

PINECREST ARCHITECTURAL GUIDELINES

This document is provided as a guide for

- (a) the architectural objectives to promote and maintain a high level of design, quality, harmony, and conformity throughout Pinecrest
- (b) the submittal and approval procedures, and
- (c) further clarification to the Declaration of Covenants, Restrictions and Easements

I. Development Objectives

Aesthetic and ecological quality of Pinecrest requires that all structures and landscaping be compatible with one another, and insofar as possible, be in harmony with the natural surroundings. To achieve this goal, the following guidelines have been adopted and may from time to time be amended.

Architectural controls governing additions and alterations at Pinecrest are administered by an Architectural Control Committee (ACC) appointed by the Board of Directors of the Pinecrest Property Owners' Association, Inc. Architectural style is to be consistent while maintaining a highly-compatible appearance throughout Pinecrest. Vivid color and radically different styles will not be permitted. All architectural styles and exterior colors must be approved by the ACC. Prior decisions or rules regarding matters of design or aesthetics will not be deemed to have set a precedent if the ACC feels that the repetition of such action will have an adverse effect in the community. Each project submitted to the Board will be reviewed toward:

- A. Ensuring that the location and configuration of structures are visually harmonious with the terrain and vegetation of the residential lot, with surrounding residential lots and structures, and does not necessarily block scenic views from existing structures or tend to dominate any general development or natural landscape.
- B. Ensuring that the architectural design of structures and their material and colors are visually harmonious with Pinecrest's overall appearance with natural landforms and native vegetation, and with development plans, officially approved by the Pinecrest ACC and any governmental or public authority, if any, for the areas where the proposed structures are to be located.
- C. Ensuring the plans for landscaping provide visually-pleasing settings for structures on the same lot and on adjoining or nearby lots, and blend harmoniously with the natural landscape and adjacent landscaping.
- D. Ensuring that any structure, building or landscape complies with provisions of the Covenants.

II. Adoption of Rules

The following rules are adopted pursuant to the Declaration of Covenants for Pinecrest and Provisions for Pinecrest Property Owners' Association, Inc.

III. Administrative Procedures

The ACC may establish, and from time to time amend, its administrative procedures. In general, the procedure will be as follows:

- A. The ACC will meet regularly as submittals are received or may be called from time to time as necessary.
- B. All changes and/or amendments to this document proposed by the ACC will be ratified by the Property Owners' Association Board of Directors before being effected.

IV. Submittal and Approval Procedure

ACC Guidelines and the Declaration of Covenants and Restrictions for Pinecrest Owners' Association, Inc. require that all proposed additional construction, remodeling, improvements, fencing, landscaping, change, including exterior painting, and their improvement of private areas be approved by the ACC before work of any kind is begun. An ACC Approval letter is needed for any major addition or alteration on the structure of the home. Please reference the application for description of major. Procedure will be as follows:

- A. Complete the Pinecrest Application for ACC Approval (see copy attached) along with required drawings and specifications (see Section V) for any proposed additional construction, remodeling, improvements, fencing, landscaping, change or other improvements. Projects involving specifications and materials using the Pinecrest Approved Materials List (AML) will not require material submittals. AML material will be spelled out on the Application.
- B. Submit the request to Management Company along with the required fee made payable to Pinecrest POA (if applicable).
- C. After ACC review, the homeowner will receive a letter advising the status of their request. If approved, a Pinecrest Certificate of Plan Acceptance will be issued and must be received by the applicant prior to commencement of any clearing, material delivery, or construction.
- D. ACC approval does not include Town of Bluffton/Beaufort County building permits. Applicant is responsible for obtaining and displaying these permits.
- E. The ACC Certificate of Plan Acceptance and applicable building permits must be prominently displayed at the job site and covered with clear plastic to prevent fading and deterioration.
- F. Change, additions or alterations will be constructed in accordance with the plans as approved by the ACC. Fines or revocations of permit may be levied by the ACC for noncompliance. Any changes, after final plan approval by the ACC, must be submitted and approved prior to any construction of those changes.
- G. All construction work for which a permit is required will be subject to inspection by the ACC, Beaufort County and the Town of Bluffton.

- H. No work should be done on any part of the building beyond the point authorized in each successive inspection without first obtaining written approval of Beaufort County and the Town of Bluffton. Such written approval will be given only after an inspection has been made of each successive step in the construction as required.
- I. When the work is complete, the homeowner should contact Management Company to request a final ACC inspection. This final inspection will be completed by the ACC or its representative to ensure that the building is completed in accordance with approved plans, colors and material samples.
- J. Applicable deposits will be refunded within thirty (30) calendar days of an acceptable final inspection.

V. Design Submittal Documentation Requirements

The following items must be submitted to ensure expeditious issuance of an ACC Approval letter. Plans not in compliance with this listing will not be placed on the ACC agenda.

- A. Completed Pinecrest Application for ACC Approval (see sample provided).
- B. Site Plan: Legal descriptions, lot/phase and street address, existing easements, building setbacks
- C. Submittals require a plot plan with a sketch of the location of the requested item, addition, etc.
- D. Tree Survey (if applicable): No tree with a trunk diameter measuring 6" or more at a distance of 4' above ground level diameter breast height (DBH) shall be removed, by any means, without written approval by the ACC and the Town of Bluffton. An on-ground survey should show the location and type of trees over 6" in diameter and measuring 4' above existing grade, to be removed. This drawing may be combined with a topographic map.
- E. Fence plan will be drawn on a previously-approved site plan. Plan will show elevation of one section of fence.
- F. Color Board - Will include paint sample chip(s) or chart showing exterior and trim colors.
- G. Walks, retaining walls, or other hardscape improvements will be identified by color, material and dimensions, including height above finished grade.
- H. Accessory structures such as playhouses, tool sheds, doghouses, or dog runs are not permitted without specific written approval of the ACC. If approved by the ACC, these structures must be well hidden. All playground equipment must consist of earth tones, including basketball equipment (base, pole, backboard, rim and net), and shall be placed only with written approval by the ACC.
- I. At the request of the ACC, construction plans may be required.

VI. Fees

The fee structure may change depending on administrative need (see ACC application for amounts). Refundable fees are held on deposit until:

- A. Construction is in full and complete compliance with those plans approved by the ACC. Non-compliance with approved plans can result in the ACC remedying the non-compliance and levying a lien upon the land and improvements until reimbursed for its expense.
- B. Any damage to adjacent lots, street, common area or public utilities has been resolved.
- C. Trash, building materials, contractor equipment or temporary buildings has been removed from the lot or adjacent lots.

VII. Fines

- A. The ACC and/or POA Board may levy fines for violations of Rules of Pinecrest and its decision shall be final.
- B. A violation will be considered a separate offense for each day the violation is permitted to remain uncorrected.
- C. When applicable, fines will be deducted from the refundable deposits.
- D. Violations that require a POA issued work order on properties not compliant (such as landscape, grass maintenance, power washing, et.al) shall be charged to the homeowner as a fine doubling the cost of work with a minimum fine of \$100.00.

VIII. Guidelines

This section is for *clarification only*. Homeowners should refer to the Declaration of Covenants, Restrictions and Easements for complete architectural controls.

Article 9 – Easements

- A. Each individual lot will be judged based on its own particular merits, vegetation, trees, views, and compatibility with adjacent properties. The ACC is prepared to make exceptions when necessary. Compliance with building setback requirements will be determined by measurements of the distance from property lines to the closest portion of the building foundation. The following are standards:
 - Front 15' (Gables- 10')
 - Side 5'
 - Rear 10' (lot lines not adjacent to front lot lines)
- B. Setbacks for lots adjacent to environmentally sensitive areas (wetlands, marshes, rivers, and wildlife management areas) will be influenced by the presence of the Ocean and Coastal Resource Management (OCRM) Critical Line and/or the U.S. Army Corps of Engineers and may have a greater setback requirement than the distances stated above.

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- C. There is an easement along or around the entire perimeter of any river, creek, lagoon, marsh or wetland. This easement is a non-exclusive easement for ingress, egress, and access to above water bodies by Pinecrest Property Owners' Association, Inc. for the purpose of maintenance and repair.
- D. Improvements other than landscaping may be permitted within easements. Landscaping and any improvement permitted by the ACC, placed within an easement by a property owner shall be considered installed at a risk. If a legitimate user of the easement (utility company or Property Owners' Association) disrupts such landscaping, the legitimate user may not be required to replace it.

Article 12 – Use Restrictions

- A. Guest Parking/Parking Violations: Boats, trailers, trucks, recreational vehicles, commercial and similar vehicles must be stored in an enclosed garage and not be exposed to view.
- B. Light reflectors are not permitted.
- C. Decks, terraces and patios should be designed as an extension of the architecture of the main structure using compatible materials.
- D. Exterior Lighting
- Exterior lights must be installed to avoid glare from light sources to neighboring properties.
 - Night lighting should be directed downward and confined to drives, paths and steps for safe pedestrian movement.
 - Walkway illumination sources should be concealed into steps, walls, bollards and handrails whenever possible to avoid direct view of light sources.
 - Lighting used to accent vegetation should be subtle, subdued and hidden from view.
 - Colored lighting is not acceptable with the exception of December to January 15 holiday lighting.
- E. Propane Tanks must be located outside the service yard (if applicable), provided they are located within the setback lines, are underground, and meet the requirements of the National Fire Protection Association (NFPA) Document 58 administered by the Office of the South Carolina Fire Marshall.
- F. Antennas, Satellite Dishes and Accessory Structures
- Satellite dishes, which do not exceed 2' in diameter or 2' in height, may be erected and maintained preferably on the rear of the property. Should positioning on the rear of the property not provide adequate signal, dish can be positioned in another location providing documentation is on file from cable company supporting such installation. ACC approval must be obtained prior to installation. Fines can be issued for installation without prior approval.

- Other than as noted above, no television antenna, radio receiver, sender, or other similar device shall be attached or installed on the exterior portion of the property within Pinecrest.
- No Exterior speaker, horn, whistle, bell or other sound , which is unreasonably loud or annoying, except security devices used exclusively for security purpose (provided it is in good working condition) shall be located, used or placed upon lands within Pinecrest. The playing of loud music within any family dwelling unit or from the patio, balcony, pool or deck thereof shall be considered a nuisance.
- Closed loop water source heat pump systems are allowed in Pinecrest provided the holes bored for the loop are no deeper than sixty (60) feet below the natural existing grade and shall be drilled by a South Carolina licensed well driller.
- The appropriate utility companies shall provide underground connections to water, sanitary sewer, gas, electricity, telephone and cable TV. The installation of all utilities to homes within Pinecrest will be installed meeting the specifications prescribed by the providing utility.

G. Landscaping

Every property owner is responsible for preventing the development of any unclean, unsightly or unkempt condition of building or yards, which shall reduce the beauty of the neighborhood as a whole or the specific area. In formal landscaped areas, bed and lawn areas must be maintained. In natural areas, weed growth must be controlled. Any proposed changes in landscaping such as fences, fountains, lighting, game structures, drives, walks, landscape structures, statuary, trellises and arches must be approved.

H. Landscape Accessory Structures

- Accessory structures such as playhouses, tool sheds, doghouses, or dog runs are not permitted adjacent to the golf course without specific written approval of the ACC. If approved, these structures must be well hidden.
- All playground equipment, including basketball nets, shall be placed only with approval by the ACC
- No exposed clotheslines shall be permitted.
- No trampolines allowed.

I. Swimming Pools:

- Pool equipment shall be placed inside a service yard.
- Top of pool construction may not be over 1' above existing grade unless integrated into terraced construction and with ACC approval.
- Backwash is not permitted to be discharged into the sanitary sewer system, or onto the golf course, and must be contained on the lot.

J. Street Address

The street address will be part of the approved mailbox assembly, which must be purchased from the approved supplier as designated by the ACC. In addition, house numbers are required on the structure of the house and must be readable from the street. Changes from Centex-provided numbers must be approved by the ACC. Street address may not be painted on the curb.

K. Mailboxes and Signage

Single family homes shall be identified only by the house identification number. The use of any sign, including those for the purpose of identification, commercial contractors, renting or selling of property is prohibited.

L. Fences

- Maximum fence height is 4' above grade. It must be black in color. Wooden fences are not allowed.
- Walls and fences may be approved provided they are attached to the house as an architectural extension.
- Deer fences are not acceptable. Each owner is asked to consider that deer live on the property when planting their landscaping and use plants less attractive to deer.
- Invisible dog fencing when installed must be placed off the rear corners of the home and contained to the rear yard only 2ft within the side and rear property line.

M. Flags

Each home is allowed one flag (American or South Carolina state or seasonal). No flag may be faded or frayed. The ACC has the right to revoke permission at any time.

N. Repainting or Re-staining

An Application for Approval must be submitted to the ACC along with samples. When approved, the applicant will receive a Certificate of Plan Acceptance. Repainting or re-staining may not take place until approval has been issued. This includes exterior repainting and re-staining a house the same color.

O. Improvements

No alteration, including painting or staining affecting the exterior appearance of any building, structure, or landscape shall be made without prior approval. An Application for ACC Approval must be submitted to the ACC, including all drawings necessary to define the proposed improvement, color samples and site stakeout. When approved, a ACC Approval letter must be issued prior to commencement of any clearing, material delivery or construction.

P. Commercial Deck Boxes are allowed. Deck box will be no taller than 26", 26.5" deep, 55" long. Deck box shall be placed at the rear wall of the dwelling no further than 12" from rear wall of dwelling or on a patio connected to the rear of the dwelling. A plot plan must be included with submittal. Colors must be tan, earthtone, or natural wood. Maximum 1 per household.

Commercial Horizontal Storage sheds are permitted providing the Shed can be placed on patio connected to dwelling no further than 12" from rear wall of dwelling, or adjacent to rear wall of dwelling no further than 12" from rear wall. A plot plan must be included with submittal. Maximum dimensions are 4'3" w x 5'10" tall x 3'10" deep. Colors must be tan or earthtone. Maximum 1 per household.

Q. Concrete stamping, coloring, and overlay pavers (1/2 pavers) shall be allowed on front porches, front walks from front door to driveway, and rear patios. Overlay pavers (1/2 pavers) are permitted on rear patios. Colors shall conform to color palette on file with property manager.

No coloring or stamping of driveway or driveway apron allowed. Pavers are allowed on driveway aprons.

R. Rainbarrels are allowed, and are allowed only on the sides and rear of the properties. Maximum set back from structure is 12". Barrels must be screened by vegetation or natural earth tone fence. White fencing is not permitted. No more than two can be placed in tandem, with a total not to exceed four barrels per property. Barrels permitted per POA AML list. Those applications using barrels not on ALM list must submit model number and manufacturer's specification sheet with application. Placement of barrels must be submitted on plot plan. Gutter connection detail is required, and must be submitted with application.

IX. Disclaimer

The foregoing rules have been adopted to assist the ACC in exercising its powers and performing its duties pursuant to the Declaration of Covenants for Pinecrest and Provisions for Pinecrest Property Owners' Association, Inc. Compliance with these rules is not intended to guarantee that the proposed improvements will satisfy all the requirements of the Declaration of Covenants, Restrictions and Easements for Pinecrest or that the proposed improvements will be structurally sound, or that they will comply with any applicable building code, or that they will be free from damage from wind, rain, flood, or that they will not encroach on easements, or that they will divert surface water in a manner not allowed by law.

In giving any approval, the ACC finds only that improvements are satisfactory to it. Approval of the ACC is not an opinion, approval, warranty, or representation by it as to any of the matters mentioned in the foregoing paragraph.

X. Pinecrest Approved Materials List

An Approved Materials List (AML) shall be found on the website or available from the Pinecrest Property Manager, listing ACC approved materials for certain applications. Materials on the AML will not require material submittals or catalog cuts, however ACC applications must still be submitted for review. The AML will be updated by the ACC to include materials not on the list, but meeting ACC and Covenant standards.



PINECREST APPLICATION FOR ACC APPROVAL

OWNER INFORMATION:

NAME:			
LOT #			
STREET ADDRESS			
TELEPHONE		FAX	

CONTRACTOR INFORMATION:

NAME			
S.C. CONTRACTOR LICENSE #			
STREET ADDRESS			
CITY/STATE/ZIP			
TELEPHONE		FAX	

DESCRIPTION OF REQUEST:

Change Description	Refundable Deposit	Initial
Major Addition/Renovation: To include major structural changes, i.e. total replacement of roof, siding, stucco, change roof line, addition of swimming pool, lanai, sunrooms, screen porch, major concrete work, excavation and heavy material delivery.	\$500.00	
Minor Addition: To include deck, porch enclosures, patio, minor driveway extensions, fence or other minor additions.	\$500.00	
Minor Improvement: To include walks, windows, architectural enhancements, arbors, and other minor improvements.	\$100.00	
Minor Repair/Replacement: To include minor repairs, including but not limited to, stucco, brickwork, roofing, siding, and/or repair/replacement that includes material removal or delivery.	\$0.00	
Exterior Painting: - New color	\$250.00	
- Same Color	\$0.00	
Landscaping	\$0.00	

NOTE: The Applicant(s) must thoroughly read and comply with the requirements of the architectural guidelines contained in the Covenants, Restrictions and Easements and the ACC approval procedures.

SIGNATURE

DATE: