

**WINDMILL HARBOUR
PROPERTY OWNERS ASSOCIATION, INC.
A Charleston Community**

**ARCHITECTURAL REVIEW BOARD
POLICIES, PROCEDURES
AND GUIDELINES**

**For Residential
Construction or Remodeling**

ADOPTED BY: Windmill Harbour Property Owners Association, Inc.

EFFECTIVE DATE: March 21, 1998

MEMORANDUM

FROM: WINDMILL HARBOUR PROPERTY OWNERS ASSOCIATION

TO: WINDMILL HARBOUR UNDEVELOPED LOT OWNERS

DATE: NOVEMBER 4, 1999

As you know, Windmill Harbour is a planned community with architectural requirements different from any of the other Hilton Head plantations. These architectural requirements are distinctly "Charleston" and "low country" in style.

Many lot owners, who otherwise appreciate this concept, overlook its implications when starting the design of their own home. This can result in understandable frustration and disappointment for the lot owner as well as for the Windmill Harbour Architectural Review Board.

You should be aware that any future construction plans that you (or future owners of your lot) have will be carefully reviewed for compliance with these unique style requirements by the Windmill Harbour Architectural Review Board (WHARB). It is not unusual for otherwise attractive designs to be rejected because they do not fit these concepts. You should make sure that you are using a South Carolina Registered Architect, and that he or she is familiar with this requirement before commencing a design. Guidelines and design examples are available from Mailboxes, Etc. at Main Street, Phone (843) 689-6507.

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I. INTRODUCTION

Windmill Harbour enjoys a most fortunate location along South Carolina's barrier island coast, one of uncommon natural beauty, temperate climate, pristine waters, panoramic views and majestic vegetation. This locale has a fragile coastal ecology and a primary purpose of these guidelines is to assist property owners in planning their residences in such a way as to capitalize on these unique assets without undue intrusion on the immediate environment, on their neighbors, or on the community at large.

An equally important reason for these guidelines is to insure compliance with Windmill Harbour's architectural theme established several years after the community's inception. This is a theme that requires a strictly "Charlestonian" architecture within the harbour village area, including Reef Club, and a less urban but related regional style that evolved in the areas adjacent to the city of Charleston for the larger lots along Millwright Drive and Harbour Cove. As a consequence, earlier residences should not be viewed as precedents for the type and style of architecture now adopted through these Guidelines. Accordingly, the Board's decisions are not, and will not be, bound or restricted by any precedent relating to existing residential construction on any other lot within Windmill Harbour.

The intent of these Guidelines, however, is not blind imitation of a popular period style based on now-antiquated building techniques and lifestyles, rather incorporation of the handsome scale and proportion, the common stylistic features and elements, and the exterior expression and use of materials that characterize a particularly successful vernacular. This architecture evolved from a practical and sensitive reaction to indigenous materials and local environment into a unique and much admired architectural tradition.

What follows in these Guidelines are rules and references to assist in recreating an authentic Charlestonian theme in Windmill Harbour, one created by thoughtful reference to the underlying principles characteristic of Charleston's architecture rather than mere repetition of its more popular features and facades. The intended result, as the community matures, is a congenial mix of diversity with an appropriate degree of visual continuity, a deliberate balance fashioned to benefit all residents and substantiate property values.

The Association has established through its recorded "Covenants and Deed Restrictions" an "architectural review board" (WHARB) to review and approve all proposed improvements within Windmill Harbour. The next section of these Guidelines outlines the procedural stages of a project, under the administrative review of this board.

II. COMPOSITION AND FUNCTION OF THE ARCHITECTURAL REVIEW BOARD

The Board of Directors of the Association has appointed a five (5) or seven (7) member WHARB to function as an agent of the Association for the purpose of maintaining and enforcing architectural design, site planning, landscape design and construction standards in conformance with the Covenants and these Guidelines.

The WHARB meets periodically to consider proposed new construction or renovation within Windmill Harbour. Policies on meeting schedules and WHARB activities are established by the Association or the Board of Directors and may change from time to time.

The WHARB and these guidelines have been set up to achieve the following objectives.

- I. To insure that the quality of all design is compatible with the overall objectives of the Windmill Harbour community.
2. To provide a systematic and uniform design review process for approval of construction.
3. To insure that the unique natural setting of the community is preserved and enhanced by prevention of excessive clearing and grading.
4. To insure that the siting and architectural design of structure is visually compatible with the existing terrain, vegetation, and neighboring homes.
5. To insure that landscape plans provide visually pleasing settings, functional satisfaction and blend with the natural landscape and neighboring properties.
6. To insure the construction of 0 buildings and the installation of all landscaping comply with the provisions of the covenants and these guidelines.

The authority of the Architectural Review Board is derived from the Windmill Harbour Declaration of Covenants. In any instance where the guidelines conflict with the covenants, the recorded covenants shall prevail. Similar covenants, as applied through a plantation's Architectural Review Board, were specifically upheld in a 1985 case in the Court of Appeals of South Carolina (Palmetto Dunes Resort Vs, Brown, 336 S.E. 2nd, 15) in which "purely aesthetic considerations" were the controlling factor.

III. PROCESS

As a result of several years experience in administering our architectural guidelines, the Board of Directors of the Association has adopted a policy of requiring that a registered architect submit all residential design, changes or additions. Any drawings submitted to the WHARB to gain approval for any change in the design shall bear the seal and signature of that same architect.

Before construction or change to any structure or landscape feature, a complete set of plans and an application for Approval of Residential Construction shall be submitted to the WHARB. A sample application form is shown in the Appendix of these guidelines. Blank forms can be obtained from the WHARB office. These plans must receive final written approval prior to construction or any site clearing. If any exterior changes to a building, including changes in colors or materials, are contemplated during construction, these changes must be approved prior to construction of the requested changes. Fees are to be paid at the time of the original submission to the WHARB, and review will not commence until these fees are collected. (These funds go to defray some of the cost of operating the WHARB, and are subject to change by the Board of Directors). SEE **FEE SCHEDULE IN APPENDIX**.

The review process involves the following steps:

A. PRE-DESIGN CONFERENCE

The architect for the property owner of a Millwright lot will meet with the WHARB to develop lines of communication and to present the concept that is intended for the property. The discussion shall involve siting of the building(s), drive and other site improvements, a written description of the plan parameters and the classical architectural style that will be utilized in the design of the residence (photographs of the type of design considered will suffice) and a description of the landscaping for the completed project.

DEVELOPMENT OF CONCEPT

- a. For acceptable Classical Architecture Styles refer to ***A Field Guide to American Houses*** by McAlister, chapters titled: Colonial Houses: Georgian, Adam and Early Classical Revival, and Romantic Houses. The details at the beginning of each chapter are particularly important.
- b. Unacceptable architectural styles are:
 1. Typical Hilton Head design, as seen in Sea Pines, Wexford, Hilton Head Plantation, etc.
 2. Home builder magazine stock plans.
 3. Victorian, Mediterranean, modern style s.
- c. To implement a Classical American Architectural style, the first floor of living space shall be a minimum of thirty (30) inches above the finish grade at the front elevation.
- d. Outbuildings with connectors to the main building are encouraged.
- e. Drives and parking areas should be no closer to the property line than 8 ft. to allow space for planting significant screening from the neighboring property
- f. Homes should be set back into the landscape, rather than open and exposed.

B. DEVELOPMENT OF SITE PLAN**SURVEY**

The first step in the site planning process is to obtain a tree and topographical survey from a registered land surveyor. This survey is an important tool in the preparation of an environmentally sensitive site plan. The following items must be included on all surveys:

1. Property lines with bearings and distances.
2. Setbacks, easements and existing utilities.
3. All trees (indicate size and species) in excess of 8 inches in diameter or larger (measured at a point four (4) feet above the ground level), and clusters of smaller trees that may influence design and appearance. See appendix for tree protection standards.
4. Topographic contour lines at one-foot contour intervals.
5. Existing ditches, watercourses, and drainage structures.
6. Edge of pavement of existing roads.
7. Water edge, water level and top of bank.
8. Location of DHEC/OCRM Critical Line.
9. Location of adjacent houses, sidewalks and driveways, garden walls, fences and features that could influence design.
10. Minimum finished floor elevation.
11. North arrow, scale and name and address of legal owners.

C. CONCEPTUAL PLAN REVIEW

The Conceptual Review presentation allows the applicant to get an early opinion from the WHARB on the tentative design and siting.

It is required that a conceptual design submission be made to enable the designer, property owner, and the WHARB to set a design course prior to extensive work and time being spent.

Requirements for Conceptual Plan Review Presentation are:

1. Submission of completed Application for Approval and non-refundable Application fee.
2. Site plan at 1/8" scale or larger.
3. A copy of the DEED with all information relating to setback or other necessary requirements. Adjacent lots or structures must be shown.
4. A Tree and Topo survey showing size, type and location of all trees. See 1.
5. A floor plan at 1/8" = 1'0" scale or larger:
6. Elevations showing at least Front, Rear and Sides (if applicable) at 1/8" - 1'0" scale or larger.
7. Conceptual drawings may be soft line drawings or renderings of the elevations.

D. PRELIMINARY PLAN REVIEW

The Preliminary Plan Review allows the architect to express the "Charlestonian" design theme and the WHARB to further understand the proposed design. All floor plans and elevations must be drawn at 1/4" = 1'0" scale.

1. EXTERIOR ELEVATIONS

- A. Show all sides of the proposed structure and label existing/proposed grades and overall height from pre-construction grade to the highest roofline.
- B. Show full dimensions of cornices, corner boards, band boards, window trim, door trim, columns, railings, spindles and other appropriate details

1. Floor plan
2. Site plan
3. Show any changes from the conceptual plan.

NOTE: If buildings have been built or approved on adjacent lots, show the location of buildings, drives, and walks on your site plan and a drawing of the elevation beside your proposed front and rear elevations.

E. FINAL PLAN REVIEW

A final stakeout of the entire perimeter of the buildings must be completed on site prior to submittal. Two complete sets of final plans and a completed Application for Approval of Residential Construction shall be submitted.

Any final submission, which does not include all items required for review, will not be placed on the agenda until such items are supplied to the board.

The following documents and information must be submitted for final design review:

1. **SITE PLAN:** The site plan must show all the information required for the preliminary site plan submission and all improvements to the property, including:
 - Exterior building walls, raised decks and terraces, and edges of roof overhangs.
 - Dimensions and materials for driveway, walks and miscellaneous site improvements.
 - Service court, fences, privacy walls and swimming or reflecting pools.
 - Site utilities including water, sewer, electric, cable TV, telephone, and exterior HVAC units. Include meter, transformers and compressor sizes and locations with finished elevation above grade.
 - Flood elevation statement indicating required finished floor.
 - Location of all outside lighting.
 - Location of dumpster, portable toilet, and materials staging areas.
 - If materials are to be staged elsewhere than the subject property, then a letter of permission from the owner of the property must be included with the final submission.
2. **DRAINAGE PLAN:** Submit a separate site plan with final grade and drainage details. Include proposed trees to be removed and protection of trees to be saved.
3. **FOUNDATION AND FRAMING PLAN:** Show the location and sizes of foundation and framing elements, including raised decks and terraces, with dimensions from all outer edges to property lines.
4. **FLOOR PLANS:** Show all levels, fully dimensioned.

5. **ELEVATIONS:** Show all sides of the buildings. Indicate existing grade, fill and label finished floor elevations. If fences appear in the foreground of an elevation, a second elevation must be presented showing proposed vertical elements beyond the fence line. Graphically depict and label all material selections for trim, siding, railings, windows, French doors, chimney, chimney cap, foundation, and entry steps. Show location of exterior light fixtures on elevations, also show location of satellite dish, if any.
6. **BUILDING SECTIONS AND DETAILS:** Detailed drawings:
 - Typical wall section, from bottom of footings through roof
 - Typical sections and/or details of cornices, window and door head, jamb and sill, decks and railings, fences, patio walls, screening devices and other features (i.e.: dormers, pediments, columns, sections through unusual framing and construction).
7. **BUILDING MATERIALS AND COLORS:** Samples of all exterior materials and colors must be submitted to the WHARB. Color selections must be true representative sample of the finished material. See item 8b.

Final color approval will be given after inspection of large samples applied on site, (see Appendix -Color Sample Board), showing all exterior colors in an adjacent composition, (i.e. base, trim, window, cornice, roof, etc.). Final approval must be given before applying exterior materials during construction.

Provide manufacturer's "cut sheets" or photographs of all outside lighting fixtures and supporting hardware.

8. **LANDSCAPE PLAN:** This plan shall show an accurate scale representation of the size at time of planting and after three (3) years growth of the specified trees, shrubs and groundcovers. Show sizes of planting after three (3) years growth, Indicate proposed grading and drainage including all spot grades necessary to insure proper function and construction.

Landscape plans must be prepared at the same scale as the final site plan and shall include:

- Variety, size, location, quantity and names (common and botanical) of all plant material.
- Types and limits of lawn areas.
- Paving, borders, fences, pools, decks, patios and retaining walls.
- Landscape lighting (also shown on site plan).
- Grading illustrating drainage intent.
- Elevations may be required on some submissions if the reviewers require the information to fully evaluate the plans.

F. NOTICE AFTER FINAL PLAN REVIEW

Upon completion of the review, the WHARB will indicate one of the following:

1. **PROJECT ACCEPTANCE:** Plans will be marked "Approved" and a letter will be sent to the Owner, with a copy to the architect. Approval is granted on the aesthetic

appearance of the home as it appears in the elevation drawings. If there is any discrepancy between the depictions shown on the elevations and information shown on plans and/or details, the elevation shall prevail.

2. **PROJECT ACCEPTANCE SUBJECT TO SPECIFIC MODIFICATIONS:** The project may qualify for approval provided certain minor aspects of the design are modified as required by the WHARB. Upon WHARB acceptance of a modified project, the plans will be marked "Approved" and an approval letter will be sent to the owner, as above.

By "Approval" of submitted plans, the WHARB will in no way assume liability for structural design or damage to other property during the approved construction. Further, it should be noted that if some portion of the approved plans were, due to inadvertent oversight by the WHARB, in violation of the Windmill Harbour Covenants, such approval would not later prevent the WHARB or the WHPOA from seeking enforcement of the Covenants.

Approvals shall be effective for a period of 12 months. If the 12-month period expires and no construction has begun, the project must be reviewed again for approval and another permit obtained.

3. **PROJECT REJECTION:** A notice of rejection shall specify the basis for rejection.
4. **DEMAND FOR ACTION:** In the event approval of plans is neither granted nor denied within sixty (60) days after receipt by the WHARB of written request for approval, the applicant may send a demand for action by certified mail, and, if the application is neither granted nor denied within ten (10) days of receipt by the WHARB of such demand, said application shall be deemed approved by the Association.
5. After receiving final approvals and to obtain a WHARB building permit, the owner will receive a package including all rules, regulations, including fines and penalties and security regulations. All parties must sign the "Acknowledgment" form. A refundable OWNERS deposit and a BUILDERS deposit must be remitted before material deliveries, lot clearing, or construction may begin. The Compliance deposits are collected to insure: (1.) compliance with the approved plans, (2.) site maintenance, (3.) correction of any damage caused by the contractor's actions, (4.) installation of the landscape plans as approved by the WHARB, and (5.) compliance with the Covenants of Windmill Harbour.
6. A pre-permit conference will be held with the contractor and the WHARB technical staff. At this meeting, the contractor shall furnish a site plan showing the location of the dumpsite, portable toilet, material staging areas, parking areas, and tree protection plans. The contractor shall utilize only the property of the owner unless use of adjacent property is approved. If other property is to be utilized, written approval of the owner (s) must be provided; however, any existing property owners of existing adjoining resident properties must agreed to and approve this. All properties other than the owners' must be returned to the original condition. (Portable toilets must be out of the sight of any adjoining property owner).

G. BUILDING PERMITS & CONSTRUCTION REGULATIONS

The permits and regulations must be displayed on the job site. Clearing and construction cannot begin until these permits have been issued and are posted on the approved contractor's signboard. See appendix.

Applicant shall notify the WHARB of the date of commencement of construction at least fourteen (14) days prior to such commencement.

H. IMPROVEMENT REVIEW, CHANGE ORDERS, REMODELING

Any exterior changes or additions to the approved plans that will affect appearance must be submitted to the WHARB on a Change Order Request Form for review.

Presentations of proposed changes must include the following:

1. CHANGE ORDER REQUEST FORM:
2. SITE PLAN: A dimensioned plan showing the proposed location for the improvements.
3. Modified elevation drawings highlighting changes and supporting details, as necessary.
4. Materials and color samples of exterior finish.

I. INSPECTIONS BY WHARB

The Beaufort County Building Inspector will make inspections of your site at certain times during construction of your new home. These inspections are conducted to determine that the construction is being performed according to the county building codes. WHARB is not responsible for county, state or federal code compliance.

The WHARB will conduct inspections at various stages of construction, to insure compliance with the approved plans and guidelines.

1. **1st Inspection:** Prior to any permanent work, a registered surveyor is required to certify that the foundation profiles have been installed consistent with the site and foundation plan. A copy of this survey must be submitted to and approved by the WHARB before proceeding.
2. **2nd Inspection:** When the roof is on, windows are in place, exterior door openings are framed, porches and decks are in place and the color board is erected. When the color board is erected with the required materials with the proper colors, the onsite inspection will be performed by the WHARB. The project may proceed only when final approval is received. Then the exterior materials and color can be applied.
3. **3rd Inspection:** When exterior detailing is complete, at this point all exterior trim, stairs, railings, gutters and downspouts are in place and painted or stuccoed. Drives and walks are formed, not poured. Finished grades are established
4. **FINAL INSPECTION:** When all construction and landscaping is complete, a request for final inspection shall be made. All damages that were noted during the inspections to POA common areas and other properties must be completed before refunds of deposits will be made.

IV. DESIGN GUIDELINES

All projects will be evaluated for artistic considerations and compliance with the Windmill Harbour Covenants and Guidelines. Considerations may be based on scale, use of exterior materials, color, trim, siting and compatibility with existing natural and manmade conditions. Meeting an acceptable range of common design criteria is necessary to ensure that individual improvements reflect the overall design objectives of the entire community.

A. ARCHITECTURAL DESIGN STANDARDS

Raised first floors, roof over-hangs, dormers, moderate roof pitches, ample porches, decks, verandahs and piazzas, paneled windows, high ceilings, the use of natural materials and expressions of local climatic conditions prior to air-conditioning are some of the architectural elements often associated with "Charleston" styles. See Paragraph E.1, page 13, Classical American Architecture.

The aesthetic appearance of a residence depends greatly upon the articulation of siding roofing details, fenestration, walls and fences. All projects will be evaluated for aesthetic appearance and guideline conformance with particular emphasis on the following items:

1. FOUNDATIONS

Concrete floor slabs with integral perimeter footings placed on fill may be permitted only when the first floor elevation does not exceed two (2) feet above existing and final grade. Because flood insurance and county code requirements often dictate a finish floor more than two (2) feet above natural grades, a raised foundation with "crawl space" is often required. The enclosure of this foundation must receive the same careful attention to detail and finishes as the main portion of the house. Concrete block foundations are to be finished in stucco or brick. Timber pilings are to be eased in wood and open areas under siding or other appropriate architectural treatment. Elevated homes must be screened with lattice, louvers, or other materials that would be appropriate for the design and approved by the WHARB.

2. EXTERIOR WALL FINISHES

a. MATERIALS

Exterior wall and trim surfaces must be smooth sawn wood, stucco or tabby (oyster shell exposed in concrete), A traditional Charleston or Savannah type brick may also be used as an exterior wall treatment. Paint finishes shall be solid color stains and paints, not semitransparent stains.

b. COLORS

The dominant color for any project should be compatible with the environment and neighboring homes. Trim colors should complement (contrast with) the dominant color. Recommended color sample board formats have been prepared by the WHARB and can be seen at the Administrator's office.

3. BALUSTERS AND SPINDLES

Railing spindles should be turned chamfered wood or wrought iron. Square wood spindles are not acceptable.

4. WINDOWS AND SHUTTERS

All windows and shutters shall be of historic shape and proportion. Window units shall consist of a fixed divided light system. Muntins may be necessary to achieve the desired design element. Proposed muntin grid patterns must be clearly shown on the approved elevation drawings. Window frames are to be painted wood or aluminum, anodized aluminum or vinyl clad. Shutters shall be of proportion and style to either be operable or give the appearance of being operable.

5. DORMERS AND DOORS

Dormers and doors shall have style and proportion of historic precedent. See *Historic Homes, Charleston, South Carolina*, by Riggs

6. ROOFS

Hip or gabled roofs with pitches of between four in twelve and ten in twelve are recommended. Large expanses of roof masses should be avoided or broken up by intersecting roofs or dormers. Slate, composition, clay or concrete shingles, standing seam metal or copper are the recommended roofing materials. Skylights are not acceptable on the front elevation.

All roof accessories, such as vent stacks and exhaust fans, shall be painted to match roof color and located away from the front elevation. In the case of a metal roof, the flashing will be the same as the roof color.

7. CHIMNEYS

In order to maintain the traditional character desired at Windmill Harbour, all chimneys must be constructed of masonry (stucco) or have masonry veneers. Exposed metal flues and prefab chimney caps are not permitted.

8. GARAGES/CARPORTS AND DETACHED STRUCTURES

Any permitted outbuildings on a lot such as detached garages, carports and pool houses, must be compatible in style, materials and color with the main house. An enclosed carport must have its interior and contents fully screened from the street. Side facing garages/carports are recommended, except for townhouse lots where recessed single doors are preferred. Carports and detached garages should be connected to the house by a covered passageway, if possible.

9. SERVICE YARDS

All homesites are required to have a service yard sized to accommodate and conceal mechanical equipment, trash receptacles, utility meters and miscellaneous equipment. Yards must be screened from view by fence or wall of at least six feet in height and compatible in material and color with the house. The location of the service yard should not be generally visible from the road.

10. ANTENNAS, SATELLITE DISH, ETC.

No television antenna, or other device used for reception of electronic or television broadcast signals may be erected on the exterior portion of any structure or land without approval by the WHARB.

11. WATER-CONSERVING PLUMBING FIXTURES

All structures in Windmill Harbour are required to conform to State and local requirements concerning water conservation type plumbing fixtures and fittings.

12. HURRICANE PROTECTION SYSTEMS

Any hurricane protection shall be designed to complement and blend with the architecture of the house. Any such system should be submitted to the WHARB for approval in the design stage, prior to entering into a contract for installation.

B. SITE PLANNING STANDARDS**1. PARKING**

A minimum of two off-street parking spaces must be provided for each residence in a garage, carport or open parking on an approved surface. It is recommended that two off-street guest spaces also be provided. Off-street parking and driveways within ten (10) feet of the property line must be screened from adjacent property with walls or landscape materials. Driveways and parking areas must be paved with concrete or approved paving materials. (See Appendix for Curb Cut Detail)

2. FENCES AND WALLS

Fences and garden walls, where not mandatory, may be approved if attached to the house as an architectural extension and serve to define an entrance space or courtyard, or to provide privacy for rear patios and decks. Privacy fences should be from 6' to 8' in height and must be compatible with materials and colors of the main house.

3. EXTERIOR LIGHTING

Exterior lighting requires WHARB approval and must be installed to avoid glare from light sources extending to neighboring properties and traffic. Creative adaptations of traditional fixtures (i.e., the Windmill Harbour streetlights) will be encouraged. Lighting used to accent vegetation should be subtle, subdued and hidden from view.

4. DECKS AND PATIOS

Decks and Patios shall be designed so as to be an extension of the interior space. Decks and patios should be carefully located in order to preserve existing vegetation and tree root structures as well as to provide a transition from the building to the landscape. Scale, dimension, detail and material shall be consistent with the architecture. Brick, stone, tile, wood or concrete aggregate is recommended paving materials.

5. DRAINAGE AND STORM-WATER RUNOFF

All drainage should be handled by providing relief and will be approved on a case-by-case basis.

C. LANDSCAPE REQUIREMENTS

Landscaping must be adequate in scale and massing to properly complement the house and site. Plans for any landscaping, grading, excavation or filling of lots must be approved by the WHARB and conform to the following guidelines:

1. **PLANT MATERIAL CONSIDERATIONS:** Proposed plant materials should be salt tolerant, drought resistant and cold hardy. Plantings seen from the street should have a natural and informal appearance. Formal plantings and landscape Furnishings may be allowed in private gardens, side yards and back yards less visible from the street. (See Appendix for recommended Plant List for use in Windmill Harbour).
2. **PLANTING DESIGN:** A simple massing of plant materials is generally the most effective method of creating a successful planting scheme. A complicated planting scheme with exotic effects will be rejected. Lawn areas are encouraged in open areas around homes where sunlight is available for a good portion of the day. Otherwise, wooded areas should be preserved and enhanced by the selective introduction of ground cover and edge plantings. Plant material, berms, fences and walls should be incorporated in the design of outdoor spaces.

Consideration shall be given to the size and type of plantings on adjacent properties when designing landscaping.

No planting which obstructs street sight lines shall be permitted within the triangular area formed by the street property lines and a line connecting such lines at points fifteen (15) feet from the intersection of the street line.

3. **TREE PROTECTION:** Maintaining the basic tree cover, in addition to ground level plantings of each homesite, preserves the general character of Windmill Harbour and minimizes the amount of supplemental landscaping required to soften the impact of structures placed on the site. If a tree is to survive, its roots, bark and leaves must be largely undamaged. Therefore, excavating within the drip line must be minimized. When falling within the drip line, a tree well must be installed. No tree shall be removed (or effectively removed through damage) with a trunk diameter greater than 8" (measured at a point 4 feet above ground level) without prior approval from the WHARB. Protect trees through the clearing and construction phases with barriers erected at least 6 feet from the drip line of the tree.
4. **GRADING AND DRAINAGE:** Site grading shall be kept to a minimum and existing drainage should be maintained. Grading and drainage must be designed to ensure that no storm water or roof water runoff is directed towards an adjacent homesite, into marsh areas or community open space.

D. MISCELLANEOUS DESIGN STANDARDS

1. SWIMMING POOLS

All proposed swimming pools must be submitted to the WHARB for approval. Extreme care must be taken in locating pools to avoid an excessive amount of clearing and disturbance to existing vegetation. Pool equipment shall be placed inside an enclosure and preferably integrated into the building. Inflatable "bubble" pool covers and metal or vinyl above ground pools are not permitted.

2. MAILBOXES

The Association has prepared a standardized design for cluster mailbox stations for all patio, townhouse lots and Harbour Cove lots as a part of coordinating streetscape

graphics system for the community. Full-sized lots in the Millwright section will utilize an individual mailbox for each lot. Mailboxes must be obtained from and installed by the Association. The Association will bill the homeowner.

3. HOUSE NUMBERS

The Association has prepared a standardized construction bollard for the purpose of displaying your house number in accordance with fire department requirements. These bollards are to be placed near the entrance of your residence (townhouse or patio lots), plainly visible from the road. The bollard shall be placed within twenty (20') feet of the road for full size lots. Please refer to the diagram in the Appendix.

E. VARIANCES

Variance requests from these guidelines are discouraged. Any such request must be clearly identified on appropriate drawings and requested in writing on the Variance Request Form (see Appendix) for the Conceptual Review and shown as approved on the Final submittal. Variances shall not be granted if the variance has an adverse effect on the adjoining properties. Variances to building setbacks are not approved except in extraordinary circumstances

V. SPECIAL GUIDELINES AFFECTING FULL SIZE LOTS

A. BUILDING SETBACKS

Owners must check their individual recorded plats for specific setback requirements to their lot. Unless otherwise stated on the plats, the general setback requirements for full size lots in Windmill Harbour are as follows:

- | | |
|--|--------|
| 1. Front adjoining a street property line. | 30 ft. |
| 2. Side and rear yard adjoining another yard* | 15 ft. |
| 3. Side or rear property line adjoining a lagoon, marsh or open area | 20 ft. |
| 4. Side or rear property line adjoining harbour | 35 ft. |

*On full-sized lots that are in excess of 100 feet in average width, the normal minimum side yard setback is 20 ft.

No vertical construction more than 15 in. in height above finished grade, including fill, will be allowed in the setback zone.

Setback for lots adjacent to wetland and marsh areas will be influenced by the presence of the DHEC office of Ocean and Coastal resource Management Critical Line, and may have a greater setback requirement than that listed above. Anyone with specific questions on defining the edge of the marsh or further setback requirements should contact DHEC/OCRM in Beaufort at 524-6885. Slight setback variances may be permitted to save prominent trees or in the case of an irregularly shaped lot. Reasonable variances to these setback requirements may be approved by the WHARB provided the adjacent property would not be harmed by such variances. Swimming pools and associated decks must be 10 ft. from property lines at ground level and 20 ft, if elevated more than 3 ft. above grade, with full landscape screening from adjoining property.

B. BUILDING SIZE

The minimum first floor square footage for residences built on full size lots is 2,000 SF of enclosed heated space.

C. BUILDING HEIGHT

Single-family residences must conform to Federal Flood Zone regulations for minimum finished floor elevations established by the Federal Emergency Management Agency (F.E.M.A.). These elevation requirements vary throughout Windmill Harbour. The required finished floor elevations for your lot can be obtained from the Beaufort County Building Department, and the first floor should be a minimum of 30" above finished grade.

Building heights are governed by the covenants for your lot. In no event shall the building exceed 2 stories in height. The "first" story for the purposes of this restriction *shall* be the first floor above the required finished floor elevation established by F.E.M.A. In addition, for the purpose of calculating permissible building height, a "story" *shall* not exceed a height of fifteen (15) feet from floor to ceiling. The maximum vertical height of any part of the structure (except chimneys) is 45 ft.

D. PRE-DESIGN CONFERENCE

The architect for the property owner and the property owner will meet with the WHARB to develop lines of communication and to present the concept that is intended for the property based on the information in E and F below. The discussion shall involve siting of the building(s), drive and other site improvements, a written description of the plan parameters and the classical architectural style that will be utilized in the design of the residence (photographs of the type of design considered will suffice) and a description of the landscaping for the completed project.

E. CLASSICAL AMERICAN ARCHITECTURE

1. For acceptable Classical Architecture Styles refer to ***A Field Guide To American Houses*** by McAlester, chapters titled: Colonial Houses: Georgian, Adam and Early Classical Revival and Romantic Houses. The details at the beginning of each chapter are particularly important.
2. Unacceptable architectural styles are:
 - a. Typical Hilton Head Island design, as seen in Sea Pines, Wexford, Hilton Head Plantation, etc.
 - b. Home builder magazine stock plans
 - c. Victorian, Mediterranean, modern styles.
3. To implement a Classical American Architectural style, the first floor of living space shall be a minimum of thirty (30) inches above the finish grade at the front elevation.
4. Outbuildings with connectors to the main building are encouraged.
5. Drives and parking areas should be no closer to the property line than 8 ft. to allow space for planting significant screening from the neighboring property.
6. Homes should be set back into the landscape, rather than open and exposed.

F. LANDSCAPING

The great live oaks in the Millwright Drive area form a canopy overhead, under which architecture and plants that flourish under this canopy are placed. Because of this canopy, planting should be more natural, of the indigenous understory tree type, rather than ornamental species placed in a formalized way. The emphasis for plant materials should be on those found in the natural environment.

1. Landscape should provide buffers:
 1. Between the house and the front property line
 2. Between the house and the side property line
 3. Between the drive and the side property line
2. An analysis of the landscape proposal is a part of the pre-design conference.

VI. SPECIAL GUIDELINES AFFECTING PATIO HOMESITES

Residential units constructed on patio homesites must be constructed so as to utilize a patio wall as designated on plats or described herein. Patio lots are designed to maximize privacy and space utilization by placing the house close to one side of the lot to free up the rest of the site for usable open space. Overlooking porches, terraces and gardens are encouraged in the side yards.

The dwelling unit shall utilize a portion of the patio wall as one of its exterior walls unless an alternate location of the dwelling is approved by the WHARB.

A. SETBACKS

An owner must check the recorded plats for specific setback requirements affecting his lot. Unless otherwise stated on plats, the setback requirements for patio lots in Windmill Harbour are as follows:

1. Zero lot line min 3' setback to patio wall
2. 2. Opposite the zero lot fine min 7' easement
3. Front setback from property line min 20'
4. 4. Rear setback from property line min 15'
5. No structures shall be located within twenty (20) feet of the fine of jurisdiction of the DHEC/OCRM unless approved by the WHARB.
6. The following encroachments are permitted but must receive approval of the WHARB:
 - a. Fireplace projections may encroach a maximum of 18" into the 3' side setback provided an 8foot vertical clearance is observed.
 - b. Patios and walks on grade may encroach into the side, front and rear setbacks. No vertical construction more than 18" in height above finish grade will be allowed in the setback zone, excluding patio walls.

The area included within the above-mentioned setbacks is considered to be the "Buildable Area."

B. SIZE RESTRICTIONS

1. The minimum square footage for residences built on patio lots is 1600SF of enclosed heated area.
2. The first floor enclosed area of a patio home may not be constructed so as to cover or occupy in excess of forty-five (45%) percent of the total gross area of the patio lot. Show the calculation on the site plan.
3. An outdoor roof deck is acceptable provided it does not offer a view into the adjacent patio lot.

C. LOCATION OF PATIO WALL

Two options exist in locating the patio wall on a patio lot:

1. OPTION I

- a. The patio wall is constructed inside and parallel to the designated lot line on the recorded subdivision plat.
- b. There is a 3-foot easement on each lot between the exterior of the patio wall and the adjoining property line for the use of the adjacent lot owner. This three (3) foot easement area may be used by the adjacent lot owner for landscaping,

providing this activity does not interfere with the structural integrity of the patio wall.

- c. The adjacent lot owner may extend his wall or fence into the three (3) foot easement area to tie into the patio wall in order to enclose his outdoor living area.
- d. A seven (7) foot easement is reserved along the property line of each lot, opposite the patio wall lot line, for the construction, maintenance and repair of the patio wall and/or dwelling unit on the adjoining lot. The use of this easement area by an adjoining lot owner is not to exceed a reasonable period of time during construction and not to exceed a period of thirty (30) days each year for maintenance. Any shrubbery or planting in the seven-foot easement area that is removed or damaged by the adjoining lot owner during the construction, maintenance or repair of his patio wall and/or dwelling unit, shall be repaired or replaced at the expense of the adjoining lot owner causing such damage.

2. OPTION 2

- a. Should an owner of a patio lot desire to locate his patio home on a portion of the lot other than contiguous to the designated patio wall line, he may apply to the WHARB for approval of the alternative location. A site plan showing the proposed alternative location must accompany such application. The WHARB's approval of the alternative location will not relieve the owner's responsibility to construct and maintain a privacy wall along the zero lot fine designated for the patio wall.
- b. The patio home must not have a view into the adjoining patio lot from any window or door.
- c. Approval or disapproval by the WHARB of an application for an alternative location of a patio home may be based purely on aesthetic considerations irrespective of historical variations.

D. CHARACTER OF THE PATIO WALL

1. A patio wall must form an integral part of the end wall of the house (unless Option 2 is approved), and should turn to form a courtyard wall.
2. The patio wall should not be merely a "fence" but part of a privacy courtyard enclosure. A long wall that ends abruptly at the setback line is not desirable.
3. The patio wall at the rear may not turn if it would block views of the marsh, forest or lagoon, but should end with a column or pilaster. However, the owner will be allowed to enclose his property if he so desires.
4. The patio **wall** should be constructed of materials that blend with the home, and be without openings.
5. In a two-story patio home, a full height extension of the patio wall should be extended three (3) feet beyond the front roofline if a deck or window opening allows a view into neighboring private outdoor space.
6. It is important that end lots do not have a long windowless building facade facing the street. The required patio wall should be located along the lot line opposite the street. A lot owner would have the option of erecting a privacy wall at the street side property line.

E. HEIGHT OF THE PATIO WALL

1. To provide visual and acoustical privacy between homes the height of the patio wall shall be a minimum of six (6) feet and a maximum of eight (8) feet above the adjacent finished floor of deck or terrace

2. Where the wall turns, it is permissible to introduce another screening material. These front/rear walls may have openings to allow air circulation, while maintaining privacy.
3. Temporary privacy wall: If a neighboring patio lot is vacant and if privacy is desired, a temporary fence erected along the property line could be permitted, after review by the WHARB. This fence shall be removed when the patio wall is constructed on the adjacent lot.

F. USE OF EXTERIOR SPACE IN PATIO HOMES

1. **FRONT YARD:** The patio wall extending toward the street must turn to form one or more private or semiprivate outdoor areas. Two (2) on-site parking spaces must be provided. No more than two spaces are allowed within the twenty- (20) foot front easement. A privacy screen erected within the front easement is acceptable if it screens parked vehicles from the street. Maximum height of this screen is six (6) feet
2. **REAR YARD:** A yard-enclosing wall may extend to and along the real property line irrespective of the ten (10) foot setback requirement (except at wetland or marsh areas).
3. Patio homes shall be constructed with gutters in order to manage roof run-off and ensure that there is no discharge upon the adjoining property. Adequate drainage should be provided for open courts, between the houses. Drainage of courts through weep holes in privacy wall will not be allowed. See Appendix - Windmill Harbour Approved Drainage.

VII. SPECIAL GUIDELINES AFFECTING TOWNHOUSE LOTS

A. TOWNHOUSE DEFINITION

The townhouse is a single-family attached dwelling unit with at least one common party wall shared with an adjacent townhouse. Each dwelling has its own front entry and parking. A townhouse dwelling unit shall have a minimum of 1600 square feet of enclosed, heated, dwelling area: designed principally for two-floor occupancy. Area calculations should be shown on floor plan. Use of a third floor for occupancy may be approved on a case-by-case basis providing it is contained within the roofline. In these cases, the use of dormers or gables as part of the roofline is recommended.

B. WHARB REVIEW OBJECTIVES

The WHARB will review plans submitted, placing emphasis on building massing, materials and color- Efforts will be made to see that each dwelling is afforded maximum view, sun orientation and cross ventilation opportunities, Each owner will be required to solve his own drainage problems in such a way that creates no problems for his neighbors and as approved by the WHARB. The Master Plan for Windmill Harbour provides for the view from each lot to be straight to the front or the rear of the lot. Peripheral views beyond the extended site lines cannot be assured or expected.

C. BUILDING SETBACKS

Building setback lines may vary depending upon the location of the lot, lagoons, wetlands, marsh and WHARB deliberations. The following setback will generally be observed:

1. Fifteen (15) feet from a lagoon and the Harbour promenade.
2. Twenty (20) feet from a designated wetland and/or the DHEC/OCRM Council line.
3. Twenty (20) feet from the street.
4. The ARB reserves the right to control the precise location of any dwelling unit.

A masonry garden wall must be erected along common property lines and extend within ten (10) feet of the front property line. The minimum height for this wall is seven (7) feet above finish grade. The wall will then form a "garden" enclosure. This garden wall may be penetrated for pedestrian and vehicular entrances provided that such openings are protected with decorative gates. To provide an attractive streetscape, some offset in the line of the front and rear walls of neighboring properties is necessary. However, the maximum permissible setback from a neighboring wall (front and/or rear) is fifteen (15) feet and, preferably, much less. Such exposed sidewalls are the responsibility of the owner to finish with the same texture and color as the building's front wall.

Complete details of the waterproofing and joining of the party walls must be included in the final drawings. They must show complete sidewall elevations and location of adjoining party walls, so all waterproofing conditions can be addressed.

D. BUILDING MASSING

No structure constructed on a townhouse lot shall be more than two (2) stories in height above the minimum height established by applicable flood regulations of the United States. For purposes of this paragraph, the first level or deck underneath a building built approximately at or above grade and used for parking shall not be considered a "story".

It may be possible to incorporate usable attic (above the second floor) space provided it is accomplished within the roofline of the structure which otherwise presents the appearance of a two-story building (or three story, if the first story is for parking). The roofline of the structure will begin at the second floor ceiling joists and plane up to the ridge, which shall be at an elevation no greater than forty-five (45) feet above existing grade. Offsetting ridges, window dormers, gables or similar design devices shall break large roof masses.

F. PRIVACY

To achieve privacy between neighboring homes, if decks or windows provide an overview of an adjacent living area or deck, an extended party wall three (3) feet beyond the affected area shall be provided. In no event shall the new structure be designed in front of or in back of any adjoining property structures, creating a flag lot appearance.

G. ROOF LINES

Continuous roof ridgelines extending across an entire lot are discouraged. Higher roof elements should be located on the common lot line side of an "end" lot. Skylights that are visible in the slope of a roof are greatly discouraged.

H. OPENINGS IN SIDE WALLS OF PROJECTING DWELLINGS

Openings in the sidewall of a house projecting beyond an adjacent house will be approved only if they have been designed to preclude this invasion of privacy.

I. WALL PROJECTIONS

Elements of any dwelling unit which project over or beyond the boundary lines or established setbacks lines of any lot will not be permitted, however, design elements as bay windows, shallow balconies or other minimal projections which will provide a sense of scale and architectural interest on the side elevations of houses on "end" lots may be used subject to approval. Approval for these design elements shall be requested using a variance request form; however, this does not mean an approval is automatic.

VIII. SPECIAL GUIDELINES FOR THE REEF CLUB

Note: These Reef Club Guidelines have been taken verbatim from the recorded specific land-use covenants, consequently, the WHARB acts only to interpret and apply these guidelines.

A. GENERAL

1. It is the intent of the Reef Club to feature the elegant simplicity of the "Charleston House" living concepts including:
 - a. Two story side porches, extra large windows, and raised first floor vital for collecting breezes and reducing heat and humidity.
 - b. High ceilings with paddle fans encouraging the natural movement of air, and thermal chimneys and cupolas.
 - c. Exterior landscape elements such as courtyards, entry yards, fences, gates, walls and semi-formal planting.
2. The Reef Club is ideally situated to enjoy the views and prevailing breezes of the Calibougue Sound, in the same manner as the homes on the Battery in Charleston, South Carolina enjoy the Cooper River.
3. A "Charleston House" refers to an individually designed, multi-story, single-family dwelling unit built along one property line utilizing a "Privacy Wall" to provide one large usable side yard, as exemplified by the Pringle house in Charleston, South Carolina (See Figure 27).
4. Each house in the Reef Club will be a "Charleston House".
5. All proposed house plans must be submitted to and approved by the WHARB in accordance with Section 2 (Design Review).

B. SIZE AND HEIGHT RESTRICTIONS

1. The enclosed building footprint area of each floor of a Reef Club home may not exceed 2,500 square feet.
2. The minimum total area can be no less than 2,500 square feet.
3. First floor elevations are to be a minimum of 36 inches above grade and must be greater than or equal to the minimum elevation designated by the current Flood Insurance Rate Maps.
4. To help maintain the character of the Reef Club, building height will result from the house having at least two full floors of enclosed living space plus the roof. The maximum height from grade to the highest point of the roof (excluding chimneys and cupolas) is forty five (45) feet.
5. An outdoor roof deck is acceptable provided it does not offer full view into immediately adjacent lots and is in keeping with the architectural character of the Reef Club.

C. PLACEMENT OF HOMES AND ENCLOSURES

1. A "House" must be built three (3) feet inside the lot and parallel to the "Privacy Wall" lot line. Fireplace projections and roof overhangs may encroach into these three feet.
2. From the property line opposite the "Privacy Wall" lot line, a seven (7) foot maintenance and access easement and fifteen (15) foot building setback is to be maintained. Minor portions of the house may encroach into the setback depending on the design of the dwelling. In no case shall this encroachment exceed eight (8) feet or violate the privacy of the adjoining lot.

3. The street setback for building construction shall be a minimum of five (5) feet from the property line.
 - a. This five (5) foot area will be an easement for street lamps and is to be heavily landscaped by each lot owner.
 - b. The entire street frontage of a lot at this setback line is to be defined by building facade, wall, fence, gates or any combination thereof
 - c. The street-side wall/fence is not to exceed six (6) feet in height except at columns, posts and gates, which are permitted to be proportionately taller.
 - d. When a Reef Club home is set back farther than the five (5) feet, the street yard wall/fence must provide for an eventual continuous street yard enclosure by returning to the house along the "Privacy Wall" lot line.
 - e. The WHARB will permit no more than two houses to be located consecutively at the same setback. WHARB must then require a minimum offset of five (5) feet.
4. The rear setback for building construction must be no less than required by Beaufort County D.S.O. from the South Carolina Coastal Council Critical Line.
5. Courtyards, pools, steps and walks on grade may encroach into front and side setbacks.
6. The Charleston house is to be designed to its site. When reviewing a Charleston house, the WHARB will consider existing and future adjacent homes.
7. Rule of Averages: For every decrease in a specified dimensional standard there shall be a corresponding opposite and equal increase.

For example, if a setback encroachment of six (6) feet is permitted for a length of twenty (20) feet, then a six (6) foot by twenty (20) foot increase in that setback must also be provided. This procedure encourages design variety and the preservation of natural site features. The WHARB is to encourage the application of the Rule of Averages (see Figures 28).

D. LOCATION OF PRIVACY WALL

1. The "Privacy Wall" is to be constructed simultaneously with the home. A "Privacy Wall" is to be located so the exterior face of the wall is three (3) feet inside of and parallel to the "Privacy Wall" lot line on the recorded subdivision plat.
2. There is a three (3) foot easement between the exterior face of the "Privacy Wall" and the property line for the use and enjoyment of the adjacent lot owner. This three (3) foot easement area and the exterior face of the wall may be used by an adjacent lot owner to plant shrubbery and other landscaping, providing this activity does not interfere with the structural integrity of the wall and/or dwelling unit (see Figures 28).
3. An adjacent lot owner may extend a wall or fence into the three (3) foot easement area to tie into the "Privacy Wall".
4. A seven-foot easement is reserved along the property line opposite the "Privacy Wall" lot line for the construction, maintenance and repair of the "Privacy Wall" and/or dwelling unit. The use of this easement area by an adjoining lot owner is not to exceed a reasonable period of time during construction, and not to exceed a period of thirty (30) days in any 365-day period for essential maintenance. Any shrubbery or planting in the seven-foot easement area that is removed or damaged during the construction, maintenance or repair of property, shall be repaired or replaced at the expense of the lot owner causing such damages.

5. Viewing into the indoor/outdoor living area of the adjoining lot from the "Privacy Wall" side of a house is not permitted.

E. CHARACTER OF THE PRIVACY WALL

1. The "Privacy Wall" must form an integral part of the end wall of the house.
2. The "Privacy Wall" must not be merely a "fence" but a wall. A long wall that ends abruptly without a pillar or end statement will not be permitted.

F. EXTENT OF THE PRIVACY WALL

1. To provide visa and acoustical privacy between homes, the height of the "Privacy Wall" must be a minimum of six (6) feet and a maximum of eight (8) feet above the finished outside elevation, and constructed predominantly of the same material as that portion of the "Privacy Wall" that is the exterior wall of the house. The "Privacy: Wall" must extend at least ten (10) feet from the rear facade of the house. No "Privacy Wall" is permitted at the front of a house
2. The "Privacy Wall" must border outdoor living areas adjacent to the "Privacy Wall" lot line. Openings in this wall will be permitted only when the WHARB receives written agreement between the affected adjacent lot owners, and this agreement is duly recorded with the deed of both properties.
3. Once a wall turns, it is permissible to introduce another height, material and type of screen, provided it is submitted in detail and approved by the WHARB. Turns may not be -used to circumvent the "Privacy Wall" standards.
4. **INTERMEDIATE PRIVACY WALL:** If a neighboring lot is vacant and privacy is desired, an aesthetic fence erected along the property line will be permitted, subject to approval of the WHARB. This fence shall be removed when the adjacent lot is improved in accordance with Article C (Placement of Homes and Enclosures) of this design statement.

G. USE OF YARDS IN REEF CLUB LOTS

1. **STREETSIDE YARD:** May be used for a terrace, entrance courtyard and motor court, and may include an enclosed utility court.
 - a. HVAC and any other utility items are preferred to be placed underneath the house or, only as a last resort, in an approved "utility court".
 - b. No more than two open parking spaces are permitted within the lot area. A privacy screen erected within the front yard is acceptable when it screens parked vehicles from the street. Maximum height of this screen is six (6) feet.
 - c. Garages must be underneath houses except on Lots 9 and 10, upon which out building type garages may be permitted.
2. **SIDE YARDS:** In keeping with the concept of a Charleston home, the large side yard is to be designed as an outdoor extension of the house itself It may be used as an outdoor living area, a pool, a motor court or an enclosed utility court.
3. **REAR YARD:** A wall enclosing the yard may extend to and along the rear property line, irrespective of the setback requirement, allowing maximum use of the property, provided it does not violate applicable state and local laws. Uses permitted include outdoor living areas, a pool or an enclosed utility court.

H. MAINTENANCE OF PRIVACY

1. To facilitate privacy for a neighboring home dwelling units must be constructed so that the "Privacy Wall" side of the unit provides no view openings looking into or over-viewing the adjacent lot, and provides no access way or entry way into said adjacent lot, except as may be specifically agreed to in writing by adjoining lot owners. (See F2) However, ventilation openings may be permitted so long as the view concept is not violated.
2. The multistory Charleston home must provide an extended privacy wall three (3) feet beyond the rear facade of all indoor/outdoor living areas on all levels, e.g. porches, verandahs, balconies and windows (see Figure 29).

L. ADDITIONAL RESTRICTIONS

1. The cost of construction, maintenance and repair of the "Privacy Wall" is the sole responsibility of the lot owner on whose lot the wall is located.
2. The Charleston house will be constructed with gutters such that rainwater does not fall onto adjacent property or maintenance easements.
3. Every effort must be made to preserve natural vegetation and to fully utilize existing site amenities.

J. END LOTS

1. End Lot #10 is permitted to modify the "Privacy Wall" side of the house to provide select view, light and access openings.
2. Because it is at the "front door" to the Harbour, end Lot 91 must provide special design, construction and maintenance quality for its facade and side yard facing the harbour lock.

K. COLORS

Exterior facade and trim colors must be Charleston pastels. Tasteful and complementary accent colors may be permitted for shutters and embellishments.

L. ROOFS

Metal roofs are preferred and are strongly encouraged.

M. REVIEW AND INTERPRETATION

Review and actual interpretation of this design statement is at the discretion of the WHARB, which must approve all design considerations for the Reef Club.

IX. GUIDELINES AFFECTING SPECIAL DISTRICTS

A. SPARWHEEL LANE

Sparwheel Lane is intended as a transition between townhouses in the harbour areas and the full- lots in other areas of the community and will take on a more ore urban character.

The limited depth of these lots requires particular care in siting structures relative to the street. The WHARB will consider each application individually, and vary the setback between 0" and 20" All other setback requirements remain as in Sections V and VI.

Patio Lots Numbers 1 to 28 and 45 to 75 must have front walls or fences and gates. Front yard setbacks for walls, fences and gates will also be established by the WHARB at 0' to 10' from the street right of way based on the location of existing trees and the fences, walls, gates and buildings of adjacent lots.

B. HARBOUR COVE AREA

Harbour Cove refers to those full sized lots (I through 17 Harbour Passage and 29 through 44 Sparwheel Lane) that are associated with the private harbour. All of these lots are considered to be full sized lots and the guidelines for full size lots will govern with the following exceptions:

1. **FRONT YARD SETBACKS FOR WALLS, FENCES AND GATES:** Front yard setbacks on walls, fences and gates for Lots 29 through 44 Sparwheel Lane shall conform with all setbacks designated in the recorded plats.
2. **HARBOUR AND PROMENADE PROTECTION:** The harbour and promenade shall be protected against washing and run-off during construction. See Appendix for sediment and erosion control required during construction. These harbour and promenade lots shall install storm drainage control devices as outlined in the Appendix.

X. CONSTRUCTION GUIDELINES

A. BEFORE CONSTRUCTION

After receiving final approvals and to obtain a WHARB building permit, the owner must submit a signed "Acknowledgment" form and remit a refundable deposit. The Contractor must submit a deposit before material deliveries, lot clearing, or construction may begin. The Compliance deposit is collected to insure: (1.) compliance with the approved plans, (2.) site maintenance, (3.) correction of any damage caused by the contractor's actions, (4.) installation of the landscape plans as approved by the WHARB, and (5.) compliance with the Covenants of Windmill Harbour. Please contact the property manager to acquire a current fee schedule. The fees are subject to changes by the WHARB from time to time, with approval of the WHPOA.

In summary, the following steps must be completed before construction may begin:

1. Receive final approval from the WHARB
2. Submit required deposits and sub-contractor lists and site plan.
3. Obtain the Beaufort County Building permit and WH Building permit and post permits on an approved job sign.
4. Install, as required, marina, marsh and tree protection.
 - a. Marina and marsh protection requires the builder to provide appropriate material to prevent any erosion from the site being discharged into marina or marsh areas. See Appendix B. Windmill Harbour Approved Drainage, Construction Erosion Control. This is particularly applicable for lots 1 - 17 on Harbour Passage and 29 - 34 on Sparwheel Lane.
 - b. Tree protection requires the builder to encase all trees to be saved with sufficient fencing to insure that the roots, as well as the trunk, are protected from damage and the soil is protected from compaction within the **drip line**

B. DURING CONSTRUCTION

1. INSPECTIONS

The WHARB Administrator will inspect all construction in Windmill Harbour. A final inspection will be conducted after the completion of the home, including all site work and landscaping. If cleanup and alterations to the construction site need to be made by the Association, these costs will be deducted from the compliance deposit. The WHARB will make inspections during construction, but in no way assumes responsibility that the approved plans are being followed.

2. ACCESS

Contractor passes will be obtained from the Windmill Harbour Gatehouse upon payment of proper fees for the duration of the job. Passes are good for construction sites only. Construction access will only be allowed between 7:00 AM and 6:00 PM, Monday through Friday, and between 8:00 AM and 12 Noon on Saturdays. No residential construction (other than emergency) will be permitted on Sundays or Holidays. Drivers of material delivery trucks must produce a bill of lading with the project or general contractor's name on it to gain access. Workers will not be permitted to walk through the gates to reach or leave construction sites. Contractors not abiding by Windmill Harbour regulations will have their passes revoked and are subject to fines and penalties.

3. SITE/CONSTRUCTION REGULATIONS

- a. Each construction site is required to have portable toilet facilities located in an inconspicuous area of the site. The site must be approved as part of the final plan review.
- b. All construction materials must be kept within the site and maintained in a neat and -orderly manner.
- c. All sites must be maintained in a clean and tidy manner. Open trash piles are prohibited. Construction debris **MUST** be contained in dumpsters, or hauled off the site daily.
- d. Special care **MUST** be taken during construction to preserve all existing vegetation. Any clearing, grading or building on site without approval of the WHARB will result in suspension of work and denial of access. All trees not expressly authorized for removal pursuant to approved plans shall be protected during the construction process by physical barriers.
- e. Fires are not permitted on any construction site.
- f. Temporary utilities may be installed for electricity and water. Temporary power poles must be erected plumb.
- g. The lot owner and contractor will be responsible for immediate repairs to curbs, paving, storm drains, utility lines and other existing features damaged as a result of construction.

4. UTILITY SERVICES

Owners are advised that no water usage will be permitted until the appropriate tap fees are paid and the meter is installed. Tap fees must be paid directly to the utility company.

5. CONTRACTOR REGULATIONS

- a. Owners are responsible for their contractors and contractors are responsible for the actions of their employees and subcontractors. Workers must wear proper dress, including shirts and shoes, at all times. Loud music is not permitted. Contractors are also responsible for keeping all employees on their respective job site.
- b. The possession and/or consumption of alcohol and/or drugs is prohibited. Violators will be removed.
- c. Firearms or other weapons are prohibited and will be confiscated by the Chief of Security.
- d. AD construction personnel and visitors are subject to the regulations and controls of the WHARB and the Chief of Security at Windmill Harbour. Violations will be subject to denial of access to the site. Contractors must supply the names of each trade and supplier expected at the site to the Chief of Security at Windmill Harbour.
- e. The exterior of all buildings must be completed within 12 months of the issue date of the Windmill Harbour Building Permit: all exceptions will require special **WHARB** approval. All of the approved landscaping must be completed within ninety (90) days of initial occupancy.
- f. A copy of the rules and regulations must be posted on the work site on the back of the construction sign.

6. AFTER CONSTRUCTION (see page 16 guidelines)

7. PENALTIES AND FINES (see appendix)

APPENDIX

- A. ASSOCIATION PROCEDURES, RULES AND REGULATIONS
- B. CONSTRUCTION PROJECT GUIDELINES AND RULES
- C. SCHEDULE OF RULES, FINES AND PENALTIES
- D. FEE SCHEDULE
- E. ACKNOWLEDGEMENT FORM
- F. CHANGE ORDER REQUESTS
- G. SAMPLE BOARD SPECIFICATIONS
- H. COMPLIANCE DEPOSIT REFUND POLICY AND PROCEDURE

Revised 03/04/98

A. PROCEDURES, RULES AND REGULATIONS

All construction personnel and visitors are subject to the regulations and control of the Association and the Chief of Security at Windmill Harbour. All construction personnel and tradesmen will enter Windmill Harbour and the site only through corridors specified by the Chief of Security. Violations will be subject to restrictions imposed by the Association, including denial of access to the site.

The construction gate is for use of large vehicles only. Passenger Vehicles and pickup trucks will use the main gate. It is the responsibility of the contractor to notify suppliers to use the construction gate and to notify security when the gate is to be opened.

The contractor and the lot owner will be responsible for the immediate and approved repairs to curbs, paving, utility lines and other existing finished work damaged as a result of the construction or other site improvements. Common areas, roads, curb and utilities shall not be used, cut or otherwise altered without prior written approval of the Association. Any modification to existing utility lines and facilities required by the construction are the responsibility of the contractor of lot owner.

1. All personnel on the construction site must wear proper dress attire. Shirts etc.
2. The dumpster size will not exceed 8 yards in capacity for town house projects, other projects will be evaluated at time of issuing the permit. The ARB requests that the containers be emptied once a week, preferably Fridays.
3. All construction personnel must display proper decals and park in designated parking areas. No off street parking will be allowed, unless approved in advance. Streets must be kept clear for emergency vehicles and other through traffic. See security parking regulations.
4. All construction sites must be secured for the weekend, securing building materials, trash etc.
5. There will be no trespassing on adjoining properties for the purposes of material storage, parking, loitering or any other activity, with out the expressed written approval of the property owner and the ARB/POA
6. All construction sites must have a barrier around the project, to prohibit the drainage of silt, mud and any other debris that may pollute or otherwise damage the adjoining property. See site specifications.
7. Construction work hours are 7 AM to 5 PM Monday through Friday. No holiday work.
8. The possession and/or consumption of alcohol and drugs at Windmill Harbour is prohibited. Violators will be removed from the premises. Repeat offenders will not be allowed on Windmill Harbour Association property.
9. Firearms or other weapons at the site of the work and throughout the project are also prohibited and will be confiscated by the Chief of Security.
10. Loud disturbances not related to construction activity such as radios, profanity and loud vehicles are prohibited.
11. Workers are not permitted at any time in the Sports Center area or in the Marina area without specific business. Workers must remain on the job site at all times.
12. Construction workers will not be permitted to enter or leave Windmill Harbour on foot.
13. A visitor to a construction employee is not permitted.
14. Contractors must supply names of all persons having appointments or other interest at the job site.
15. The speed limit in Windmill Harbour is 25 MPH.

It is the responsibility of the owner and contractor to advise all persons working visiting or having any business at the site the contents of these rules and regulations.

A COPY OF THESE RULES MUST BE POSTED ON THE BACK OF THE CONTRACTORS SIGN ON THE JOB SITE

Initials ____/____/____

B. CONSTRUCTION PROJECT GUIDELINES AND RULES

Construction shall commence within 90 calendar days after the issuance of the WH Building permit. If not, the project must be resubmitted for reconsideration by the WHARB board- Construction is "permitted" in phases by the WHARB. Do not proceed to the next phase of construction without securing approvals from the WHARB. Non-compliance may result in loss of the building permit.

A CURRENT COPY OF THE "PROVED PLANS AND CHANGE ORDERS MUST BE ON SITE, IN A WATER PROOF TUBE, AT ALL TIMES FOR WHARB INSPECTORS

Phase 1 - Clearing, Batter Board Placement, Foundation Excavation, Grading, Filling, Setting of Forms, Concrete pour: Placement of Plates and/or First Masonry Course to show location of all vertical planes on the perimeter of the structure shall be completed. A South Carolina registered land surveyor shall certify the location of these vertical planes and elevations in relation to the property lines and required setbacks. This shall be documented on the signed site plan at 1/8" = 1'0" for approval by the WHARB. The applicant must correct any discrepancies from the approved plans before construction may proceed.

Phase 2 - Framing, Roofing, Porches, Decks, and Placement of Windows & Doors: At this point, the ARB will inspect the completed work to verify that it conforms to the approved plans. Work cannot proceed until the work in this phase is approved by the WHARB.

Phase 3 - All exterior trim, Stairs, Siding, Stucco, Exterior Painting and/or other Exterior Finishes, Gutters and Downspouts, Forms for Drives and Walks shall be complete. At this point, the ARB will inspect this completed work to verify it conforms to the approved plans.

Phase 4 - All Walks, Drives, Fences, and all Landscaping are completed. Once permitted "punch list" items are all approved, and the dumpster and port-o-let are removed, final approval and a letter of Certificate of Completion will be issued by the ARB. A notice will also be sent to the WHPOA.

ALL INSPECTIONS WILL BE DONE ON TUESDAY MORNINGS AND / OR THURSDAY AFTERNOONS. PLEASE CALL IN ADVANCE TO SCHEDULE AN INSPECTION. FOR ALL INSPECTIONS CALL 842-1133

Other Specific Requirements:

- A. Install a minimum of 2-2" conduits under driveways and walkways approximately 3' back of curve or edge of street.
- B. All plumbing vents, flashing and other roof penetrations must be on the backside of the roof, painted to blend with the roof materials.
- C. All construction along the marina and marsh MUST install retaining fabric or other material to avoid washout onto the Marina promenade and marsh or any other property that may become damaged.

Initials ____/____/____

C. SCHEDULE OF RULES, FINES AND PENALTIES

1. Clearing, preparing, moving equipment or materials on site, before the issuance and posting of a Beaufort County Building Permit and a WHARB building permit is prohibited.

The fine and penalty is forfeiture of application fee. New application fee must be submitted. The owner or builder may be required to replace any plant or trees that were disturbed, at owners' or builders' expense.

2. Fine schedule for unauthorized tree removal or damage to trees not marked for removal.

Pine or Palmetto	up to	\$500 per tree
Oak (any variety)	up to	\$2000 per tree
Other hardwoods or plants	up to	\$1000 per occurrence

Building permit will be pulled until a suitable replacement plan is agreed upon by the WHARB. Once approved by WHARB the building permit will be reinstated.

3. Failure to post WHARB and Beaufort County building permits, and/or a copy of site rules, before work begins, on approved signs per the WHARB sign specifications. \$25.00 per day fine after phone call or other notification. Fine starts 2 days after notification, 1 until signs are in compliance

4. Portable toilets and trash containers must be on site before any work begins. Failure to place portable toilets or trash containers in the proper place (see site plan) at construction site will result in the following fine and penalties.

Building permit pulled. \$100.00 per day fine (after phone call or other notification). Permit will be pulled and fine will start 2 days after notification. Once in compliance, the permit will be reinstated.

3. Failure to keep construction site in orderly and "picked up" condition includes keeping trash containers emptied and neat as possible. Trash containers must be emptied when the debris reaches the top of the container. Failure to comply will result in the following fines and penalties.

\$1,00.00 per day fine (after phone call or other notification) Fine starts 24 hrs after notification. If not in compliance within 3 days, building permit will be pulled. Once all fines are settled, the permit will be reinstated.

6. Failure to submit survey after footings, pilings or other foundation work is done, and prior to any vertical construction begins. This survey must be submitted, inspected and approved by the WHARB and must match the approved site plan and conform to the position of the foundation. An as built survey is required in order to have on record that the approved site plan is complied with.

CAUTION: Do not proceed until the above is completed.

WH Building permit will be pulled. All construction will be halted until a survey is delivered to the WHARB. The builder /owner may be required to resubmit a deposit, and be responsible for all additional cost to the WHARB, When all fines and penalties are settled permit -will be reinstated.

7. Failure to complete project within one (1) year after the building permit is issued. The owner may request an extension to the permit; however, the WHARB board must approve this in advance.

WH building permit pulled or expired. Ten percent (109/6) of the compliance deposit each month, up to the total deposit will be charged each month the extension is not requested. There will be no charge for the extension.

8. Non-compliance with the approved construction plans, including the site variance, change without prior WHARB approval.

The fines and penalties are:

- WH building permit pulled.
- Owner may be required to resubmit corrected architectural "as built" drawings, with the approved Change Order Request.
- ARB may require demolition, resiting or rebuilding at owner's expense.
- Once in compliance, budding permit will be reinstated.

9. Applying any exterior color treatments, including roofing etc. before WHARB approval of on site color boards is prohibited. Color boards must conform to specifications.

WH Building permit pulled. \$100 a day fine until corrected and approved by the ARB. Once in compliance, and the fines and penalties are settled, the building permit will be reinstated.

10. Failure to complete landscaping per the ARB approved landscape plans within 90 days after receipt of the CO from Beaufort County and the WHARB.

10% of the total owner and builder deposit each month, up to the total deposit.

11. Building occupancy prior to issuance of Beaufort County's CO or before furnishing a copy of CO to WHARB and occupancy before a WHARB occupancy permit will be issued.

Fine: Total compliance deposit forfeited

12. Notifications of compliance violations or rule violations will be made by phone, by written notification, or in person by a representative of the **WHPOA or WHARB, or WH** security.

13. Any and all questions or information should be directed to PAI, Attention: Windmill Harbour property manager.

14. Failure of contractor/owner to notify ARB of required inspections as called for in the Rules and Guidelines in a timely manner, or proceeding to the next phase, is prohibited.

Fine and penalty is a. the Building permit is pulled or b. the deposit is forfeited.

Initials ____/____/____

D. FEE SCHEDULE

	WHARB Review		Compliance Deposit	
	Permit Fee Non- Refundable	Owner Refundable*	Builder Refundable*	Architect Refundable*
New Construction				
Under 3,000 Sq. Ft.	\$1,000	\$4,500	\$4,500	
Over 3,000 Sq. Ft. (Heated Dwelling space)	\$1,000	\$4,500	\$4,500	
Remodeling				
Within existing footprint	\$150	\$500	\$2000	
Expanding Existing Footprint	\$450	\$1000	\$2000	
Pool Addition				
	\$150	\$500		
Residential Maintenance				
Same Color	\$25.00			
Change Color (with ARB Approval)				
Construction inspection fees 4 inspections		\$50.00 each	\$200.00	
Additional inspections		\$50.00 each		

* These deposits may be refunded when the Final Inspection is completed by the WHARB. Please review "COMPLIANCE REFUND POLICY" in this package. (Schedule H)

* WHARB meetings are held on the second and fourth Thursday of each month. Complete submissions must be received on the Friday preceding the Board meeting to be included on the agenda.

* When a property owner acts as an "OWNER/BUILDER," both deposits are required and must be collected at the time the WH permit is issued.

E. ACKNOWLEDGEMENT

Your signatures indicate that you are thoroughly familiar with and agree with Sections 3.1 through 3.30 of the Windmill Harbour covenants and the Windmill Harbor Architectural guidelines. You also understand that when all construction documents, drawings, site location, materials and colors have been approved by the WHARB. **NO DEVIATION MAY BE MADE FROM THESE APPROVED PLANS WITHOUT PRIOR WRITTEN APPROVAL FROM THE ARB.**

The owner, contractor and architect acknowledge that the ARB has the right to assess penalties against the owner, builder, architect or any other party that may have authority on behalf of the owner. The ARB has the right to withdraw the building permit for Wing to comply with all of the rules, regulations, approved plans or failing to complete the project in a timely fashion.

The owner, contractor and architect agree and understand that the WHARB or WHPOA are not responsible for any loss time or expense, when the project is out of compliance with any of the above rules and regulations.

The above schedule of penalties applicable to this project has been reviewed and is acknowledged and agreed to by my/or our signatures below. All fines and/or penalties will be paid at the offices of PAL unless otherwise directed.

Property Location / Address: _____

Property Owner

Property Owner Builder Architect

Date Date Date

Job Super / Foreman Landscaper

Date Date

F. CHANGE ORDER REQUESTS AND PROCEDURES

1. All changes to be made to the original approved plans will require a Change Order Request.
2. Change Order Request forms may be picked up at PAL.
3. You should submit the requests to the ARB board before the next meeting in order to get a timely response to your request.
4. The Board will review the Change Order request in the same way all other plans are reviewed.
5. Please submit a change order before you change, modify or in any way deviate from the original plans.
6. A copy of all approved change orders must be attached to the construction site copy of the plans.

The owner, architect and contractor are responsible for changes made to the original approved plans without WHARB approval.

There will be a charge for Change Orders depending upon whether or not any additional time will be spent by the ARB. The following are the charges:

- Simple CO requests that can be approved by staff in the field. \$25.00 per change order
- CO requests that must be reviewed by the ARB (depending upon the change and time spent) up to \$500.00 per change order. Staff personnel at PAL will make this determination.
- All change orders must be submitted to PAI along with the appropriate fee, before the CO will be reviewed.

If you have any questions, or if you need further assistance, please call PAI at 842-1133.

G. CHANGE ORDER REQUEST

Submit to:
Windmill Harbour Architectural Review Board
307 WatersEdge, Hilton Head, SC 29928

DO NOT Construct, Build, Install, Paint, Plant, Etc. different than shown on Approved Construction Documents. If you have a question or need urgent response, call (843) 842-1133.

OWNER _____

ARCHITECT _____

CONTRACTOR _____

LOT NO. _____

STREET ADDRESS _____

CHANGE ORDER NO. _____

DATE SUBMITTED _____

DATE RESPOND _____

APPROVE / DENY _____

STAFF / BOARD _____

- 1. DESCRIPTION OF CHANGE REQUESTED:
- 2. DETAIL DRAWING OF CHANGE REQUESTED ATTACHED.
- 3. REASON FOR CHANGE REQUEST:
- 4. DRAWING NUMBERS & DETAILS AFFECTED BY CHANGE:

	YES____ NO____

THIS CHANGE REQUEST APPROVED BY:

OWNER	DATE
ARCHITECT	DATE
CONTRACTOR	DATE

G. COLOR SAMPLE BOARD

ALL CONSTRUCTION SITES WILL REQUIRE A COLOR SAMPLE BOARD WITH THE FOLLOWING INFORMATION.

Please refer to the ARB specifications regarding the size and contents. A sample is attached.

COLOR SELECTION

DISPLAY

SHINGLE SAMPLE _____					
TRIM SAMPLE _____					
BODY SAMPLE _____					
BRICK SAMPLE _____					

The Sample Board should be approximately 21 x 61. Samples displayed should be proportionate to their use. **Samples shall be displayed on the finish to be used.** Display Board shall be placed in full view of the street front.

H. COMPLIANCE REFUND POLICIES

In order to receive your compliance deposit refund the following procedure must be complied with. Refunds requests will not be honored without the proper approvals from the WHARB.

1. A letter from the owner or builder must be sent to the ARB requesting final inspections and the deposit refund.
2. Once the final inspection is completed and all issues are resolved and approved by the ARB inspectors and the ARB Board, then the deposits will be refunded.
3. Please allow 5 working days after the approved inspection for the refund to be sent.
4. If there is any outstanding issue found during the final inspection, a letter will be sent to the owner or builder, stating the deficiency. When corrected, the owner or builder may call -the ARB and schedule a re inspection.

I. EROSION PROTECTION

Special erosion protection is required before construction for lots 1 to 17 on Harbour Passage and 29 through 34 on Sparwheel Lane to protect the marina harbour.

- A. Existing grass sod is not to be disturbed during construction for a distance of fifteen (15) feet from the bulkhead.
- B. A filter fabric barrier two (2) feet high or more is to be placed five (5) feet inland from the bulkhead across the entire construction site and turned inward toward the front of the lot and supplemented by a line of hay bales along its entire length. Following any appreciable rain that causes erosion, the area should be cleaned immediately. If erosion is allowed to enter the harbour, the owner is responsible for all cost it has to be removed.

J. APPLICATION FOR RESIDENTIAL CONSTRUCTION

Submission Date _____
 Final Approval Date _____
 Lot Number _____
 Street Address _____
 Property Owner _____
 Home Address _____
 City, State, Zip _____
 Telephone No (Emerg) _____
 Telephone No (Work) _____

Patio _____ Townhouse _____ Full Size _____
 Remodel _____ Maintenance _____ Other _____

ARCHITECT

Name _____
 Address _____
 City, State, Zip _____
 Telephone _____

BUILDER

Name _____
 Address _____
 City, State, Zip _____
 Telephone _____

LANDSCAPE ARCHITECT

Name _____
 Address _____
 City, State, Zip _____
 Telephone _____

BUILDING PERMIT INFORMATION

Permit # _____ Date _____
 Compliance Deposit Amount \$ _____

ENCLOSED DWELLING AREA

First Floor _____
 Second Floor _____
 Total _____

ELEVATIONS (AMSL)

Existing at center of building Footprint _____
 Proposed fill/grade Elevation _____
 First floor _____
 Roof Height _____

APPROVALS

CONCEPTUAL _____
 PRELIMINARY _____

CONTRACTOR LIST

JOB LOCATION _____

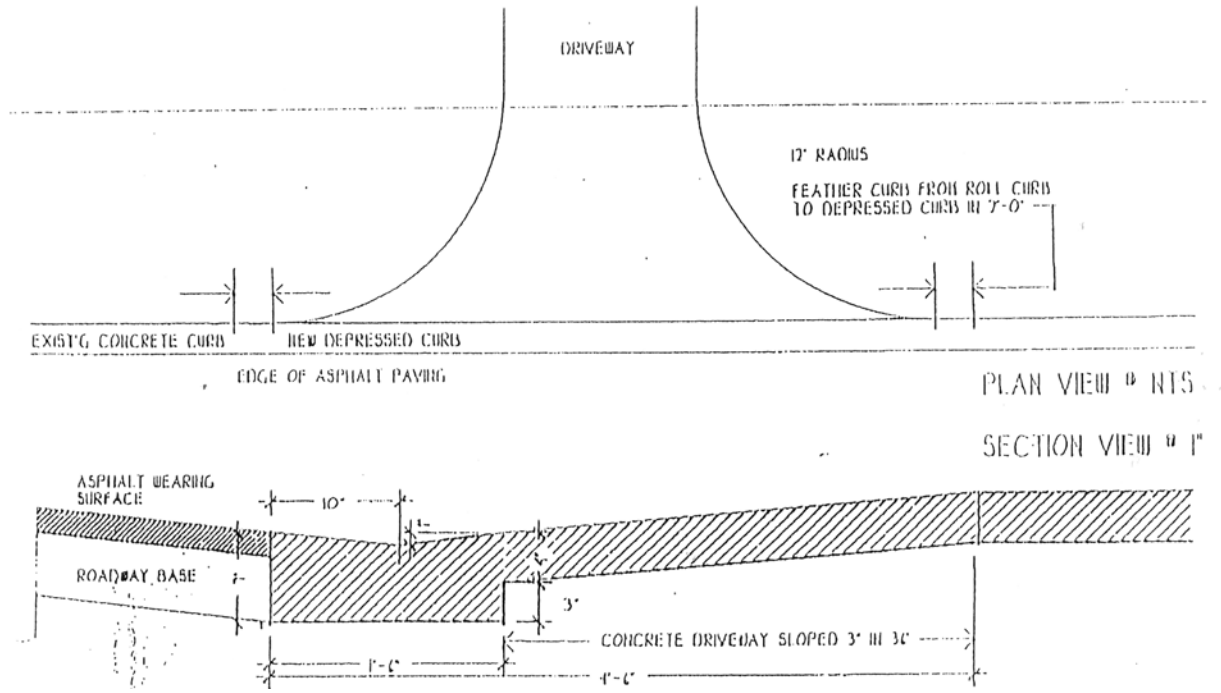
GENERAL CONTRACTOR _____

DATE _____

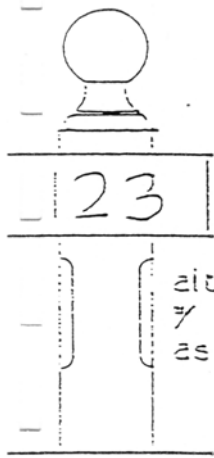
TELEPHONE _____

TRADE	SUBCONTRACTOR	ADDRESS	TELEPHONE
Site Work			
Concrete			
Masonry			
Metals			
Framing			
Exterior Trim			
Interior Trim			
Stucco			
Insulation			
Roofing			
Hardware			
Drywall			
Painting			
Ceramic Tile			
Carpet			
Vinyl			
HVAC			
Plumbing			
Electrical			
Specialties			
Other			
Underground Utilities			

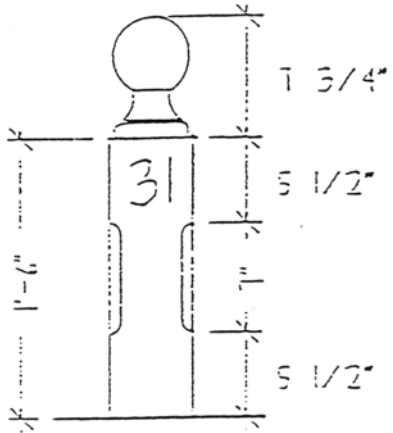
K. CURB CUT DETAIL



L. HOUSE NUMBER



alternate
7 12" 2x6
as required



6x6 pt wood post
1" edge chamfering
4" brass letters
ball finial AW-6
(available @ Espy)
paint

M. CONTRACTOR'S SIGN

