located dimensionally where shown by the approved plan set.
    - The result of this inspection must be issued and any necessary repair work completed prior to the start of the exterior painting.

d. Final Inspection

- Verify all elements, dimensions, and fit & finish of the exterior of the home.
- Verify all utilities have been installed as shown by the approved plan set and have been properly screened from view.
- Verify all paint colors and roofing finishes match the approved samples.
- Verify all light fixtures, fans, doorbells, door hardware, shutters, shutter hardware match the ARB Approvals.
- Verify that all light fixtures, hosebibs, and the doorbell button are located in siding areas are mounted securely on decorative wood trim blocks.
- The result of this inspection must be issued and any necessary repair work completed, along with the other required items, prior to the final ARB approval.

## Appendix E

### Builder's Compliance Deposits and Impact Fees

1. The *Islands of Beaufort* HOA takes its ARB Policies and Procedures quite seriously and expects the homeowner to willingly comply with all the requirements outlined by the ARB. Failure to comply or deviation from the approved plans, materials, finishes, landscaping and other construction details and/or impacts to the IOB common grounds and infrastructure may result in substantial delays as a result of a **Stop Work Order** and/or the withholding of all or a portion of the compliance deposit until the deviation or impact is corrected. Alternately, and at the ARB's discretion, a fine may be levied for non-compliance. Homeowners financial liability for non-compliance consists not only of the loss of the Builder's Compliance Fee, but also all costs over and above the Fee incurred by the Association to correct any problem.
2. At the beginning of Step Two of the ARB process, the Builder shall make a refundable compliance deposit of \$10,000 (New Builders) or \$5,000 (Established Builder Partners), which will be held by the Association until:
  - a. The project is completed;
  - b. All landscaping and irrigation are completed;
  - c. Any project issues and/or impacts on the site or adjoining sites and common grounds are resolved;
  - d. A final set of "As Built" plans is submitted on paper and in PDF format on disk to the ARB Administrator;
  - e. The ARB Administrator, ARB Board Members, Builder, and/or Architect have reviewed and certified the completed project as satisfactorily completed.

### New Builder Trial Period

The Builder who has demonstrated his/her ability to successfully complete two consecutive projects within the Guidelines without unapproved deviations from the submitted application, impacts to the common grounds and infrastructure, or other events resulting from the Builder's projects that require the ARB or Board of Directors to notify the Builder in writing of his/her need to correct or repair the impact of the event, shall become an Established Builder Partner and pay the reduced compliance fee for future projects. This privilege shall continue as long as the Builder demonstrates the ability to comply with the policies and procedures described herein.

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