Architectural Review Board

Design Guidelines and Procedures

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Appendices

Forms available at the Administration Building, on the LCC website, and via email by request

Appendix A	Application for Residential Construction
Appendix B	Application for Repainting, Restaining, Restucco
Appendix C	Application for Tree Removal, Tree Trimming
Appendix D	Application for Direct Broadcast Satellite Receiver (DBSR)
Appendix E	Approval/Agreement Letter
Appendix F	Fees, Compliance Deposits, Fines, Regulations, and Contractor Compliance Policy
Appendix G	Application for Driveway Repair/Replacement
Appendix H	Work Permit for Under Brush Clearing (Clearing)
Appendix I	Application for Re-Roofing
Appendix J	Application for Pool and Spas
Appendix K	Application for Miscellaneous Work
Appendix L	Landscape Plan (landscape checklist is found on page 36)
Appendix M	Final Inspection
Appendix O	Application for Dumpster, POD, Porta John
Appendix P	Application for Change Order
Appendix R	Guidelines for New or Rebuilt Decks

DESIGN GUIDELINES & PROCEDURES

SECTION 1. Overview

1.1 Introduction

The Long Cove Club (LCC) Architectural Review Board Design Guidelines and Procedures (hereinafter DG&P) have been prepared to meet the needs of our community.

LCC is a mature community and maintaining high standards of residential and landscape design and maintenance is essential to preserving our natural beauty and adding value to our community and individual properties.

The DG&P are intended to permit the Architectural Review Board (hereinafter ARB) to ensure that the natural beauty is preserved so that all Property Owners, old and new, will have their property value protected and will "feel at Home" in LCC. Further information Is available on the LCC website.

In order to achieve this purpose, these DG&P shall be applied by the ARB in a commonsense manner (a) in recognition that every residential lot has distinctive features and each home/Family Dwelling Unit has unique attributes to its Property Owner and (b) to preserve "the natural LCC look" and property values whether engaged in the approval of new construction, additions, alterations and/or renovations to any existing structure and the maintenance of Residential Lots and Family Dwelling Units.

This document has been prepared for the purpose of informing Property Owners, design professionals, and builders/contractors of LCC's DG&P, and of the ARB responsibility, requirements and processes affecting all exterior new construction or additions, alterations and/or renovations including landscaping to facilitate a smooth and efficient review and approval process and construction experience. The ARB will attempt to satisfy the wishes and needs of the Property Owner without sacrificing the intent and objectives of the DG&P.

1.2 Purpose and Authority of the ARB

In order to preserve and ensure the natural setting and look of LCC, maintain a harmonious and aesthetically pleasing design for LCC, and protect and promote the value of LCC, Article IV of LCC Covenants establishes the ARB and sets forth (a)conditions and restrictions regarding all exterior improvements, modifications and repair including landscaping and tree preservation and (b) the ARB authority, requirements, and obligations for developing and enforcing the DG&P to ensure that LCC's standards, requirements and restrictions are properly met.

The ARB has been established for the purpose of defining standards of construction, in reviewing and approving all designs for new home construction and landscaping and all existing home exterior additions, alterations and/or renovations including landscaping.

The decisions of the ARB may be based purely upon aesthetic considerations, including maintaining the architectural integrity and character of LCC.

In the event of a conflict between these DG&P and the provisions of the Covenants, the Covenants shall prevail.

1.3 Amendment

These DG&P may be amended at any time by majority vote of the ARB. Any action by a Property Owner shall be subject to the DG&P in effect at the time of application/plan submission. No prior notice or announcement will be required to amend these DG&P. All changes will be communicated to the LCC Board of Directors quarterly.

1.4 Property Owner Responsibilities

Before beginning a construction, exterior improvement or landscaping project, Property Owners are urged to become familiar with the provisions of the Covenants, the DG&P and Builder/Contractor Guidelines/Work Rules (Section 6). Work permits are required for most significant projects affecting the exterior of a home, external property (i.e., landscape, driveway, pools, decks, etc.), and adjacent common grounds, and applications are available in the Appendix of this document. The ARB Administrator/Project Manager will be available to assist Property Owners and contractors in fully understanding the DG&P and the documents necessary for beginning a project.

1.5 Architectural Review Board

Upon request to the ARB, the ARB will be pleased to invite Property Owners, designers and builders/contractors to meet with the Committee at a regularly scheduled meeting (the 2nd Wednesday of each month at 9:00am. However, always check with Administrative Coordinator for any changes regarding specifics of their project or other specific concerns they want to bring to the attention of the ARB. Regularly scheduled monthly meetings shall be open to all LCC owners, excluding Executive sessions.

SECTION 2. ARB DESIGN GUIDELINES AND PROCEDURES

2.1 General DG&P

2.1.1 Getting Started – New Homes and Existing Homes

Prior to planning any new home construction, any external additions, alterations and/or renovations, significant changes to existing landscaping or the removal of any trees, a Property Owner should contact the ARB Administrator/Project Manager to review the scope of the intended project and the applicable provisions of the Covenants, By-Laws, Rules and Regulations and these DG&P, which includes all Architectural and Landscape Guidelines

The ARB Administrator/Project Manager also will review with the Property Owner or his/her designee the following, as applicable:

A. The ARB process for new home construction (Section 2.4)
B. The ARB process for existing home exterior additions, alterations and/or renovations (Section 2.5)
C. Builder/Contractor Guidelines/Work Rules (Section 6)
D. Application for Residential Construction (Appendix A)
E. Approval/Agreement Letter (Appendix E)

2.1.2 Submissions – New Homes and Existing Homes

Property Owners should ensure that their architect, construction and landscape professionals are appropriately licensed or certified and are thoroughly knowledgeable of the provisions of the documents listed in Section 2.1.1. Submissions of plans and related information listed in Section 2.1.1 that are incompatible with the Covenants, Rules and Regulations or these DG&P or are incomplete with the submission requirements set forth in these documents can delay the ARB review and approval process. Submissions should be made by completing the appropriate Application Form (Refer to Appendices or obtain from the ARB Administrator/ Project Manager or on the LCC website).

The ARB will meet monthly on a published schedule. Plans and all supporting materials should be submitted to the ARB at least seven (7) days prior to the regularly scheduled ARB meeting to be on the agenda for that meeting.
Submissions should include the documents called for by these DG&P; some examples being listed below:

A. Application Form
B. Two Copies of Detailed Plans
C. Color Samples
D. Material Samples
E. Fees and Compliance Deposits per Appendix F – Fees and Deposits
F. Other information appropriate to the nature of the request being made.

Incomplete submissions will not be accepted for review, and multiple piecemeal reviews will not be conducted.

The ARB may, at its discretion, convene additional meetings to deal with time-sensitive matters either in person or online.

2.1.3 Notifications

The ARB shall approve or disapprove all plans and specifications submitted for review and shall issue building permits when appropriate. Property Owners will be notified in writing (letter and/or email) of either approval or disapproval of an application. Reasons for disapproval will be included in such notification.

2.1.4 Design Resubmissions

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

2.1.5 Construction Change Orders

The ARB recognizes that as a construction project progresses, slight changes to ARB approved plans may become necessary. The desired changes should be submitted to the ARB together with an Application for a Change Order (Appendix P) for its review and written approval prior to constructing such changes. As change orders are approved the ARB shall notify the Property Owner if such change orders require revised plans suitable for a final as-built file. ***Changes made without ARB approval will result in a penalty (Refer to Section 2.6 – Fees, Deposits and Penalties).*** Changes that require significant additional review may result in an additional fee; such fee to be based upon additional costs incurred by the ARB.

2.1.6 Approval to Commence Construction

Receipt of the ARB's approval to begin construction does not constitute permission to commence any work at the job site until proper permits are granted and posted as shown in the diagram in Section 6.3. (Federal, State, Town, County, DNR and Long Cove).

2.1.7 Precedent

Neither the ARB nor Property Owners may use precedent as justification for approval of a design.

2.1.8 Approval Not A Guarantee

Compliance with local and national building codes as well as other regulatory agencies having jurisdiction is the sole responsibility of the Property Owner, architect, and builder/contractor.

In accordance with the Covenants, Article IV, Section 1.i, No approval of plans, location or specifications, and no publication or architectural standards bulletins shall ever be construed as representing or implying that such plans, specifications or standards will, if followed, result in a properly designed residence. Such approvals and standards shall in no event be construed as representing or guaranteeing that any residence or improvement thereto will be built in a good workmanlike manner. Neither the Association nor the ARB shall be responsible or liable for any defects in any plans or specifications submitted revised or approved under these covenants nor for any defects in construction pursuant to such plans and specifications. The Property Owner shall have sole responsibility for compliance with approved plans and does hereby hold the ARB and the Association harmless for any failure thereof.

The Association, in its sole discretion reserves the right to prohibit the Property Owner's builder, general contractor, and/or sub-contractor(s) from the site in the event it is determined that failure to comply with approved plans is determined to be intentional or due to gross ` negligence.

2.1.9 Delayed Projects

If land clearing and foundation work does not begin within six (6) months of the date of the ARB's final approval, the plans may require re-submittal for a new ARB review and approval together with another application fee.

2.1.10 Site Inspections

The ARB may conduct site inspections at various times during construction. ARB members and the Administrator/Project Manager will have the right during reasonable hours to enter upon and inspect any construction site.

2.1.11 Builder/Contractor Guidelines/Work Rules

Builder/Contractors will maintain construction sites in a reasonably clean and uncluttered condition and upon completion of construction all equipment will be removed immediately. Builder/Contractor Guidelines/Work Rules have been established, as set forth in Section 6, and work sites are monitored by LCC's Security Department, the ARB Administrator/Project Manager and ARB members to ensure that such rules are being followed. These work rules may be obtained from the ARB Administrator/Project Manager or on the LCC website.

2.1.12 Common Property and Adjacent Lots

Any damage to common property or adjacent property during construction including to road pavement, curbing and lagoon banks must be repaired to their original condition by the contractor. Approval for the use of the adjacent property for parking and storage of materials must be in writing from the owner of said property, and any damage must be repaired to its original condition.

2.1.13 Interior Improvements

A Property Owner may make interior improvements and alterations without the necessity of review or approval by the ARB. However, exterior construction parking, placement of dumpsters, storing of materials, etc., related to an interior project are subject to these DG&P. Windows/doors changed to accomplish interior design or purpose, which present a change to the exterior of the house, require review and a permit approved by the ARB.

2.1.14 Mailbox

Property owners should contact LCC Community Services to have a mailbox installed. The cost of the mailbox will be billed to the homeowner's LCC's account. Damaged or missing mailboxes will be repaired or replaced by the owner through Community Services.

2.2 Landscape Guidelines and Procedures

2.2.1 New Home Construction

Landscape plans related to new home construction will be subject to ARB review and approval in advance of its installation.

A landscape plan must be submitted to the ARB for review and approval immediately after the framing is complete and the house is under roof.

Landscape plans should conform to the Landscape Guidelines (See Section 4) and should be submitted with Appendix L – Landscape Plan. Landscaping should be installed in accordance with the approved plan and completed within ninety (90) days from the exterior construction having been deemed complete by the ARB or such date agreed upon by the ARB.

2.2.2 Existing Landscape Modification

ARB review and approval is required for any major landscape modification (greater than 25% of any side). The landscape plan submitted for ARB review and approval should conform to the Landscape Guidelines (See Section 4) and should be submitted with Appendix L – Landscape Plan. Landscaping should be installed in accordance with the approved landscape plan and be completed within the time frame agreed upon by the ARB and the Property Owner. Any new or existing hardscape modification requires ARB approval.

2.3 Tree Preservation Guidelines and Procedures

2.3.1 Tree Removal

For ***new home construction***, the Property Owner is required to submit a tree and topographical survey, no older than 5 years, to the ARB that clearly indicates those trees requested to be removed and those trees to remain. Trees to be removed will be tagged in red and only red tagged trees are to be removed. Removal or damage of any other trees may result in Penalties as stated in 2.6.5.

Other tree removal requests are to be submitted to the ARB Administrator/Project Manager by filling out Appendix C – Application for Tree Removal. ARB approval is required prior to the removal of any tree. It is suggested that the Property Owner have a reputable tree company assist in identifying those trees which should be removed (whether damaged, dying, or dangerous) and tagging the trees proposed to be removed prior to the submission of Appendix C.

For tree removals related to Capital Projects, see addendum on Page 44.

For vacant lots, see Section 4.10 Under brushing and Vine Removal of Undeveloped Properties.

Upon receipt of the Application, the ARB Administrator/Project Manager will visit the site and approve or disapprove the tree removal. If approved, the ARB Administrator/Project Manager will issue a Tree Removal Work Permit and notify LCC Security.

For removal of trees the ARB Administrator/Project Manager must issue a Tree Removal Work Permit which will be given to LCC Security in order to allow the contractor access to LCC.

The Tree Removal work permit must be posted and displayed on the property for the duration of the work.

Tree Removals related to Capital Projects

Long Cove Club capital projects which are approved by the community at large, involving tree removal of any type tree within 10 feet of the roadway, will be reviewed and approved by the ARB as long as it can be demonstrated that the trees are damaging the road surface. All trees in this aforementioned category must be marked in advance and reviewed and signed off on by the ARB.

Other individual trees proposed for removal within community grounds along the roadways must be reviewed by the ARB and receive written approval where appropriate. No fines will be charged by the ARB for trees with written removal approval. Any and all trees that are not on home lots may require Town of Hilton Head approval.

2.3.2 TREE REPLACEMENT

a. Should any existing trees be permitted for removal per DG&P Section 4.9 Tree Removal/Trimming/Pruning, the ARB, at its discretion, may require mitigating replacement trees at a rate of one tree per every ten inches in DBH removed.

b. Example calculation: Total of 117 DBH inches removed divided by 10 inches equal 11.7, rounded up to 12 trees to be planted as mitigation.

   - The replacement tree preferred shall be of equal species (same category or higher) and/or native species such as oaks, magnolias, sabal palmetto or hickory. See Tree Equivalency Table

c. If the tree or trees removed were not native, including, but not limited to, oaks, magnolias, sabal palmetto or hickory, the owner can opt to upgrade tree categories, where each native species of tree (oak, magnolia, sabal palmetto, hickory, etc.) planted as tree replacements counts towards two required replacement trees.

d. For Category I and II tree replacements, each tree must be a minimum of 4-inch caliper and 12 feet in height when installed. As an option, planting an 8-inch caliper tree would count towards two required replacement trees. For Category III and IV tree replacements, each tree must be a minimum of 2-inch caliper and 8 feet in height when installed. As an option, one Category I or II replacement tree can be substituted for every two required Category III or IV replacement trees. See Tree Equivalency Table for List of Category I, II, III and IV tree types.

e. Depending upon the number of trees removed and the landscaping planned by the owner, the requirement of replacement trees may be reduced or waived or, in the ARB's discretion, plant material and shrubbery may be substituted where visually appropriate.

f. In exercising its discretion respecting these Tree Replacement Guidelines, the ARB shall take into consideration, among other things, the number and species of trees removed, the remaining foliage, canopy coverage trees, shrubbery, and other plant species as may exist on a lot and/or as may be proposed to be added by the owner as a part of the landscaping plan, the size, shape, and topography of the lot, the size,species, and value of proposed replacement tree, the neighborhood characteristic including its general topography, foliage, and natural tree canopy, and other relevant factors.

g. If a Remediation Plan for the replacement of trees has been deemed necessary and has been approved by the ARB, a Tree Remediation Compliance Deposit of $500 for each replacement tree will be required prior to approval of the Tree Removal Application. Once the approved trees have been removed, the applicant will have ninety (90) days to complete the approved Remediation Plan. If the plan cannot be completed within the ninety (90) day timeline, an extension must be requested from the ARB citing the reason for the delay along with the proposed new timeline. The deposit will be refunded in its entirety upon completion of the installation of the replacement trees and inspection by the ARB.

2.3.3 Protection during Construction

Trees are to be protected against construction related damage including but not limited to breaking of roots, scarring or removal of bark, poisoning from oil, paints or other toxicants and compaction due to storage of construction related equipment or materials within the tree canopy line.

Prior to the commencement of any construction, tree protection must be in place for any tree designated by the ARB to remain. Such protection must remain in place until construction is completed.

Temporary wood fences shall be erected around specimen trees during construction to protect both the tree and its roots and the area inside such barriers shall be mulched to a six (6) inch depth. When applicable, such barriers shall be placed no closer to the trunk than the drip line of the tree.

2.4 The ARB Process for New Home Construction

2.4.1 Overview

Before beginning a new construction project, the Property Owner and his/her design professionals and contractors should become familiar with the LCC Covenants, these DG&P, Builder/Contractor Guidelines/Work Rules (Section 6 of these DG&P), and Appendix A - Application for Residential Construction.

Key New Construction Limits

- Building Height: 48ft (see Section 3.2.2B)
- Home Size: 27.5% of lot size (sq ft) (see Section 3.2.1)
- Drainage: (see Section 3.2.6A)
  - Impervious max 35% of lot size (sq ft)
  - Impervious + Pervious max 40% of lot size (sq ft)
- Exterior Paint Colors: (see Section 3.2.10B)
  - Home Body: LRV max 55
  - Home Trim: LRV max 75
- Exterior Completion Time: 12 Months (see Section 2.6.3 A)

All lots must, in accordance with the preparation of surveys or other submissions, have all the corners of a lot marked with permanent markers such as monuments, rebar, or similar materials.

All designs for new construction projects will be reviewed and approved by the ARB in writing prior to the commencement of any construction related activity.

A Landscape Plan must be submitted for review and approval immediately after framing is completed and the house is under roof.

The ARB process for new construction requires that phased architectural plans, material samples, cut sheets, a landscape plan, a drainage plan, and other information be submitted for ARB review and approval, and includes certain required inspections, survey and permits during the construction process.

An architect registered in South Carolina is required to sign and seal all plans submitted to the ARB. Property Owners using a designer or architect not registered in S.C. should ensure that he/she makes the necessary arrangements with a S.C. registered architect.

2.4.2 Plan Submissions for ARB Review and Approval

The submission requirements for each phase of plan submissions are contained in Appendix A - Application for Residential Construction (which can be obtained from the ARB Administrator/Project Manager or on the LCC website). Incomplete submissions may not be placed on the ARB's agenda for consideration.

The three plan submission phases are briefly summarized below:

A. **Conceptual Drawing (Optional)**

This submission consists of an artist's rendering of the front, sides and rear of the proposed home. The ARB may also require a perspective drawing. As part of this review, the ARB may visit the intended site.

ARB approval at this phase will not preclude the ARB from addressing specific issues in subsequent reviews as more fully developed plans provide additional details.

B. **Preliminary Plans and Samples (Required)**

This submission phase requires, but is not limited to basic architectural drawings, information regarding the site, setbacks, drainage (including the disposition of all surface water whether naturally occurring, generated by off-site conditions, or expected to be created by planned construction), elevations, size, height, floor plans, surrounding dwellings, exterior design elements including color, a tree and topo survey with permanent corner markers and the plan to preserve existing trees and natural vegetation. The ARB may also require a perspective drawing. Requirements are in Appendix A - Application for Residential Construction. Upon review, the ARB will identify areas of concern prior to the Property Owner incurring the time and expense of preparing the more extensive Final Plan submission phase.

Drainage Impervious/Pervious percentages must be shown on all plans.

ARB approval at this phase will not preclude the ARB from addressing specific issues in subsequent reviews as more complete plans provide additional details. Approval at this stage will also allow the homeowner / General contractor to file for a permit with the town of Hilton Head

C. **Final Plans and Samples/Related Documents (Required)**

The submission phase for final plans requires substantially more detailed architectural drawings, samples and cut sheets and must represent exactly what is to be built.

Requirements are outlined in the Appendix A - Application for Residential Construction. Failure to build and in accordance with final plans and Builder Schedule that have been approved by the ARB or that have been modified by subsequent ARB approved change orders will subject the Property Owner and/or their contractors to penalties, including work stoppages. (Refer to Section 2.6 - Fees, Deposits and Penalties)

2.4.3 ARB Approval to Commence Construction

The first step of the construction process is for the Property Owner (and his Builder/Contractor) to have the pre-construction meeting with the ARB Administrator/Project Manager. Under no circumstances will any construction activity or removal of trees begin until the proper permits are granted under these DG&P and posted in accordance with Section 6.3.

2.4.4 Pre-Construction Meeting

The ARB Administrator/Project Manager will schedule a meeting with the Property Owner, or his/her designee, contractor and/or architect to review the ARB requirements and process pertaining to new home construction, review construction completion dates, collect the appropriate compliance deposits, and ensure that the necessary permits, are in order. The Property Owner and contractor will be required to execute Appendix E – Approval/ Agreement Letter. A copy of the Town Building Permit is required at this meeting.

2.4.5 Permits, Inspections and Site Visits

The ARB process for new construction includes required submissions of plans, inspections, surveys, Builder Schedule, parking plan and permits (which must be posted in accordance with Section 6.3). Additional information about these inspections and permit requirements is obtainable from the ARB Administrator/Project Manager

A. **LCC Clearing & Foundation Permit**

A lot may not be cleared until the ARB conducts a site visit to inspect the trees and other natural vegetation identified by the Property Owner on the site plan to be removed/ retained. In preparation for this site visit, the contractor will stake out and string the property lines and 10' buffer lines, perimeter of the house and hardscape, assure permanent corner markers are in place, and identify trees, etc., to be removed/ retained with color-coded ribbons (red = trees to be removed; green = trees to remain). A township permit will be required prior to clearing. Prior to the inspection the contractor must put up the color board for the home and the compliant signage. Upon a satisfactory inspection, the ARB Administrator/Project Manager will issue a permit authorizing the contractor to clear the site.

After the site has been cleared but before the foundation may be poured, the ARB Administrator/Project Manager will conduct a site visit to inspect the planned foundation locations – as indicated by string and batter boards – to advise the builder/contractor that the foundation will be located within the required setbacks and in accordance with the approved final plans. In addition, the ARB will review the adequacy of the tree protection, silt fencing, (Refer to Builder/Contractor Guidelines/Work Rules, Section 6.) Upon a satisfactory inspection, the ARB will authorize the contractor to proceed with the foundation work.

Upon issuance of the LCC Clearing and Foundation Permit, the contractor/owner has twelve (12) months to complete the exterior construction or another date agreed to by the ARB.

B. **Foundation Survey - Foundation Elevation Certificate**

The contractor must submit to the ARB Administrator a Foundation Survey – Foundation Elevation Certificate confirming slab-on-grade and first floor elevation were independently surveyed and are in conformity with the approved final plans. Wall framing/construction may not begin until the ARB approves the Foundation Survey – Foundation Elevation Certificate.

C. **LCC Building Permit**

Prior to issuing a Building Permit the ARB must receive or have in place: (a) Foundation Elevation Certificate and (b) rough grading and parking preparation for construction vehicles. The Landscape Plan must be submitted immediately after the framing is complete and the home is under roof.

D. **Roof Elevation Certificate**

Any home with a planned roof height of forty-eight feet (48') above Mean Sea Level ("MSL") must be independently surveyed prior to the installation of roofing materials and certified that the finished roof height including all roofing materials will not exceed forty-eight feet (48') above MSL. The purpose of this certification is to identify potential height problems as early as possible to avoid the costly modifications that will be required should the finished roof height exceed LCC's maximum height limitation.

E. **Periodic Site Inspections**

Periodic site inspections may be conducted by the ARB Administrator/Project Manager and ARB members to help ensure that the construction, landscaping, etc., is being completed in conformity with the approved final plans and any approved change orders and that the Builder/Contractor Guidelines/Work Rules and the ARB's DG&P are being followed. **To confirm that setback requirements are met the ARB Administrator/ARB Member/Project Manager will inspect the forms before driveway/walkways are installed.** However, it is not the ARB's responsibility to act as an agent for the Property Owner to help ensure that their project is progressing properly.

F. **Final Inspections**

As soon as possible after completion of the exterior construction, the Property Owner is to submit to the ARB an "As-Built" Survey **that includes any approved variances** and either 4" x 6" photographs and photographs on discs of all four sides of the home. Upon receipt of these items and completion of the landscape installation, the ARB will conduct a site visit to compare the completed construction and landscaping to the ARB approved final plans and change orders, if any (Refer to Appendix M – Final Inspection).

Thereafter, the ARB will advise the Property Owner of the satisfactory completion of the project in accordance with the approved plans or what corrective action is required. Upon the satisfactory completion of the project, the Property Owner should contact the ARB office and request the return of the compliance deposit.

2.5 Process for Existing Home Exterior Additions, Alterations and/or Renovations

2.5.1 Overview

The ARB process for existing home exterior additions, alterations and/or renovations including landscaping requires that architectural plans, material samples and cut sheets be submitted for ARB review and approval, and permanent corner markers be installed. The Property Owner should complete the applicable parts of Appendix A to reflect the additions, alterations or renovations being proposed.

Before beginning an addition, alteration and/or renovation project, the Property Owner and his/her design professionals and licensed builder/contractor should become familiar with the LCC Covenants, DG&P, and Builder/Contractor Guidelines/ Work Rules.

The scope of the project will determine whether plans are required to be drawn and sealed by an architect / engineer.

2.5.2 Plan Submissions for ARB Review and Approval

The specific submission requirements for ARB review and approval vary depending on the nature and extent of the project and are outlined in the applicable Appendices of the DG&P.

The requirements may be as simple as a cut sheet or material/paint sample or more comprehensive, such as architectural plans for an addition to a house, etc. All new construction of any kind will require an updated survey site plan no older than 5 years old. However, an ARB Representative will review the project onsite depending on the scope of work to determine if in fact the updated survey site plan will be needed prior to submission. Incomplete submissions will not be placed on the ARB's agenda for consideration until all the required information is provided. A non-refundable application fee must accompany the initial design submission. (Refer to Appendix F and Section 2.6 - Fees, Deposits and Penalties.)

For work on existing houses (refer to Section 3), additional forms may need to be filled out and returned to the ARB Administrator/Project Manager (these forms can be obtained from the ARB Administrator/Project Manager or on the LCC website.)

2.5.3 ARB Approval to Commence Construction

Upon final approval by the ARB of the architectural plans, material samples, cut sheets, etc., as appropriate, the first step of the addition, alteration and/or renovation process will be a pre-construction meeting with the ARB Administrator/Project Manager. No construction activity or removal of trees may begin without appropriate permits having been issued by the ARB and HHI Township.

2.5.4 Pre-Construction Meeting

The ARB Administrator/Project Manager will schedule a meeting with the Property Owner, or his/her designee, contractor and/or architect to review the ARB requirements and process pertaining to existing home additions, alterations and/or renovations, review construction completion dates, collect the appropriate compliance deposits, and ensure the necessary permits, insurance forms, etc., are in order. The Property Owner and contractor will be required to execute Appendix E - Approval/Agreement Letter. No activity of any kind shall take place until this meeting takes place, and the contractor has obtained the required permits.

A copy of the Town Building Permit is required at this meeting should the nature of the project require this permit and cost $500 or more.

2.5.5 Permits, Inspections and Site Visits

Depending upon the nature and scope of the project, the ARB process for exterior additions, alterations and/or renovations may require some or all of the surveys, permanent corner markers and permits as described in Section 2.4.5 - The ARB Process for New Home Construction. The ARB Administrator/Project Manager will inform the homeowner which of these will be required. Permits must be posted on site on an ARB approved residential construction sign in compliance with Section 6.3 or posted in a window visible from the street.

2.6 Application Fees, Compliance Deposit and Penalties

2.6.1 Application Fees

The ARB will establish application fees to cover the expense of reviewing plans and related data including the compensation of architects, landscape architects, engineers, inspectors, attorneys, administrator and other consultants who may be retained by the ARB.
The application fees are payable at the time the requisite Appendix is submitted to the ARB for review and approval. Refer to Appendix F - Fees and Deposits.

2.6.2 Refundable Compliance Deposits

The ARB requires that the Property Owner and/the respective contractor for a planned construction, renovation, demolition and landscaping project, to post refundable compliance deposits in accordance with Appendix F – Fees and Deposits — with the submission of Appendix A - Application for Residential Construction or Appendix L - Landscape Plan. These checks will be deposited in a Long Cove Club bank account until project is reviewed and completed. Any penalties will be deducted before the compliance deposit is returned.

Contractors who are considered to be repeat offenders of the DG&P may be required, at the ARB's sole discretion, to post larger compliance deposits, performance bonds or cash bonds.

The Association will be entitled to retain all or part of these deposits as penalty(s) for failure(s) to comply with the DG&P. The balance of those funds remaining in compliance is refundable.

At the satisfactory completion of the project, in accordance with the ARB approved plans, the Property Owner should contact the ARB office and request the return of the compliance deposit. Final inspection of the project must be completed and all deficiencies corrected prior to the release of any compliance funds.

2.6.3 Compliance Deposit Forfeiture

A. **Construction**

All or part of the Construction Compliance Deposit may be forfeited as a penalty if the exterior of a new home construction project is not considered complete by the ARB within twelve (12) months from the issuance of the LCC Clearing and Foundation Permit or another date agreed to by the ARB .

A variable fine Refer to Appendix F - Fees and Deposits per workday may be assessed to the Property Owner beginning the day following the scheduled completion date and continue until the ARB considers the exterior construction complete.

B. **Landscaping**

For new home construction, all or part of the Construction Compliance Deposit may be forfeited as a penalty if the landscaping is not completed according to the ARB approved landscape plan within ninety (90) days from occupancy or after the home's exterior is considered complete by the ARB, whichever is earlier, unless another date has been agreed upon by the ARB.

A variable fine Refer to Appendix F - Fees and Deposits per workday may be assessed to the Property Owner at the time of deposit forfeiture and continue until the ARB considers the landscaping to be complete in accordance with the ARB approved Landscape Plan.

C. **New Build / Renovation/Remodeling**

Addition, alteration and/or renovation compliance deposits may be forfeited as a penalty if the exterior of a home is not considered complete by the ARB within the timeframe specified to complete the project or another date agreed to by the ARB and Property Owner. The compliance deposit amount and the timeframe for completion of the project will be determined by the scope of the project.

A variable fine Refer to Appendix F - Fees and Deposits per workday may be assessed to the Property Owner beginning the day following the scheduled completion date and continue until the ARB considers the exterior construction complete.

Failure to complete or abandonment of new build/ renovation/remodeling project:
In the event any renovation/remodeling project is abandoned and not completed or there is no construction activity for 30 calendar days, the LCC permit will be withdrawn, and the compliance deposit may be forfeited. ***The Property Owner must restore the exterior of the home, including landscaping, to a neat, clean and sanitary condition. The Property Owner will be granted 10 workdays to remove all construction materials, dumpster and portable toilets and return the property to an acceptable appearance.***
Failure to comply within 10 workdays will result in a variable fine Refer to Appendix F - Fees and Deposits per workday which will be assessed to the Property Owner until the ARB considers the property to have been returned to an acceptable appearance.

2.6.4 Compliance

A. **New Construction**

Compliance penalties may be assessed in cases where actual construction and/or landscaping does not conform to the plans submitted and approved by the ARB, or when the Property Owner or his/her agents fail to comply with the Covenants, By-Laws, Rules and Regulations or DG&P.

Compliance fines, if assessed by the ARB, are $500 per infraction. In addition, a sanction may be imposed as deemed appropriate by the ARB. Such additional sanctions may include but not be limited to one or more of the following, depending on the nature, severity and/or frequency of the infractions:

(a) Forfeiture of all or part of the applicable compliance deposit. Egregious infractions or frequent offenders may have monetary penalties exceeding the applicable compliance deposit.
(b) Job site work stoppage until the issue is resolved to the ARB's satisfaction.
(c) Requirement that non-ARB approved construction, landscaping, etc., be redone and brought into conformity with ARB approved plans.
(d) expulsion from the property for a contractor for a period of time (up to 5 years), to be determined by the ARB

B. **Renovation, Landscaping Projects**

Upon final inspection, compliance fines may be assessed in cases where the actual addition, alteration and/or renovation, landscaping including bush hogging project does not conform to the plans and/or application forms submitted to and approved, in advance, by the ARB or when the Property Owner or his/her agents fail to comply with Covenants, By-Laws, Rules and Regulations or the DG&P.

Compliance fines, if assessed by the ARB, are $250 per infraction. In addition, a sanction may be assessed as deemed appropriate by the ARB. Such additional sanctions may include but not be limited to one or more of the following depending on the nature, severity and frequency of the infractions:

(a) Forfeiture of all or part of the applicable deposit.
(b) Job site work stoppage until the issue is resolved with the ARB.
(c) Requirement that non-ARB approved maintenance, renovation or landscaping, etc., be redone and brought into conformity with ARB approved plans.

C. **Failure to Notify and Receive Approval from ARB of Any Exterior Renovation or Landscaping Project**

Any work performed without ARB approval, which is required pursuant to these DG&P, may be subject to a $500 fine. In addition, a penalty/sanctions may be assessed as deemed appropriate by the ARB. Such additional penalties/sanctions may include but not limited to one or more of the following depending on the nature, severity and frequency of the infractions:

(a) Job site work stoppage until the issue is resolved with the ARB.
(b) Requirement that the project plan(s) and application form(s) be submitted to the ARB for approval and appropriate fees and compliances deposits paid.
(c) Any unapproved work that has been performed must be brought into conformity with ARB approved plans.

2.6.5 Tree Damage Penalties

To ensure the preservation of trees, penalties will be assessed when trees are removed without ARB approval or are damaged in the construction process. Such penalties may include one or more of the following: mitigation cost of special care and monetary penalties in accordance with the following schedule where the diameter measurement is made at 4 feet (4') above grade:

	Pine	**Live Oak**	**Other**
5"-10" diameter	$ 500	$2000	$1000
10"-20" diameter	$1000	$4000	$2000
Greater than 20"	$2000	$8000	$4000

2.6.6 Penalty Assessment

Any penalty assessed will require payment within five (5) business days of notification from the ARB. Unpaid fines may be withheld from existing Compliance funds or require immediate payment at the discretion of the ARB, whether more or less than the Compliance Deposit specified in Appendix F, (other than those set forth in 2.6.5 for unauthorized tree removal). These penalties shall be assessed on a case-by-case basis and shall require a vote by the ARB.

2.6.7 Fines and Penalties Processing

Any fine or penalty assessed under these DG&P shall be charged to the Property Owner/ Members account at LCC. Any fine or penalty assessed to the builder/contractor due to a violation of Section 6 of these DG&P should be charged to the contractor (See Section 6.17).

SECTION 3. Detailed Submittal Requirements – New Construction, Additions, Alterations and/or Renovation Projects, Including Landscaping

3.1 Architectural Considerations

3.1.1 Building Form

The final building form of every structure should be a carefully planned addition to the natural setting which embraces its site. Building shapes should provide interest and be compatible with neighbors. Monumental and ornate styles as well as overly simplistic styles are considered inappropriate. Large homes can be made to appear smaller and small homes to appear larger by the manipulation of shapes and forms, and by the effective use of decks, planters, garages and screened porches. The roof-scape of each home should complement the overall design.

3.1.2 Articulation

The aesthetic appearance of a structure depends greatly on the articulation of the siding, roofing, details, fenestration, and walls. Walls and screens should be used to provide privacy, enclose service areas and HVAC units and to reduce the scale of large masses. Details at the soffit, fascia, base, corners, windows and decks should have common elements that help unify the overall appearance.

3.1.3 Design Repetition

Designs very similar to existing designs within LCC are discouraged.

3.2 Construction Standards

All construction must meet the requirements of all of the applicable Hilton Head Island Building Codes. In any instance where ARB standards are more stringent than those required by the Town of Hilton Head Island including but not limited to chimney caps, service yards, HVAC placement, lighting and pool fencing etc… ARB standards should govern.

3.2.1 Minimum / Maximum Square Footage

To preserve and protect property values the ARB suggests that the minimum enclosed dwelling area should be twenty-five hundred (2500) square feet with a minimum of eighteen hundred (1800) square feet of enclosed dwelling area on the main floor should the residence be more than one story in height. The maximum enclosed dwelling area (heated and cooled sq. ft.) should be no more than a maximum of 27.5% of the Lot size.

3.2.2 Height of House

a. **First Floor Height**

First floor height shall be 1.0 foot above the Hilton Head flood zone regulation in place, currently at 13.0 foot above MSL. When lot and/or setback limitations do not allow for a garage except beneath the building, a higher floor elevation may be approved. The house design must incorporate architectural elements and techniques to mitigate and soften the impact of the elevation.

b. **Overall, Height of House**

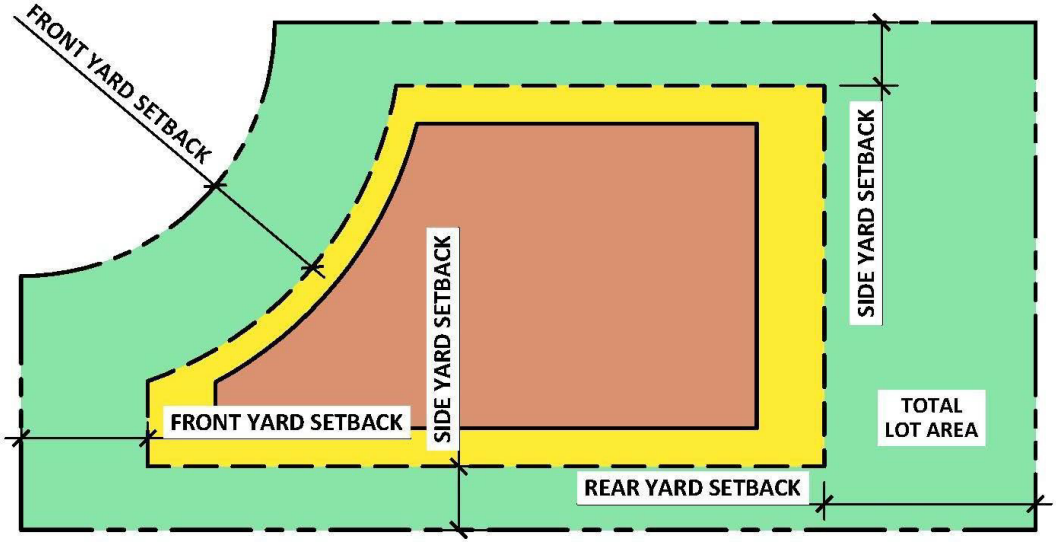
No structure shall be constructed which has a height exceeding three stories, and the structure shall not be higher than 48.0 ft AMSL. The third story of a three-story home shall be located in the attic area above the first two floors. The garage area below the flood zone regulation height shall not be considered a story. The forty-eight (48) ft. restriction excludes chimneys; although high chimneys are discouraged and may not be approved.

3.2.3 PROPERTY LINE SETBACKS

a. For every property, regardless of lot shape and total number of property lines, only (4) four property lines shall be declared on plan submittals; and shall include (1) one front yard property line, (2) side yard property lines, and (1) rear yard property line.

b. The following definitions apply in the determination of Property Line Setbacks:
   - Setback Line - A line at a predetermined distance inside and parallel to a specified property line.
   - Setback Area - The area between the specified property lines and the applicable setback lines.
   - Vertical Construction - The projection on the ground of the outer limits of any structure, the highest point of which exceeds 18 inches above finished adjacent natural grade (includes decks, service yards, porches, garages, chimneys, etc.).
   - Horizontal Construction - Any structure with maximum height of 18 inches, or less, above finished grade.

c. <u>No</u> vertical construction is permitted within the setback areas defined by the following setback lines:
   - Front yard (lot accesses road – this is based on address) - 30 feet.
   - Rear yard (lot lines not adjacent to front lot lines) – 30 feet
   - Side yard (lot adjoins another lot or “open space”*) – 20 feet.
   - Side yard (lot adjacent to road right-of-way but not accessing) – 20 feet.
   - Side yard (when 50% or more of the length of the side elevation of the structure is over one story in height) – 25 feet For this purpose, a room over a garage may be considered as a second story. Additionally, if a one-story space exceeds 14.0 feet in exterior wall height above the first-floor elevation, it will be considered a two-story element for the purposes of side setbacks.
   - Side yard (lot adjoining lagoon, marsh or golf course*) – 30 feet
   - Rear yard (lot line not adjacent to front lot lines) – 30 feet
   - Driveways (including flare at street), walks, parking areas and fill – 5 feet



**** Note: On plot plans that indicate "open space" in which there is actually a lagoon, marsh or golf course; lagoon setbacks prevail.***

d. Patios, Pools, Pool Decks and Fire Pits equal to or less than 18" above adjacent natural grade and are defined by the following:

- Rear – 10 feet (up to 30 feet may be required from Golf Course sensitive areas near tees or greens, lagoons and marsh areas)
- Side - 20 feet (up to 30 feet may be required from Golf Course sensitive areas near tees or greens, lagoons and marsh areas; and 20 feet may be required where existing horizontal or vertical structure already exists on an adjacent lot)

e. Pools and Pool Decks greater than 18" above adjacent, natural grade and are defined by the following:

- Rear – 20 feet (up to 30 feet may be required from Golf Course sensitive areas near tees or greens, lagoons and marsh areas)
- Side – 20 feet (up to 30 feet may be required from Golf Course sensitive areas near tees or greens, lagoons and marsh areas)

f. Setbacks for lots adjacent to environmentally sensitive areas (marshes) will be influenced by the OCRM Critical Line and/or the Town of Hilton Head Island (TOHHI) and may have a more restrictive setback requirements than stated above. Any project that involves these areas will require clearance from OCRM and/or TOHHI prior to any ARB approvals.

g. No horizontal construction may be closer than five feet from any property line, except driveways may cross the front property line or side property line in the instance of a corner lot in order to provide access to the street.

h. A permanent flagpole or banner pole must be approved by the ARB and is permitted only in the rear of the lot. It must be set back 30 feet from the rear property line, 20 feet from the side property lines and its height shall not exceed 30 feet above the natural grade.

i. Property Owners may request a variance to the setback requirements listed above in order to achieve specific design requirements or to assist in siting a home on an irregularly shaped lot. Granting of any variance shall be at the sole discretion of the ARB, giving due consideration to adjacent family dwellings units, residential lots and common property not being negatively affected by such variance. Full ARB board approval is required for all variance requests.

Variances requested solely for the purpose of accommodating additional square footage to structure or pools and pool decks will not be considered. Variances must be printed on all final building plans with the ARB approval date.

3.2.4 Pools and Spas/Hot Tubs

Property Owner should submit Appendix J - Application for Pool and Spas/Hot Tubs in accordance with the following guidelines:

1. A site plan no more than 5 years old showing exact location, complete construction details and a landscape plan are required with all pool submissions. Elevation drawings are required for all pools that are raised (not in ground). The Impervious/Pervious calculations should be placed on the site plan.
2. Impervious surface coverage cannot exceed 35% of the overall property. Pervious coverage cannot exceed 5% of the overall property.
3. Pool Fencing or Hard Retractable Locking Cover will be required for any new pools being built as of 2026.

   Pool Fencing Requirements as of January 1, 2026:

   - **Fencing:** A barrier (fence/wall) must surround the pool, at least 48 inches (4 feet) high, non-climbable, with no openings larger than 4 inches.
   - **Gates:** Must be self-closing, self-latching, and open outwards from the pool; latches must be at least 4ft off the ground or on the pool side.
   - **House Walls as Barriers:** If a house wall forms part of the barrier, doors must have audible alarms or self-closing/latching hardware
   - **Lockable automatic covers** can also be used if a fence or barrier isn't approvable or practical to install.
   - **If fencing is done**, no gap over 2" at the bottom of the fence is allowed. Also, if a mesh look for the fence is installed, gaps will have to be smaller than 1.75" so that the fence would be considered non-climbable.

   Pool Fencing Aesthetics and Materials:

   - Fencing should be 100% screened with plant material.
   - The fence should be as close to the pool deck as possible.
   - Black aluminum fence with vertical pickets is considered the best option aesthetically.
   - Acceptable fence colors: bronze or black
   - A living fence is another option, but it may take years to fully fill in and may require shrubs for immediate screening.
4. Pool Fencing must be 100% screened by a variety of plantings and shown on Landscape Plan.
5. Pool equipment, tools, hoses, chemicals, etc. are to be located in a service yard type enclosure surrounded by landscaping. Pool drain hose is to be located to assure drainage remains on subject property and is not allowed to drain onto adjoining properties. Pump motor location is to provide minimal noise disturbance to adjoining properties.
6. Perimeter of the pool/surrounding deck is to be landscaped in a manner as to complement the pool itself, provide a smooth transition to the surrounding lot and screen the pool from adjoining properties, golf course, and lagoons.
7. Pools or spas/hot tubs should not be visible from the street, the golf course, the lagoon or the neighbors.

3.2.5 Garages and Driveways

Garage/driveway entrances coming from the side of the lot to a garage located on the opposite side of the lot are preferred. ***Front entrances are discouraged, but when the front entrance is designed, the driveway should meander on the lot, and a landscaped buffer must screen the garage doors from the road.*** When side entrance garages are designed under a building, they should be at the front side of the building to minimize paving near the side property line. In such a case, the driveway and turnaround may not be more than 2/3 the length of the lot.

Garage doors should be no closer than 28.0 ft. from the side property line to allow an adequate turning radius and a 5.0 ft. landscape buffer. Please refer to "Driveway Design Guidelines" diagram below.

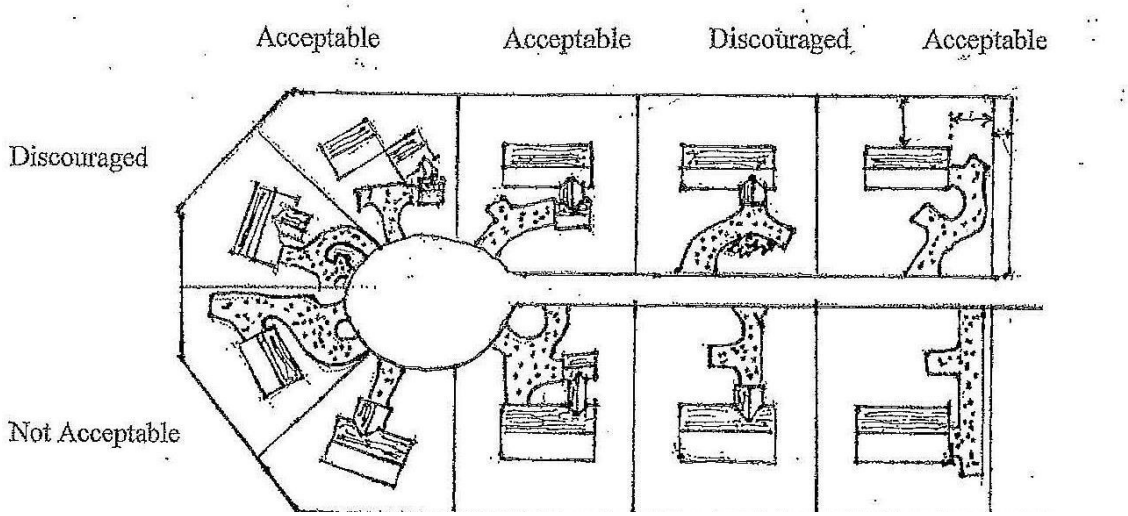
The ARB encourages the use of two single doors rather than one double door and discourages the use of flat panel doors rather than paneled doors or doors with some other type of architectural interest. Three single doors or their equivalent are the maximum allowable.
Garage doors other than standard height are discouraged.

Wherever possible, driveways should not parallel side property lines. New and replaced driveways must be concrete, brick, pavers or a combination thereof. Asphalt is not an approved

material for repairs or replacement. See additional guidelines on back page of Appendix G.
Adjacent home should not have to look at a neighbor's open garage or cars parked on the

driveway. Significant lot line / and or driveway landscaping may be required.
Driveway and sidewalk repair must closely approximate existing driveway/sidewalk color. Refer to and submit Appendix G - Application for Driveway Repair/Replacement.

Driveway Design Guidelines



3.2.6 LOT DRAINAGE

A. Impervious/Pervious Cover

Impervious /Pervious Cover: The percentage of lot surfaces, calculated by dividing the total area covered by impervious/pervious surfaces (expressed in square feet), by the total acreage of the lot (expressed in square feet).

a. Total lot cover of impervious and pervious surfaces must not exceed 40 percent.

   The ratio of impervious lot cover to lot size must be no more than 35 percent.

b. Total lot size, total impervious, and total pervious lot cover (in square feet) must be included on the cover page of plan submission including any landscape plan.

c. Pervious pavers usage is encouraged and is only limited by the amount of impervious materials used (maximum 35%) on the lot such that the total percentage used of the two types of cover (impervious plus pervious) does not exceed a maximum of 40% of total lot size in square feet.

   (When pervious pavers are to be used, manufacturer installation details must be provided on plan submittals for approval, and the pavers must be installed per manufacturer's instructions)

d. Impervious Surfaces: A surface composed of any material that significantly impedes or prevents natural infiltration of water into soil.

   Examples of impervious surfaces include building roofs (roof overhangs to be omitted); impervious pavements such as driveways, parking areas, sidewalks, steps, stairs, service yard pavement, pool decks, spa decking and copings; impervious pavement materials such as compacted aggregate, asphalt, concrete, and concrete pavers; and permanent surface water bodies such as pools and spas.

e. Pervious Surfaces: also known as permeable or porous materials, are designed to allow water to pass through them and infiltrate into the ground, reducing stormwater runoff. Examples would be gravel, wooden decks with decking boards spaced for water to pass through to the ground beneath, and pervious pavers ---pavers installed per manufacturer's installation instructions, with wider joints filled with crushed, angular chip stone to allow water to drain through the joints and to the ground.

B. FILL/ GRADING/ DRAINAGE

a. Careful planning and design are required to ensure that the project's site requirements are compatible with the existing site conditions, thereby preventing excessive disruption of the native site. Unsightly grading, indiscriminate earth moving, clearing of the property, or removal of the trees and vegetation, which could cause disruption of natural watercourses, scar natural landforms, or destroy native plant groupings are prohibited. The ARB requires a detailed drainage plan stamped by a South Carolina licensed engineer, architect or landscape architect. The site plan presented during the

   approval process for new construction, additions or pools shall be a separate drawing and shall detail significant elevation changes between the proposed site and adjacent lots and must be part of the final submission.

Implementation of the drainage plan must be approved prior to the installation of any landscaping.

b. Storm water drainage systems shall be designed and built to meet all federal, state and local requirements and regulations.

c. It is the responsibility of the Property Owner or his/her agent to ensure fill/grading is designed in a manner that not only provides for proper drainage of the property but also prevents any water flow onto adjoining properties. To this point, it should be understood that, if at any time during the construction process or within a reasonable amount of time after completion of the project, the ARB receives any complaint from owners of adjacent properties or the Golf Course Superintendent (for properties adjacent to the Golf Course) regarding water draining onto the adjacent lot, the Property Owner or his agent will be required to immediately remedy the situation on the property and mitigate any damage caused to adjacent properties as a result.

d. Cuts and fills should be designed to complement the natural topography. Grading should produce graceful contours, not sharp angles. A smooth

transition should be provided at the crest and base of the slope. Special care should be taken when creating drainage along adjacent properties and existing drainage avenues between properties should be preserved whenever possible. The use of 'berms' to create artificial drainage flow and isolate a lot from adjacent lots should be minimized and the lots natural drainage preserved whenever possible. While the ARB will consider drainage applications that include 'dry well(s)', they are not the preferred option. If 'dry well(s)' are requested, an overflow plan, should the well(s)become overwhelmed in a torrential rain event or silted up and unable to percolate, must be included in the drainage plan.

e. All storm water must be retained on site and percolated into the soil or directed to an ARB approved on-site drainage structure, or procedure that facilitates the percolations into the soil. On site storm water is prohibited from discharging into lagoons, marshes, Long Cove Club storm drainage system, common areas, golf course or adjacent properties. The 'Association' through the ARB has the authority to permit site specific flexibility to this section.

f. Pool water backwash and/or well point discharges from the construction process for homes or pools must be retained on site and percolated into the soil or directed to an ARB approved on-site drainage structure, or procedure, which facilitates the percolations into the soil. Discharging into lagoons, marsh,
Long Cove Club storm drainage system, common areas, golf course or adjacent properties is prohibited. The 'Association' through the ARB has the authority to permit specific flexibility to this section.

C. SITE WORK

a. All underground utility locations are to be flagged prior to any clearing, grading ordigging. Call 1-888-721-7877 to make arrangements. The Underground Utility Damage Prevention Act of July 18, 1978, provides for a penalty of $1,000 to the person doing the excavating if the utility involved has not been contacted. The penalty will be collected by the utility company. https://sc811.com/wp-content/uploads/2021/01/State-law- 2012.pdf

b. Designated areas for the storage of building materials must be outside tree driplines.

c. Root compaction is to be avoided within the drip line of trees through the use of wood barricades and mulch.

d. Caution should be exercised when making grade changes around trees. Tree wells are encouraged.

e. If, in the judgment of the ARB, a tree is damaged or destroyed due to carelessness oravoidable activities on the part of the owner or contractors, the ARB will require suitable replacement. A fine may be issued, or a portion of the compliance deposit may be retained as a penalty.

3.2.7 Service Yards

Service yards are required to completely screen compressors, garbage receptacles, pool equipment, gas storage tanks, service meters, etc. from view. This may result in service court fences that are 9.0 ft. or higher. To make these enclosures/walls visually pleasing, the ARB requires design treatment that will break up the height of these tall enclosures.

3.2.8 Foundations

High foundation walls require careful architectural articulation to help reduce their apparent height and massiveness. Pier foundations with lattice infill are considered too minimal.

Louvered openings in a foundation wall are preferred alternatives. If slats are used, whether horizontal or vertical, a maximum of 15% opening is required in order that the crawl space is not visible from outside.

3.2.9 Walls, Exterior

Exterior walls should be of stucco, composite materials and/or wood. Minimal brick, stone, or other materials may be approved. Plywood, fiberboard, or metal siding materials are not acceptable. Architectural treatment/detailing of the exterior are required to break up massiveness and blend the building into its surroundings and not dominate them.

3.2.10 Exterior Colors and Materials

In an effort to ensure the ARB is fulfilling its obligation to LCC Covenants Article IV, Section I - Architectural Design and Review, b. Objectives, 3. *"Ensuring that the architectural design of structures and their materials and colors are aesthetically and visually harmonious with Long Cove Club's over all appearance, history and cultural heritage, with surrounding development, with natural landforms and native vegetations, and with development plans, officially approved by the Association or any governmental or public authority, if any, for the areas in which the structures are proposed to be located."*, it has determined that very light colors do not enhance the community's natural, understated aesthetic and exterior colors should complement and blend with the surrounding natural and built environment. All roof; siding, trim, shutter, and door colors should be selected accordingly.

a. The color white or other bright colors, or materials, including surface finishes, are not permitted for any exterior surface of a house, its component parts or any other addition to, or upon, real property. Windows are an exception to this – as if approved as part of a new or renovation project, white windows can be approved if they fit with the overall design and colors. (note if accepted must make similar notation on APP B)

b. In an effort to provide members with a 'tool' to visually understand what colors the ARB would 'likely approve' as opposed to a specific set of colors that the ARB will 'only approve', Light Reflective Values (LRV) will be used to provide a range of acceptable colors. However, the ARB may still request adjustments to submitted color choices, even if they fall within the recommended LRV range, based on the amount of light the property receives and the amount of vegetation on the property that would screen the house from the street, neighbors and golf course. The recommended LRV ranges are as follows:

   - Base/Body/Siding - 55 and below
   - Trim – 75 and below

c. All vertical construction is to be painted or stained including hand or deck rails, posts, stair risers, louvers, columns, etc. Vents and all visible utility boxes are to be painted to blend with the area in which they are located.

d. Renovation/ repainting of house trim and/or siding must be approved by the ARB. Even if the intent is to repaint with the same color. When existing colors are outside the current LRV recommendations, only the same color is permitted for repainting. Changing to a different color with the same LRV will not be permitted.

e. Front doors may be of a contrasting color and shall be approved by the ARB on a case-by-case basis.

f. Gutters should match the roof or trim color, and downspouts should match the color they are up against.

g. An electronic copy of suggested colors is attached to the painting application - Appendix B – Painting or can be obtained from the LCC Member website. One important item of note… these color samples were copied from a paint supplier's website. The colors online don't always transfer accurately so it's recommended they be viewed on a sample color deck or paper paint chip for best representation of actual color

3.2.11 Windows

Windows and trim colors should be compatible with the overall color scheme of the house. See ARB Standard Color Boards in Administration Office. If window shutters are being considered, they must appear functional and fit with operable hardware. Window glazing film or coating shall not reflect more than 50% of the ambient external light. Mirror-type glass and glass block is not acceptable.

3.2.12 Roofs

Wood shingle/shakes, heavyweight asphalt/fiberglass shingles, minimum 30-year warranty and 300 lb. or heavier flat concrete tile or slate, in conformance with the ARB Standard Color Boards are acceptable. Algae/stain resistant shingles or zinc strips must be employed. Metal roofs of low chromic value may be acceptable. For ARB Initial Inspection of a Metal Roof especially if home is located adjacent to the golf course the contractor must put some shingles on the roof to determine any glare prior to approval. The allowable metal roof Solar Reflectance Index (SRI) would be 26 or less. Major roof slopes should be a minimum of 7:12 pitch. Gutters, when employed, are to match the body color of the home. Gutter guards, when employed, are to match the color of the roof so that they blend into the roofline. All roof eaves are to extend to a minimum of 24 inches from the building's vertical exterior wall.

Should the roof become damaged such that a section must be replaced, and in replacing that section, the color does not match the remaining original roof, then the entire roof must be replaced in order to maintain a consistent color throughout.

3.2.13 Chimneys

Chimney exteriors shall be of stone, brick or stucco construction. Prefabricated chimney flue caps/spark arresters shall be screened with a metal or other non-combustible shroud and painted a color compatible with the exterior color scheme of the home.

3.3 Additions, Alterations and/or Renovations to Existing Homes

Plans for any proposed addition, alteration and/or renovation to the existing exterior structure by the Property Owner must be submitted in compliance with the applicable sections of these DG&P and pursuant to Appendix A - Application for Residential Construction, reviewed and approved by the ARB before proceeding with the addition, alteration and/or renovation. Material changes (see Section 2.2.2) in existing landscaping on a Property Owner's property or common

property maintained by the Property Owner must be reviewed and approved by the ARB before proceeding with the change. The requirements of all previous Sections of these DG&P apply to Additions, Alterations and/or Renovations to existing homes. This Section 3.3 may amplify or clarify situations specific to existing homes depending on scope of the alteration or renovation.

3.3.1 Repainting, Restaining, Restucco or Reroofing

ARB approval is required for repainting, re-staining, re-stuccoing or reroofing a home. If a new color is anticipated, please refer to DG&P Section 3.2.10 or 3.2.12. Samples of the new color must

accompany application forms Appendix B - Painting, Appendix I - Reroofing, or Appendix N – Re-stucco as appropriate.

3.3.2 Additions, Alterations and/or Renovations

A. No addition, alteration and/or renovation or repair exceeding 20% of the surface area affecting the exterior appearance of any home, detached garage, carport (roof, wall, hardscape, arbor, trellis , deck, patio, pool, etc.) shall be made without ARB approval.
B. All drawings necessary to define the proposed improvement or alteration, appropriate fee and compliance deposit must accompany the application (Appendix A, completed as appropriate). Where applicable, a site stake-out may be required.
C. The addition of a swimming pool or change in the footprint of the home requires a landscape plan in accordance with Section 4.11.
D. If an improvement or alteration application receives ARB approval (Appendices A and F), an LCC Building Permit will be issued. Where a town permit is required it must be displayed prior to the commencement of any clearing, material delivery or construction. See Section 6.3 – Posting of Permits. All sections of the DG&P regarding dumpsters, parking, screening, etc. for new construction must be followed for additions/alterations.

E. Driveways and other hardscape

1. Any replacement, restoration, resurfacing, or refinishing of driveway or other hardscape must be approved by the ARB. Such approval will be guided by:
    a. Similarity of replacement coverage area to original hardscape
    b. Appropriateness of aesthetics and composition of replacement material
    c. Upgrades, for example a concrete driveway to be replaced by pavers
2. In the case of any coating to be applied to an existing driveway
    a. The coating is to be of a similar color as the original material
    b. No coating that produces a shiny or glossy hardscape is permitted
3. Adjacent home should not have to look at a neighbor's open garage or cars parked on the driveway. Significant lot line landscaping may be required.

3.4 Other Exterior Requirements and Considerations

3.4.1 Antennas

No television antenna (except DBSR), radio receiver or sender, or similar device shall be attached to or installed on the exterior of any Family Dwelling Unit or Residential Lot within LCC.

Radio signals, television signals, and other forms of electro-magnetic radiation shall not be permitted to originate from a residential lot which may reasonably interfere with the reception of television or radio signals affecting other properties.

3.4.2 Direct Broadcast Satellite Receiver (DBSR)

Irrespective of placement of the DBSR, the unit must be properly screened from views from the golf course, adjacent properties and the streets, and must be located within the lot property lines.

Homeowner should organize a joint meeting between the installation company and the ARB to avoid multiple visits by the installer and the ARB. Placement of a DBSR in the front yard will only be permitted in the event a service location elsewhere, including the roof, is not available.

3.4.3 Walls, Decorative Enclosures and Planters

Walls, enclosures and planters shall be designed to appear integrated with and attached to the building. In general, walls and enclosures are prohibited except as a design tool to mitigate the apparent height of a building. The use of planters is an acceptable and often desirable approach when adding architectural interest to the design.

3.4.4 Statuary Elements/Water Features/Flags/Poles/Yard Art

Statuary elements and water features, if approved by the ARB, are permitted within the building property line setbacks. The ARB requires such elements to be non-reflective and may require complete screening from outside view. Up to 3 pieces of Yard Art will be allowed as long as it is not visible from the street, golf course or lagoon.

A permanent flagpole or banner pole, for the display of an American Flag, if approved by the ARB, is permitted only in the rear of the lot. It must be at least 30 ft. back from the rear property line, and its height shall not exceed 30 feet above the natural grade. American Flags in the front of the house are permitted when mounted on the house or tree.

3.4.5 Exterior Mounted Lighting

Exterior entrance lighting mounted on the house may be used to illuminate entries. Such lighting should be designed at such an intensity that it will not adversely affect the night-time environment of adjacent Property Owners. An exterior mounted lighting plan with wattage designations of not more than 50 watts incandescent (or LED equivalent) per fixture should be submitted for ARB review and approval. Exterior lighting must be turned off by 11:30pm. Lighting that comes on as a feature of a security system is allowed. Motion detected lighting, needs to be calibrated to not be frequently and easily tripped by small wildlife (ie. Squirrels etc) if it does, it will need to be repaired or replaced. See Section 4.6 for Exterior Landscape Lighting.

3.4.6 Fountains/Hot Tubs/Spas/Pools

Fountains, hot tubs, spas, cascading spas and pools should not be visible or audible from the street, adjacent lots, the golf course or common property. The installation of any of these additions to an existing home will be handled on a case-by-case basis. (See diagram of Building Setbacks, page 21)

In consideration for member safety, fencing is required around pool areas with the following provisions:

a. The fencing material must be non-reflective dark aluminum railing (color to be approved by ARB), not to exceed 48” in height
b. Gates must be self-locking
c. The fence should at no point be any further than 10 feet from the edge of the pool
d. The fence is not allowed into the property setback without proper variance approval from the ARB
e. A landscape plan to screen the fencing 100% from the street, adjacent properties, and the golf course must also be approved by the ARB.

3.4.7 Propane Gas Tanks/HVAC

Propane gas tanks and HVAC units should be located in a service yard. Existing propane gas tanks may be fully screened from view via landscaping. Propane tanks may be located underground provided they are shown on the site plan, along with the gas line(s), and located in accordance with building codes and avoid damage to tree and root systems.

3.4.8 Exhaust or Vent Openings

Vent or exhaust openings should be painted a color that blends with the roof or with construction materials in the area where located.

3.4.9 Sound Devices

No exterior speaker, horn, whistle, bell, or other sound device that is unreasonably loud, with the exception of security devices used exclusively for security purposes, shall be located, used or placed upon any Family Dwelling Unit or Residential Lot.

3.4.10 Water Wells

No private water wells are permitted.

3.4.11 Utilities

The appropriate authorities shall provide completely underground connections to water, sanitary sewer, electricity, telephone and cable TV. If electrical transformers or TV cable boxes are located on a Family Dwelling Unit or the extension of that property to a roadway, landscaping should screen these boxes.

3.4.12 Hurricane Protection Systems

Manufactured hurricane protection systems (the System) may be permitted for the covering of openings in the exterior walls of a Family Dwelling Unit provided that the System:

a. Match the color of the surface to which it is attached.
b. Have a built-in appearance.
c. Be used to secure the Family Dwelling Unit only during an actual declared hurricane emergency.
d. Be retracted or removed within seven (7) days following the hurricane emergency all clear.

All portable protection system/components must be stored out of sight when not used during a hurricane emergency.

3.4.13 Homeowner Signage

The use of any sign, of any size, for the purpose of identification, renting or selling of a property is prohibited. Single-family homes shall be identified only by the graphics included on the mailbox and the standard house identification number provided and installed by LCC. Property Owner's name and house number should not be placed on the front of home or on signs placed on the property. Advertising, political signs, or viewpoint advocacy signs are prohibited, including interior signs that are visible from the exterior.

3.4.14 Recreational Equipment

Recreational equipment includes play or sport equipment. Prior to the installation of such equipment, approval in writing must be obtained from the ARB. Submit a written request to the ARB for review and include a Site Plan location drawing.
Examples of recreational Equipment includes but is not limited to, the following:
Children's playhouses •Basketball backboard and hoop (fixed or portable) • Swings, swing sets, gym sets, slide, seesaw • Trampoline • Volleyball net & court • Sandbox • Soccer goal / Lacrosse goal• Badminton net and court • Horseshoe court

No tree house or other similar outbuilding or structure will be placed on any lot at any time. Diving Boards and or slides for swimming pools are prohibited.

A request for the installation of any type of equipment will be judged by the ARB on an individual basis, taking into consideration covenant stipulations, and the impact on the golf course and the neighborhood.
Noise as it relates to the use of outdoor recreational equipment is not permitted between the hours of 10 pm and 7 am.

3.4.15 Lawn Chairs, Benches and Hammocks

Lawn chairs and benches, along with hammocks, should be placed within the rear property line. All such furniture should be screened.

3.4.16 Solar Panels

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

3.4.17 Storage – Other Buildings and Vehicles

In accordance with LCC Covenants, *Article IV, Section 7. Other Buildings and Vehicles*, no mobile home, trailer, tent, barn, or other similar out-building or structure shall be placed on any Residential Lot at any time, either temporarily or permanently, without prior approval from the ARB. No, boats, boat trailers, campers, privately owned golf carts, motorcycles, motor bikes, recreation vehicles, trucks, or utility trailers may be maintained on the Property, unless garaged, without prior written approval of the ARB. As a condition of approval, for the above-mentioned items, the ARB may require the installation of additional landscaping around the driveway area to screen parked vehicles from the street, golf course, or neighbors. The extent and compliance of required landscaping will be at the discretion of the ARB.

PODS (temporary on-site storage containers) are not permitted without prior written approval of the ARB. Submission of ARB Appendix Q – Application for POD along with the applicable compliance deposit (to be refunded upon ARB inspection/approval and removal of the POD) must be received prior to delivery of the POD. Once the application is approved, a permit will be issued, and the POD may be delivered. Placement location of the POD must be discussed with a member of the ARB prior to delivery and should be located in the driveway/parking area of the property. If the POD is utilized for less than 14 days, it is not required to be screened but must be entirely closed up when not in use. If the POD remains on the property for 14 days or longer, it must be screened. Please refer to LCC DG&P Section 6.10 for approved screening materials and construction details. A fine of $200 per day shall be imposed should the POD remain unscreened after the initial 14-day period.

SECTION 4. Landscape Guidelines – New Construction and Addition, Alteration and/or Renovation

4.1 General

An integral part of a submittal to the ARB for new construction, or for an addition, alteration and/or renovation to an existing structure is the owner's agreement to implement an ARB approved landscape plan in compliance with Section 2.2.2. See Appendix A – Application for Residential Construction for new construction and Appendix L – Landscape Plan Major Renovation for renovation projects.

4.2 Professional Requirements

The landscape plan must be professionally prepared by a landscape architect or professional designer at 1/10 scale. Plans shall conform in every respect with the approved architectural drawings, landscape guidelines, and where appropriate, the Long Cove Club Golf Course Preservation Plan (located on the Long

Cove Club website). Plans must include color coding of species, and the gallon size and height of plants at planting and maturity.

4.3 Overall Landscape Goal

The landscape plan shall retain and incorporate as much natural vegetation as possible. The intent of a good landscape design theme is to be natural and informal, causing lot lines to "disappear". However, landscaping should be kept up to date with the removal and replacement of any dead plantings, mulching or pine straw to help with a clean yet natural look. This will be reviewed during annual inspections.

4.4 Identification of Trees, Plants and Shrubs

The landscape plan should show the location, physical size, number and names (botanical and generic) of all trees (existing and proposed), plants, shrubs and ground cover.

Foundation Plantings: Foundation Plantings on all sides shall be naturally arranged and layered with a minimum of fifty percent (50%) foundation height coverage at installation or three feet, whichever is taller.

Screening of Sensitive Areas: Garage entry, parking areas, utility boxes and pool areas shall be screened, if possible, from the golf course, streets and adjoining properties with evergreen type plants that provide such screening immediately upon installation and shall be maintained to retain that capacity.

4.5 Irrigation and Grass

The landscape plan should establish grass, provide irrigation and maintain grassy space in the areas between the property line and the edge of the street pavement. The grassed road shoulders should be continuous with adjacent developed properties. Should the tree canopy be such as to make grass growing impracticable, other landscaping may be employed.

4.6 Exterior Landscape Lighting

The landscape plan must show any exterior landscape lighting to be installed to illuminate driveways and walkways, or to highlight landscaping features. A maximum of 20 watts incandescent (or 2700 Kelvin/300 Lumens LED equivalent) per fixture is suggested.

If a lamppost is part of the landscape lighting plan, it must adhere to the 20-watt (2700 kelvin / 300 Lumens) limit and be located within the front property setback. If landscape lighting is to be elevated (into a tree for example), to accent or illuminate a part of the landscaping, it must adhere to all of the following:

a. It must adhere to the 20-watt (2700 Kelvin / 300 Lumens) limit
b. It must be pointed down towards the ground

4.7 Special Considerations

4.7.1 Natural Areas

No clearing of natural vegetation adjacent to lagoons, the golf course and common areas is permitted, without prior ARB review and approval. Natural areas may be selectively trimmed, rid of vines pruned or mowed to maintain their structure and allow vistas.

4.7.2 Corridors of View

Natural vegetation is an important part of LCC's character. As such, every effort shall be made

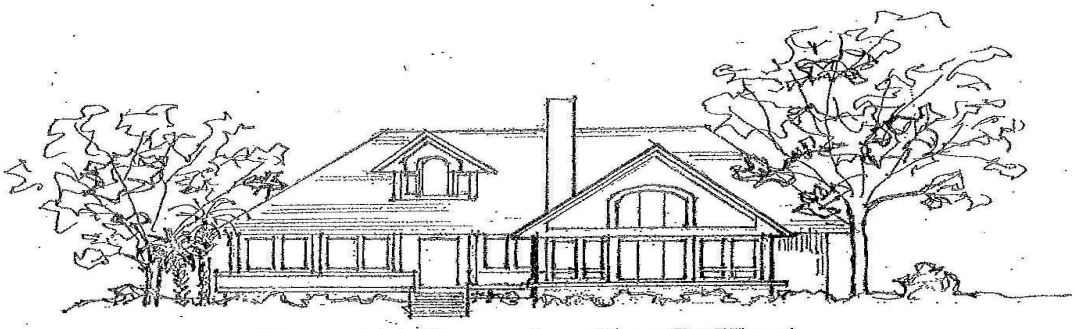
to preserve, maintain and enhance the diversity of existing vegetation (i.e., live oaks, water oaks, palmetto, saw palmetto, myrtles, leucothoe, sparkleberry, ti-ti, bay, etc. (see the Recommended Plant List on the LCC ARB website).

Trees and vegetation should provide framed corridors of view. See Pages 31 and 32 for illustrations of acceptable and unacceptable views to and from a home.

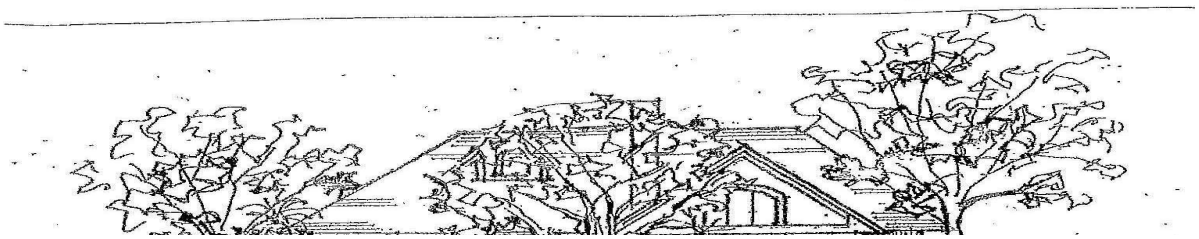
4.7.3 Golf Course Perimeter Buffer

Exceptional care should be taken to maintain and compliment the golf course perimeter buffer. Indigenous trees such as myrtles, pines, oaks, palms, gums and indigenous under story vegetation should be used to frame views from the home while providing an adequate natural backdrop to the golf course. See the Recommended Plant List on the LCC ARB website.

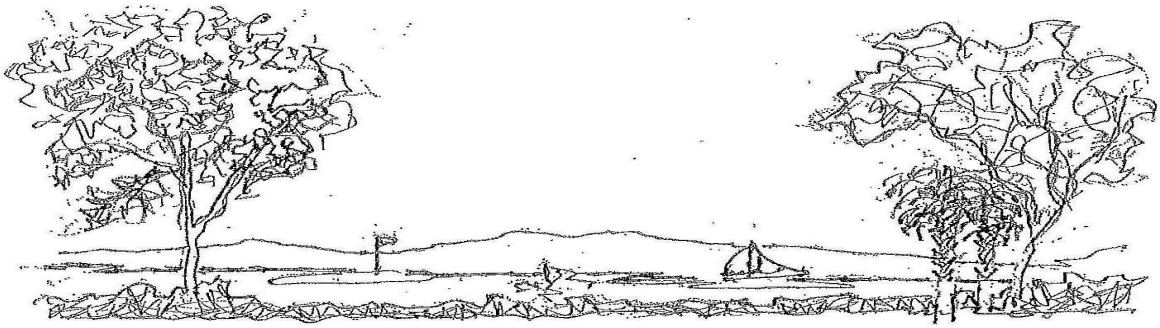
Screened Views to the House –



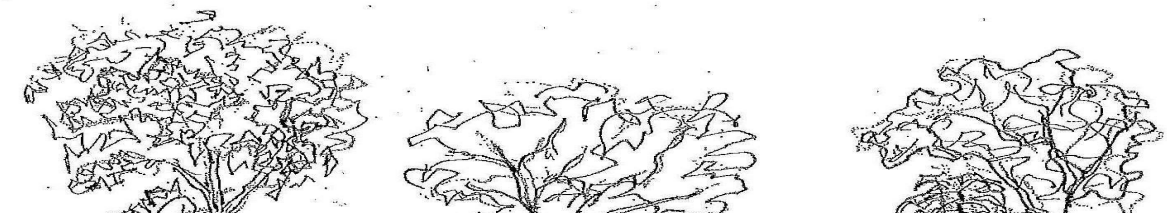
Unacceptable (Panoramic or Clear-Cut Views)



Corridors of View from the House



Unacceptable (Panoramic or Clear-Cut Views)



4.7.4 Transition from Finished Floor Elevation to Existing Grade

The most successful transitions, those that "look right", are those that combine architectural design and plant materials effectively. The use of terraces, decks, raised planting areas, earthen berms, fill, and areas of lawn are effective in achieving a finished look to the home.

4.7.5 Entrance Landscaping

The areas on both sides of the driveway entrance should be sodded or have appropriate plantings to provide a pleasing entrance to the property.

4.7.6 Screening Vegetation

Vegetation buffers are to be used to screen garage doors, decks, pools and service yards from adjacent properties, the golf course and common grounds

4.7.7 Artificial Turf

Artificial turf will be considered, but must be approved, by the ARB for use in the back/side yard when not visible to the golf course, neighbors, and street.

4.7.8 Markers/Stakes

New Construction protective stakes are available through the ARB and are permitted for homeowner use for properties adjacent to or in proximity to new builds or large projects. Markers/Stakes, with or without reflectors, along the road are not permitted.

4.8 Landscape Revisions

Proposed material changes, exceeding 25% of any side of landscaping (see Section 2.2.2), to be submitted pursuant to Appendix L, accompanied by the fee and compliance deposit as set forth in Appendix F, must be approved by the ARB. See the Landscaping Guidelines and ARB Recommended Plant List for suggested plant material.

4.9 Tree Removal/ Trimming/ Pruning

a. Per LCC Covenants Article IV, Section 14 Tree Removal - No trees, bushes, or underbrush of any kind may be removed without the written approval of the ARB. This Section establishes standards for the conservation, removal and mitigation of
trees. It is the intent of this Section to:

- Protect woodlands as important natural resources that provide beauty, preserve animal habitat, buffer sounds and views from roads, reduce cooling costs by shading homes, and prevent damage from erosion, siltation and stormwater runoff.
- Limit tree removal to the minimum necessary to reasonably construct a new home on an undeveloped lot.
- Set fees for removal of trees on residential and undeveloped lots.

A fee of $50 for each tree less than 18 inches in diameter at breast height ("DBH") and $100 for each tree greater than 18 inches in diameter "DBH" shall be charged to the property opener upon application of permit. Exceptions allowing fees to be waived are:

i. Dangerous trees - to include dead, diseased, dying and leaning trees; or trees cited by a neighbor and confirmed by a licensed Arborist as being a hazard to persons or property; or otherwise deemed to be dangerous by the ARB
ii. trees within 10 feet of applicant's foundation or as covered in these DG&Ps,
iii. trees causing damage to horizontal structure (driveways, patios, pool aprons, etc.)

- Treat all sites equitably for the purpose of protecting and replanting trees and maintaining tree canopies consistent with the character of Long Cove Club.
- **All trees approved for removal must have the stumps ground below grade.**

b. Tree Permits are required to remove trees 4 inches in diameter at breast height ("DBH") or greater. The removal of no more than three (3) trees <u>less</u> than 4 inches ("DBH") are hereby approved for removal without need for application or permit, Removals done by anyone other than the homeowner must receive approval from the ARB. The intent of this guideline is to allow homeowners the flexibility to remove small trees on their property that are dead, dying or diseased without the need to file applications and receive permits so the tree can be removed without the need to have an ARB representative complete a site visit and approve an application. Often this allows the homeowner the opportunity to remove and replant a

c. replacement at the same time. It also allows for the tree(s) in question to be removed to mitigate an unsightly condition. The intent is <u>not</u> to facilitate clearing of multiple small trees on a residential lot that would significantly alter the existing landscape. These small trees must only be removed when they are unhealthy or dead as small healthy trees are the future of our community's forest and should be allowed to mature in order that they are in place once our older forestry stock disappears.

d. Definitions:

- Specimen Tree – Any tree of a species designated by the state of federal government as endangered, threatened, or rare species.
- Protected Tree. A protected tree is defined as all trees that are 4 inches in Diameter at Breast Height ("DBH") or greater, including significant trees.
- Significant Tree. A significant tree is defined as all trees that are within 20% of the size classified as a specimen or are located within wetland buffers.

e. No person shall cut, destroy, or cause to be destroyed a protected tree without first obtaining written ARB approval. Removal of a specimen tree requires town approval.

f. Tree Marking. Prior to any removal or commencement of construction on a site, red ribbon shall be used to identify all trees to be removed. Inspection by the ARB Representative for the approval of a Tree Removal Application will not be conducted until all trees have been marked. Only trees marked with red ribbon are to be removed.

g. Tree Conservation during Site Planning. During the site planning process, consideration shall be given to the existing tree canopy and every reasonable effort made to maximize the preservation of existing trees. Significant Trees (as defined above) should be given special consideration and incorporated into the overall design of the project (structure, driveways and pools) whenever possible. If a Significant Tree must be removed as a result of the inability to integrate the tree into the design, remediation for that tree may be required. For new construction a Tree and Topographical Survey, no older than 5 years, must be submitted to the ARB and clearly indicate any trees designated for removal and those to remain.

h. Tree Conservation during Construction. Trees are to be protected against construction related damage including, but not limited to, breaking of roots, scarring or removal of bark, poisoning from oil, paints or other toxicants and compaction due to storage of construction related equipment or materials within the tree canopy line. The following standards shall apply to all trees, natural areas, and buffers that are to be preserved during construction:

- Tree Protection Fencing. Tree protection fencing shall consist of 4 to 6 foot tall, orange, laminated plastic mounted on sturdy posts (wooden or metal) spaced no more than 10 feet apart. Temporary wood split rail fencing shall be erected around 'Significant' trees during construction to protect both the tree and its roots. The area inside fencing shall be mulched to a six (6) inch depth. When applicable, fencing shall be placed no closer to the trunk than the drip line of the tree. Tree protection fencing shall be erected before demolition, grading, or construction begins and remain in place until approval for removal has been received from the ARB.

- To ensure the preservation of trees, penalties will be assessed when trees are removed without ARB approval or are damaged in the construction process. Such penalties may include one or more of the following:

- mitigation of the entire tree if the damage is determined to be lethal. The tree is to be removed and replaced in accordance with the requirements in this Section.

- cost of special care necessary to rehabilitate a damaged tree mitigated using industry accepted standards for limb pruning, root pruning, wound cleaning, watering, fertilizing, and any other applicable mitigation needed.

- monetary penalties in accordance with the following schedule where the diameter measurement is made at 4 feet above grade:

	Pine	**Live Oak**	**Other**
5"- 10" diameter	$500	$2000	$1000
10"- 20" diameter	$1000	$4000	$2000
Greater than 20"	$2000	$8000	$4000

i. Tree Conservation Post Construction. Any tree required to be preserved or required to be planted as a result of the requirements of this article, shall not be removed or caused to be removed unless the tree(s) are replaced in accordance with the requirements of this Section.

j. Installation.

- Native and regionally appropriate plant species are required. See Tree Equivalency Table

- Materials selected for planting must be free from injury, pests, disease, nutritional

disorders or root defects and must be of good vigor in order to ensure a reasonable expectation of survivability.

k. Pruning and Maintenance.

- Routine and seasonal pruning of protected trees is encouraged, with an approved ARB permit, provided that it is done in accordance with the guidelines of ANSI A300 Pruning (generally accepted industry standards for tree care practices). As stated in ANSI A300, topping and lion's tailing (the removal of an excessive number of inner, lateral branches from parent branches) shall be considered unacceptable pruning practices. Removing more than 25 percent of the leaf surface within an annual growing season is also unacceptable and shall be considered tree removal, which would require a tree removal permit. The use of climbing spurs on trees that are not being removed is prohibited, with the exception of the seasonal pruning of sabal palmettos.
- Routine and seasonal pruning of palm trees is encouraged and does not require an ARB permit.
- Trees shall be maintained in good condition at all times in accordance with standards established by ANSI. All plantings that die or are destroyed must be replaced during the next suitable planting season.
- Maintenance in required buffer areas shall be limited to seasonal pruning, maintaining a view corridor and not compromise the intent of the buffer.

4.10 UNDERBRUSH/ VINE REMOVAL / BUSH HOGGING OF UNDEVELOPED LOTS

a. Per LCC Covenants Article IV, Section 13 Topography and Vegetation - Topographic and vegetation characteristics of a Residential Lot shall not be altered by removal, reduction, cutting, excavation or any other means without the prior written approval of the ARB. Written approval will be granted for the minimum amount of earth movement and vegetation reduction required in plans and specifications approved pursuant to the provisions of this Declaration.

b. Per LCC Covenants Article IV, Section 14 Tree Removal - No trees, bushes, or underbrush of any kind may be removed without the written approval of the ARB.

c. An undeveloped lot should be left in a natural state unless it becomes unsightly or unsafe (fallen trees, limbs, vines and underbrush) as determined by the ARB. Property Lot Owners will be part of the vacant lot program where every 3 years or what is deemed necessary by the ARB the ARB's hired contractor will maintain their lot to prevent unsightly conditions. When maintaining an undeveloped lot, a vegetative privacy buffer will be preserved within the setback requirements if bordering an existing home and, if bordering the marsh, a 20-foot buffer of natural vegetation will be maintained (all buffers may be trimmed to a height of 5 feet).

d. Clearing Underbrush removal is considered an alteration of the vegetation characteristics of a property. Underbrush removal of Undeveloped Residential Lots is permitted only after the Property Owner and Contractor have submitted Appendix H – Application for Underbrush Clearing. A compliance deposit is also required. An underbrush removal permit may be issued by the ARB after the following conditions have been met:

    1. Notification to the ARB Administrator/Project Manager that the above requirements have been met.

2. Completion of site inspection by the ARB Administrator/Project Manager

e. Underbrush removal in the OCRM area (20 feet inland from the marsh edge) requires TOHHI Approval be submitted to the ARB prior to ARB be approval.

f. ARB must be notified at least three (3) days prior to the commencement of work so a representative can be on site to provide guidance for any necessary buffers to be left in place or additional vegetation to be removed. No work is to begin without an ARB representative on site.

g. The ARB Administrator/Project Manager will inspect the site upon completion to verify that all work was done in compliance with the Underbrush Clearing Permit and that all debris has been removed within 24 hours after completion. Underbrush removal is to be scheduled so that no debris/refuse is left on the site over any weekend/holiday. If it is discovered that the underbrush removal

has not been done by the Property Owner and/or Contractor in compliance with the permit, the provisions of Sections 2.6.4B, 2.6.4C, and Section 6 of these DG&Ps will apply, and the ARB will determine the penalty to be assessed. The penalty may be more than the compliance deposit if it is determined that the clearing was in excess of the limits outlined above.

h. Owners and their contractors failing to comply with these procedures can be fined according to Section 2.6.2 of these DG&Ps.

4.11 Landscaping Guidelines Checklist

The Overall Objective is to have the house and decks/patios to appear "set into" a natural, park-like setting for new construction, additions, alterations and/or renovations.

A. Foundation Plants

1. Foundation plantings must be installed on all sides of a home where the foundation is exposed Plant height of 3 feet or ½ the foundation height – whichever is higher— at time of initial installation. The plant selected should be expected to cover the height of the foundation within two years. Variation in height, texture and color is encouraged. The effect sought is groupings and layers, rather than hedge.
2. Massive building effect is to be mitigated by height of trees and plants.
3. Planted areas are needed to hide foundation (at intersection of pool deck and/or patio, in many cases at design stage).
4. No bamboo is permitted as part of the landscaping.

B. Overall

1. Variance in heights is encouraged – tall pines, oaks, gums, etc, middle tree forms, lower shrubs (3' or higher).
2. Deer resistant plants are encouraged.
3. Screening around parking areas, utility boxes, and service yards is required.

C. Perimeter

1. Side lot lines should be blurred – no clearing to lot lines without replacement of screening plant material is permitted. Plant material of 3-4' planted in a staggered pattern is preferred.
2. Street and Rear - No clear corridor of view is permitted. The view must be broken up,

3. not only with existing pines.
4. The view of the driveway must be mitigated by plant material groupings.
5. Corner lots require substantial plantings to give a park-like view from the street and provide the recommended corridor-of-view.
6. The landscape plan must establish grass and provide irrigation in the areas between the property line and the edge of all facing street pavements, where practicable.
7. Perimeter plantings must preclude visibility from neighbor's house into the garage or driveway parking areas.
8. Lagoons - No clear corridor of view is suggested. Wherever possible wax myrtle groups (pruned) and saw tooth palms should be left.
9. Golf Course - No clear corridor of view of the house from the course is suggested. A framed corridor of view utilizing trees and shrubs of varying heights is recommended.

SECTION 5. Property Maintenance Requirements, Rules, and Regulations

5.1 Unsightly Conditions

The Property Owner is ultimately responsible for maintaining their property in a manner consistent with the beauty of the community as a whole. Cars should be parked in the car port or in the garage, with door closed and not continually parked in the driveway, street, or common property. Golf Carts must be garaged overnight. Overnight parking in lawn or landscaped areas is strictly prohibited. Trucks must be parked in the car port or garage (reference LCC Covenants, *Article IV, Section 7. Other Buildings and Vehicles*), with door closed, and not continually parked in the driveway, street, or common property unless prior written approval has been obtained from the ARB. As a condition of approval for un-garaged trucks, or if cars are regularly parked in the driveway, the ARB may require additional landscaping be installed around the driveway area to screen parked vehicles from the street, golf course, or neighbors. The extent and compliance of required landscaping will be at the discretion of the ARB.

Short-term visitors are required to notify LCC Security and display a valid parking pass in the vehicle while parked in LCC. Visitors with campers, boats, boat trailers, recreation vehicles or utility trailers are asked to make prior parking arrangements at the LCC Maintenance Facility via LCC Security and/or LCC Management.

The ARB may also become aware of potentially unsightly conditions through information provided by others, such as members. In this instance it shall be the policy of the ARB to:

A. Receive the information from the other party.
B. Visit the location identified and assess the condition reported.
C. Identify the Sections(s) of these Guidelines covering the condition and determine if transgressions(s) has/have occurred.
D. Determine the remediation required and notify the Property Owner of such and monitor compliance.
E. In the instance that the condition is reported by others, the ARB, at the request of the Property Owner, shall disclose the origin of the report. If no such request is made, the origin of the report shall remain known only to the ARB.

5.2 Grounds Maintenance (Common Property, Developed and Undeveloped Lots)

All property whether association managed, or individually owned, must maintain their landscaping in a manner consistent with the Landscape Guidelines in order for the community to be aesthetically pleasing as a harmonious whole as it matures. It is the Property Owner's responsibility to landscape and maintain landscaping from property lines to the roadway, lagoons and marsh, if applicable (Refer to Section 4).

A. For homes, yard maintenance on a weekly basis is suggested, including mowing, pruning and cleaning of driveways. Weed/vine control and cleaning of roofs/structures should be done on an as needed basis. See the Visual Guidelines – Roof and Driveway and Tree and Shrub for illustrations.

B. Yard waste such as grass clippings, leaves, and any other vegetative or man-made materials should not be raked or blown or in any way dumped into the lagoons.

C. The property should be free of overgrown vines, weeds in cleared areas, dead vegetation or vegetation which may present a hazard to an adjacent property. Damaged or dead vegetation and foliage should be removed and replaced as necessary to be consistent with the original landscaping and maintenance plan submitted to and approved by the ARB, or in the instance of an undeveloped lot in accordance with Sections 4.9 and 4.10.

D. The property should be free of any unclean, unsightly, or unkempt conditions. Litter, trash cans, beach equipment, lawn equipment, or any other unsightly or inappropriate item must be stored in the garage or service yard, or in the instance of an undeveloped lot be removed.

All property whether association managed or individually owned should consider removing underbrush and should seek the assistance of the ARB to determine the best way to maintain the lot to prevent unsightly conditions. When maintaining an undeveloped lot, a vegetative privacy buffer should be maintained within the setback requirements if bordering an existing home and, if bordering the marsh, a 20 ft. buffer of natural vegetation should be maintained (all buffers may be trimmed to a height of 5 feet).

Vines, downed, dead or dying trees and trees deemed dangerous by an arborist, or his designee must be removed from a lot as set forth in Section 2.3.1, whether developed or undeveloped, to insure the safety and health of LCC members and their properties. Upon notification by the ARB, that the Property Owner has not removed dead trees within the period specified in the notification, these objects may be removed at the direction of the ARB and at the expense of the Property Owner.

5.3 Property Maintenance Requirements

With the passage of time elements of the house exterior and other exterior structures will require maintenance. Driveways and roofs tend to become stained, and roofs will accumulate leaves and other debris. See the Visual Guidelines-Roof and Driveway on the ARB page of the LCC website for illustration. Property Owners should make arrangements to have these unsightly conditions addressed on a timely basis. Refer to Section 2.5 Process for Existing Home Exterior Additions, Alterations and/or Renovations.

Minor repairs such as the replacement of rotting boards, small section of tile, railings, deteriorated sections of gutters and downspouts, and similar repairs should be made by the Property Owner or his agent without prior ARB approval. Property inspections will be performed by the ARB annually, and a report of any deficiencies, or maintenance items, will be given to the owner to address.

SECTION 6. Builder/Contractor Guidelines/Work Rules

6.1 Builder/Contractor Responsibilities

The builder/contractor is responsible for ensuring that all of their employees, including sub- contractors, are obeying this Section 6, Builder/Contractor Guidelines/Work Rules, which may be obtained from the ARB Administrator/ Project Manager. A copy of the Work Rules must be posted on the construction sign, in English and Spanish, in accordance with the diagram in Section 6.3. The posting of this information is the responsibility of the builder/contractor.

All permits must be obtained and displayed before clearing any lot or beginning construction.

The builder/contractor must ensure that any assessed fine is paid within the designated time period, and any violation has been corrected.

The builder/contractor must provide proof of liability insurance and workman's compensation insurance before any work may begin. It is the sole responsibility of the contractor to require proof of insurance from their sub-contractors.

6.2 Work Time and Days

Normal trade hours are Monday through Friday from 7:30am to 6:30pm, and Saturday from 8:30am to 4:30pm. No work will be allowed on Sunday or the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving or Christmas, or during special events (ex: DRI or US Open Qualifiers) Workers must be off LCC property by 6:30pm on workdays.
Permission to perform emergency work on Sunday must be requested of and approved by the ARB Administrator/Project Manager or LCC General Manager.

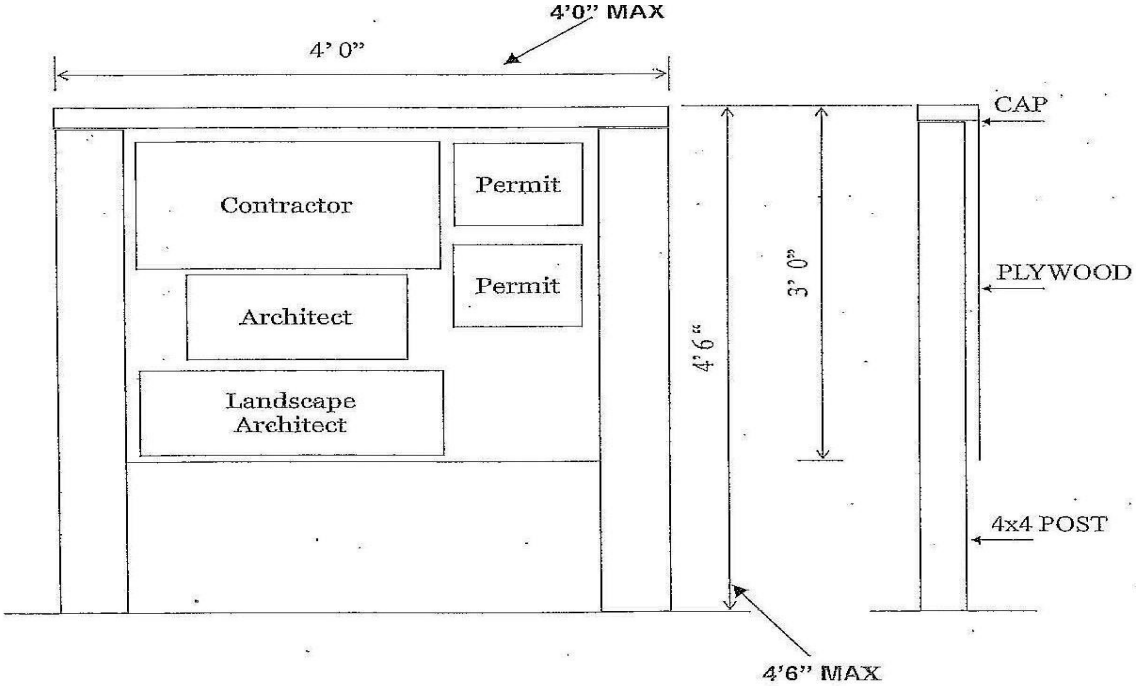
6.3 Posting of Permits

The builder/contractor must place a residential construction sign on the property before any clearing or construction on a lot begins. The construction sign must meet the specifications detailed in the diagram below. All documents will be placed in plastic covers or laminated and will be affixed on the construction sign facing the street so they can be read.

No permits, notices, plans, work rules or any other item may be nailed, tacked or attached to any tree. Builders/contractors will immediately display permits when they are received, in compliance with the following diagram: **Approved Construction Sign**

Signs identifying the General Contractor, Architect and Landscape Architect may be permitted during construction provided they are mounted on a single earth tone color signboard facing the roadway. The signboard shall conform to the illustration below. The sign may not be placed until all the permits are granted and must be removed prior to final inspection.

Signs must be placed 25' from the curb and the location must be approved by the ARB.



6.4 Use of Common Property

Builders/contractors and workers may not use any LCC common property unless first requesting and receiving written permission from the Association and it has been communicated to the ARB. The LCC common property includes grass areas, golf course, rest rooms, docks, pool, tennis facility, open space, cart paths, etc.

Builders/contractors will reimburse LCC for the cost of repairing or replacing any damaged or destroyed property, equipment, or supplies caused by their employees. Additional cost will include labor provided by LCC to repair or replace damaged or destroyed property.

All common property must be restored to the condition that existed before the clearing or construction commenced.

6.5 Use of Private Property

Builders/contractors may not access or use any private property unless first receiving permission from the Property Owner. A copy of the written permission will be provided by the builder/contractor to the ARB office.

Workers may not use the facilities, electricity or water from another construction site or residence unless written permission has been obtained from that Property Owner.

Workers will not access or use private property as a short cut to get to a construction site.

All private property must be returned to the condition that existed before the use of such property began unless written permission from the Property Owner has been obtained stating that returning the property to such condition is not required.

6.6 Parking

Basecoat rock must be placed on site, in accordance to the approved site plan to help maintain the edge of the roads and reduce the dirt on the primary roads. Placement will be determined by the ARB Administrator/Project Manager.

Builders/contractors may not park any vehicle, trailer or equipment on any LCC common property unless written permission has been obtained from the LCC General Manager. This includes the shoulder of roadways.

Builders/contractors may not park any vehicle, trailer or equipment on any private property unless written permission has been obtained from the Property Owner.

All vehicles, trailers and equipment must be parked on the construction site According to the approved ARB parking plan unless LCC Security Department or the ARB Administrator/Project Manager has authorized permission to park on the street.

One lane for vehicle travel must be left open at all times. Vehicles will not block any driveway.

Cars, trucks, trailers and vans may not be left at a construction site overnight unless approved in advance by the LCC Security Department or the ARB Administrator/Project Manager.

Parking conditions will vary at each work site. The ARB Administrator/Project Manager will work with each builder/contractor to develop a parking solution for each site. The parking plan must be reviewed and approved by the ARB.(see Appendix A)

6.7 Equipment Storage

Equipment that is needed on a construction site may be left on the site until no longer needed.
Equipment does not include cars, trucks, vans or trailers.

Equipment will be placed in the garage (when available) or other location where the equipment is least visible.

If the equipment cannot be placed inside the structure, it is to be parked as close as possible to the structure. It does not have to touch the structure.
If one side of the property faces a vacant lot the equipment is to be stored on that side.

Equipment that is no longer required at a construction site must be removed from LCC.
Equipment will include trailers, forklifts, backhoes, mixers, etc.

Failure to comply with the above rules will result in a fine of $250.00 and a requirement to remove the equipment from LCC.

6.8 Construction Supply Storage

Builders/contractors may not store any construction supplies or material on any LCC common property or private property unless written permission has been obtained in advance from the LCC General Manager or the respective Property Owner. Construction supplies will be stacked and stored in a neat and orderly fashion.

6.9 Maintenance of Construction Sites

Builders/contractors are required to maintain construction sites in a neat and orderly condition.
Before completing work for the day, the builder/contractor is to ensure that the site is cleaned. All trash is to be placed in a dumpster or trashcan.
Construction waste is to be placed in the dumpster. This includes broken bricks or blocks, plastic containers, wood, bags, paper, plastic, etc. No food waste should be put in the dumpster.

A debris fence is to be placed around all catch basins and three sides of all construction sites. The fences should be substantial enough to prevent waste, trash and debris from getting into any lagoon, marsh, catch basins, sewer system or other properties.

Any equipment that is left on a construction site must be secured.

Any debris from the construction site that is on adjacent property, golf course, street or common property must be immediately cleaned up by the builder/contractor.

If a construction site requires cleaning by LCC personnel, due to a lack of responsiveness by the builder/contractor, the builder/contractor will be billed at a rate of $50.00 per hour for each employee that is required to clean the site in addition to a fine of $250.00 per day.

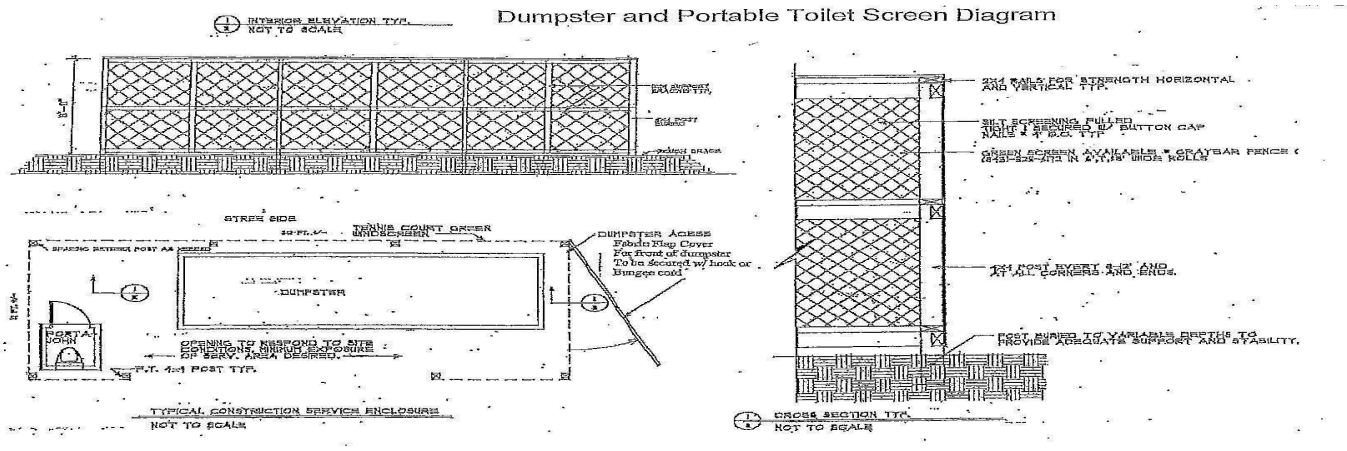
6.10 Placement and Use of Dumpsters and Toilets

An application to place a dumpster (Appendix O) or a POD or other auxiliary storage facility or any outbuilding or structure (Appendix Q) is required before an either may be placed on a property. Builders/contractors must obtain a dumpster that is large enough to handle the expected debris and trash produced at the construction site.

Placement of the dumpster must be noted on plans and submitted for approval.

Dumpsters on a worksite more than 14 calendar days must be screened, in compliance with the diagram below:

Dumpster and Portable Toilet Screen Diagram



Dumpster must be tarped and lashed at the end of each workday and on weekends.

Builders/contractors are not to use dumpsters or place a dumpster on LCC common property or on the private property of others unless written permission has been received in advance.

Any debris that is left on the ground due to a full dumpster must be placed in one pile and covered with a tarp. The debris must be immediately placed in a dumpster when a dumpster is returned.

Builders/contractors are to schedule the removal of a full dumpster to avoid being fined. The dumpster must be emptied or replaced when the full line is reached.

Should a dumpster be needed for a period of 14 days or less, it should be covered with a tarp at night and when not in use. A fine of $250 per day shall be imposed should the dumpster remain unscreened after the 14-day period.

Builders/contractors will place at least one portable toilet on each active construction site inside the dumpster screening. The portable toilets will be emptied on a regular basis and must be emptied more frequently during summer months.

6.11 Worker Transportation

It is the General Contractor's responsibility to insure that all drivers must have a valid driver's license in their possession.

To be granted entrance to LCC all vehicles must have current automobile insurance, a valid commercial decal and/or daily pass issued by the LCC Security.

Vehicle operators must take the most direct route to the construction/work site and comply with all parking rules and all traffic laws

Builders/contractors/workers may not walk, bicycle or gather on LCC Property for transportation to the work site.

Workers must notify employers of the need for transportation before arriving.

LCC common property and the private property of others may not be used for short cuts or U- turns.

Commercial vehicle decals may be removed and access denied for failure to obey the rules.

6.12 Use of LCC Facilities

Builders/contractors/sub-contractors and their employees may not use any LCC facilities, equipment, supplies, water, ice or electricity unless written permission has been received from the LCC General Manager or a Department Manager.

6.13 Removal of Debris

Builders/contractors and yard workers are responsible for removing all debris from LCC.
Debris will include lot clearing, yard work and construction material.
Yard debris may not be placed on any private property, lagoon or common property.
Debris may not be burned on LCC Property.
Yard workers may not leave yard debris on any street, cart path, or common property.

6.14 Miscellaneous

LCC assumes no liability for equipment left on job sites.

Builders/contractors may not bring family members or animals to construction sites. This does not apply to Property Owners that are the builder/contractor or if a family member is employed by the builder/ contractor and is working on the construction site.

Power cords may not be laid across a roadway unless prior approval has been given by the LCC Security Department. Cords must be covered with a material that prevents the cords from being damaged or cut.

All work must be performed on the construction site unless written approval to work at another location has been given by the LCC General Manager, a Department Manager or the Property Owner.
Builders/contractors must immediately report to the LCC Security Department any broken water line(s) or cut power line(s).

Workers are not allowed to fish or crab at anytime, anywhere in LCC.

Music must be played at a level so that it cannot be heard beyond the construction site, and so as not to disturb the neighbors or golfers.

Workers may not bring or possess any weapon in LCC.

Workers must discard all personal trash in appropriate containers on the job site, or they will be subject to a fine.

6.15 Emergency Preparedness Requirements

In the event of an emergency that requires evacuation or closure of the work site, builders/contractors will: remove all equipment; place all supplies inside the structure or remove from LCC; take down, remove or secure all scaffolding and turn off power and water to the work site. All workers will leave LCC after this has been accomplished.

Builder/contractor will notify the ARB Administrator/Project Manager /ARB Member when the work site has been secured.

6.16 Removal, Closure or Fines for Failure to Comply with Work Rules

The LCC Security Department or the ARB Administrator/Project Manager will have the authority to close a construction site and remove the workers for failure to abide by the Builder/Contractor Guidelines/Work Rules. Workers may not return to a construction site until assessed fines have been paid and/or a violation has been corrected, or other arrangements are made with the ARB.

Construction workers may not remove any tape, signs or any other barrier that has been placed there by LCC Security to identify the closure of a construction site. Only the LCC Security Department or the ARB Administrator/Project Manager/ARB Member will remove all tape, signs or barriers that have been placed on a construction site.

Builders/contractors and their employees will not engage in arguing or fighting with LCC Security Officers or the ARB Administrator/Project Manager/ARB Member who are enforcing the Builder/Contractor Guidelines/Work Rules. Builders/contractors or their employees may inquire and discuss with the LCC Security Officer the cause of the fine or the closure. A violation of this rule will result in possible permanent removal from LCC and may initiate criminal charges.

Fines for violations will begin at a minimum of $50.00 per violation per day and may reach a maximum of $250.00 per violation per day.

6.17 Fines and Penalties Procedure (Section 2.6)

Fines and/or penalties assessed to a builder/contractor due to a violation of these DG&P and plans thereunder will be presented by the ARB (by mail, email or in person) to the builder/contractor with a copy to LCC General Manager and LCC Security. The builder/contractor will have 24 hours to:

(a) Pay the fine at the LCC Gatehouse. A failure to make a timely payment will cause LCC Security to close the construction site until such payment is rendered.

(b) Present an acceptable remediation plan to the Property Owner and the ARB before construction can resume.