



Pineland Lakes

Architectural Control Committee

Design Guidelines
and
Building Application

July 2012

Pineland Lakes Review Process - Overview

- 1) Contact ACC agent to arrange delivery of documents
- 2) Submit two (2) sets of plans, the application and review fee to ACC.
 - drawings may be submitted as 24"x36" sheets or in PDF form
- 3) Plans will be reviewed by the ACC. Comments and suggestions will be noted and returned: minor changes will be allowed by conditional approval, major changes may require new drawings to be submitted.
 - Plans will be reviewed as quickly as possible, within 7-14 days on average.
- 4) If necessary, ACC agent will meet client/builder to discuss design.
- 5) Applicants will be notified of ACC action, approvals will proceed toward construction and rejected plans may be revised or a new plan may be submitted.
- 6) Upon final approval, ACC will notify applicant and arrange a pre-construction meeting if necessary to discuss conditional approvals or ACC concerns.
- 7) Construction may commence according to all applicable codes and laws.
- 8) Any changes after approval that affect the exterior appearance of the house must be submitted and approved by the ACC using the attached "Application for Design Change".
- 9) The ACC reserves the right to assess fees, fines and penalties for any deviation from the approved plans or for any damage done within the community during construction.
- 10) The ACC will meet once a month or as needed to provide prompt and courteous service to current and prospective homeowners.

Why are there Architectural Guidelines for Pineland Lakes?

Like any other neighborhood, Pineland Lakes is committed to protecting the value of its homeowners' property. This is accomplished by ensuring consistent and complimentary design features from one home to the next. Each home is encouraged to be unique and distinctive within the general character and theme of the neighborhood as a whole. These guidelines are intended to provide structure and guidance to shape and enhance the appearance of each home, and in the process, ensure a consistent quality product in the neighborhood as each home site is initially built and enhanced over time.

Architectural Control Committee (ACC)

The ACC has the responsibility of administering the Design Guidelines. This includes the review and approval of all plans for new construction as well as improvements to existing residences. The goal of the ACC is to ensure that all plans submitted for review meet the criteria set forth in the Design Guidelines and that construction is completed in accordance with the approved plans.

The ACC shall consist of at least three but not more than five persons who are approved by the HOA Board of Directors and may be officers or members of the HOA or the development company. It is recommended but not required that at least one committee member be a neutral, third party individual provided that said person or persons has relevant experience in architectural planning and design.

Architectural Review Process

All plans for new residential construction and additions or alterations to existing residences and lots (including docks, boat slips and bulkheads on lakefront lots) must be approved by the Pineland Lakes ACC. The required application form, plans and review fee must be submitted and approved prior to commencement of any work. Additions, renovations and alterations are subject to the review process and fees at the discretion of the ACC.

1. Plan Submission and Approval

Two sets of printed comprehensive construction documents (or one pdf file), completed Application forms and Agreement, and all review fees should be delivered to the ACC through whatever means is acceptable to the ACC and applicant.

Applicants will receive the results of the ACC review within two weeks of receipt of all required documents as listed above. Rejected and resubmitted plans will be expedited as much as possible, within reason, based upon the schedule and availability of the ACC and its members. ***If the plans are approved***, the applicant will be notified in writing by the qualified agent of the ACC and one set of the approved plans will be signed, dated and returned to the applicant. Approved plans may have notes, comments or sketches that may be required, optional or merely suggested as part of the approval. One copy will remain with the ACC until satisfactory completion of the work submitted for field verification purposes, at which point it will be turned over to the HOA Board of Directors to be filed and stored at their discretion. ***If the plans are not approved***, the applicant will be notified with an explanation of the denial or conditions that must be met to obtain approval. Applicants are encouraged to contact the ACC agent for conceptual plan review prior to submitting final plans or to discuss alterations required for final approval. All plan approvals are valid for a 12 month period commencing on the date of approval. Any construction not commenced within said timeframe will render the approval null and void and must be resubmitted. All construction projects must be completed within nine months from breaking ground, after which penalties may be applied at the sole discretion of the ACC.

2. Start of Construction and Survey requirements

Construction will be considered to be commenced after the project has been officially staked out on the site by a licensed South Carolina surveyor and the foundation excavated. Once any foundation work has commenced the nine month construction window is triggered. For projects that do not require foundation work, the nine month window shall commence at the discretion of the ACC on a project-by-project basis and the applicant shall be notified of deadlines in a timely manner.

It is required that all homes be located by a licensed South Carolina surveyor and highly recommended that any other projects that approach property lines or building setback lines also be located by a surveyor.

3. Changes During Construction

If any changes are required to an approved project during construction that would affect the exterior appearance, an "Application for Design Change" describing the proposed changes must be submitted to the ACC for approval. The review process of these requests will be the same as that for new construction, with all necessary documents and fees, at the discretion of the ACC based upon the extents of the requested changes and the rationale given for the necessity of the changes.

4. Final Inspection

A final inspection of all new homes is required upon completion of all construction and landscaping to verify plan compliance. The owner or their agent should contact the ACC to schedule the final inspection, which should be requested at the time the certificate of occupancy is applied for. An ACC representative will make the inspection within 30 days of the written inspection request. E-mail messages qualify as a "written request".

Prior to the final inspection, all efforts should be made to clear any and all construction debris, any damage to streets, sidewalks or curbs should be repaired, and the landscaping should be complete and conform with the approved landscaping plan. Leniency may be offered on the landscaping completion depending upon seasonal and weather conditions that may negatively impact the plantings and their survival.

5. Enforcement

The architectural design criteria and review process has been developed to encourage quality design and preservation of property values and community resources. Therefore any new construction which occurs that has not been approved by the ACC will not be tolerated. A stop work order will be issued to the builder and/or homeowner, a fine shall be levied, and other legal remedies may be pursued at the discretion of the ACC and HOA Board of Directors.

DESIGN GUIDELINES & MINIMUM STANDARDS

These guidelines are a subset of the Pineland Lakes Covenants & Restrictions and associated Bylaws and are subject to and shall not conflict with any requirements within said documents. If any conflicts are discovered, the Covenants & Restrictions shall prevail.

1. Construction and Size Standards

All homes must be "on-site stick-built" construction. No Pre-Fabricated or Modular Homes will be permitted.

Building Size:

Minimum heated square footage requirements are as follows:

1-story: 1,700 heated sq. ft.

1-story w/Bonus Room: 1,700 heated sq. ft. w/min. 1,400 heated sq. ft. on 1st floor

2-story: 1,800 heated sq. ft. with minimum 1,300 heated sq. ft. on 1st floor

Homes shall not exceed two stories in height. All homes must have an attached side-load 2-car garage on the exterior sides of the house, courtyard-style driveways will not be allowed. It is recommended that consideration be taken regarding turning radius to allow easy access into side load garages.

2. Architectural Styles

Property owners may choose from a variety of compatible architectural styles that are harmonious with each other and the general theme and character of the neighborhood. Thus far, the community has homes that could be classified as traditional, country, new American, southern, or low-country. The community is not limited to these few styles of design, and each individual home design will be judged on its own merit as to whether the overall design theme and detailing meshes with the atmosphere of the neighborhood. Each home design should take into account not only the community theme, but also the natural site characteristics of the lot as well as the colors, materials and style of the adjacent homes to produce a unique, yet cohesive neighborhood fabric.

3. Exterior Materials and Detailing

Exterior materials, colors and textures of each home should compliment the natural setting of Pineland Lakes as well as the homes adjacent to each other. Homeowners are encouraged to use unique materials and textures, but obtrusive or inappropriate colors or materials that would draw undue attention to specific buildings will not be allowed. Unique colors and materials are like most other things in life and should be used in balance and moderation lest a unique and intriguing material become overbearing and unnatural.

Foundations

Raised-slab foundations with CMU stem walls are recommended but not required. It is required that each home present at least two steps from the front entrance to the finished grade at the front yard. This may be accomplished with a monolithic slab if executed properly. As a minimum requirement, there should be one 4-6" step down to the front porch from the threshold of the front door and one 6-7" step down from the front porch to the entry sidewalk on final grade. Any exposed foundation facing must be parge-coated or brick/stone veneered in a color palette that matches the rest of the home.

Allowable materials

Approved exterior materials include but are not limited to the following:

Primary materials: Vinyl siding, Hardi-Plank, Board & Batten, or similar

Accent materials: Brick, Stone (natural or synthetic), or similar

The intent is that the front elevation of the home consist of at least 70% accent material integrated and alternating with the primary material in a balanced and logical design. Latitude will be allowed for creative or unique designs, so long as the end result is appropriate and harmonious to the neighborhood theme and compliments adjacent homes.

Roofs

It is expected that most houses will have 30yr architectural shingles as a minimum standard, with metal roofing as an optional accent or design feature. Colors should compliment the homes overall color palette as well as the homes adjacent to it. It is encouraged to vary roof colors so as not to have every home displaying the exact same roof color as its neighbors. Pitches for primary roofs shall be 7/12 or greater and front gables shall be 8/12 or greater. No roof pitch may be less than 4/12. For more complicated roof designs, latitude may be granted on roof pitch requirements on a case-by-case basis provided the end result is a cohesive roof profile. A roof plan may be required to evaluate such conditions.

Patios, Driveways and Sidewalks

All homes must have a concrete driveway from the back of curb to the entrance of the garage doors, with a sidewalk leading to the front entrance. The concrete may be finished in a variety of colors or textures so long as it is harmonious with the overall color scheme of the house and does not draw undue attention. Other allowable materials include brick, stone or concrete pavers and must be approved by the ACC. Top-coatings such as concrete paints and stains, stamped concrete or textured surfaces are also acceptable and encouraged.

Outbuildings

Outbuildings such as detached garages, gazebos, and storage sheds are allowed on the following conditions. Each structure must be built of a low-maintenance material that matches or compliments the color scheme and materials of the main house and any adjacent structures. The doors of detached garages and sheds may face the street but consideration should be given to ensure that they do not detract from the overall property appearance from the street. It is expected that most outbuildings will be vinyl sided with asphalt shingles similar to those on the main house. Roof design should compliment the theme of the main house and shall not have a pitch less than 4/12.

Fences

Perimeter property fencing is allowed for the side and rear yards of all interior lots, shall be white vinyl or similar maintenance-free material and may not exceed 6' in height. Decorative white vinyl fencing may be used in the front yard, but only as a design accent and is not intended to enclose the entire front yard. The ACC must approve any fencing to be used in the front yard of any house. Fencing may be used to enclose portions of lakefront lots so long as the height and style of the fence does not block or interfere with lake views of adjacent homeowners. Heights, fence design and location for lakefront lots must be approved by the ACC and may be rejected at their sole discretion. Fencing may not encroach upon any easements or buffer zones and must be installed so as not to impede proper site drainage. This paragraph is intended to work in conjunction with the specifications described in Pineland Lakes Covenants & Restrictions section 6.09(a).

4. Site Design

Building Setback Lines shall conform with Horry County guidelines with the addition of a 40' setback from the front property line. The foremost wall of any structure must be at least 40' back from the front property line.

Drainage

Individual lot drainage should be planned to direct surface runoff to streets, drain inlets, ponds or lakes, and drainage swales. Flat areas may require drainage systems to pipe water away from problem areas, as required. The ACC is not responsible for the review or implementation of site drainage or grading. It is the responsibility of the property owner and builder to ensure proper site grading and drainage such that runoff is directed to appropriate outlets and does not flood or negatively impact adjacent properties. Any corrective action is the financial responsibility of the offending property owner. It is the property owner and builders responsibility to ensure that drainage complies with any and all local, county or state codes and regulations.

Utilities and Mechanical Equipment

Most utility services are located near property lines and homeowners are encouraged to screen or hide utility boxes with plantings in such a way as to minimize their visual affect on the streetscape without blocking access to any necessary service panels.

All mechanical systems (HVAC, generators, etc) and storage tanks (propane, etc.) should be screened by fencing or plantings in some form to minimize their view from the primary street (and/or side street, if applicable) at the front of the home. Whenever possible, accessories such as satellite dishes should be mounted away from street view or at least in such a way as to minimize its visual impact on the front of the house.

Landscaping and related items

Landscaping and site design should integrate the house, the plantings and any accessories in a harmonious fashion and compliment adjacent properties as best as possible.

At the time of final inspection and before occupancy, the front and side landscaping must be installed and complete, including all plantings, mulch products and sod. The rear yard landscaping and sod may be completed at any time after occupancy. Lakefront lots are encouraged to sod at least a portion of the rear yard before occupancy to help minimize erosion and excessive runoff into the lake.

Plantings should be selected that are indigenious to the area and complimentary to the design and color scheme of the house and adjacent properties. All plant species should be heat and draught-resistant. A multi-zoned irrigation system on a separate meter is recommended but not required.

Hardscape materials and accessory structures are also attractive for landscape design: pavers, decorative fencing, fountains, statues, sculptures, walls, arbors, trellis, pergolas, gazebos, benches and similar features are encouraged so long as they are an appropriate size, material and style that compliments the overall design of the landscape and the house.

Exterior Lighting

Exterior lighting for each home should be carefully planned to eliminate glare, bright spots and light pollution. Exterior lighting can include porch lights, post lights, downlights in soffits, uplights for trees and landscaping, low-voltage pathway and flood lights, and similar lighting features. Flood lights and high-intensity mercury vapor or similar lights are discouraged on the front or front-corners of homes, as they tend to direct unnecessary and unwanted glare toward the street. Proper exterior lighting can accentuate any property, careful design is requested regarding scale, wattage, intensity and quantity of light fixtures installed. The HOA and the ACC reserve the right to have homeowners change or remove offensive lighting due to complaints or concerns from the Board or adjacent property owners.

Recreational Equipment, Pools, etc.

Children's playground equipment and similar recreational equipment must be limited to rear yards and any bright or garish colors should be screened from street view by plantings or fencing. Sports equipment such as basketball goals may be permanently mounted in an appropriate location so long as it does not negatively impact the front appearance of the home and property. Any recreational equipment in the rear of lakefront lots should be located in such a way as to minimize visibility from adjacent lots and preserve lake views. Portable sports equipment such as basketball goals are permitted so long as they are stored away from street view when not in use. Hot tubs, kiddie pools and similar items are allowed but should not be visible from the street at any time.

5. Common Areas, Open Spaces and Amenities

All common areas, open spaces and amenities are controlled and maintained by the Pineland Lakes HOA for the benefit of the community as a whole. No improvements or modifications to any of these areas are allowed without prior review and approval of the ACC.

6. Construction Guidelines

Completion Schedule: All construction must commence within 12 months of ACC approval and must be completed within 9 months of breaking ground. This applies to renovation and addition projects as well. Front and side landscaping must be completed before occupancy, as described in the landscaping guidelines.

All builders must have at least an SC state builders license as minimum qualifications. The only exception to this is if the homeowner is acting as his own GC, however all other guidelines and schedules still apply. All construction must comply with any and all applicable state and local building codes, regulations, zoning, et al.

Working Hours:

M-F: 7am-7pm

Saturday: 9am-5pm

Sundays & Major National Holidays: None

(New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & Christmas)

Clean up activities may take place after work hours so long as no loud equipment is being used and the nature of the clean-up is not a nuisance to neighboring properties.

Conduct of Workers: the conduct of all workers and subcontractors is the responsibility of the general contractor and property owner. Loud vehicles, loud music, offensive language, any form of physical violence, etc, which may disturb residents will not be tolerated. The HOA reserves the right to ban any worker or subcontractor that habitually neglects these rules of conduct.

The builder and property owner are responsible for obtaining ACC approval and any and all applicable fees, permits and insurance before proceeding with any construction.

The general contractor and property owner are responsible to repair any damage to curbs, streets, sidewalks, signage or any other community amenity or common area caused during any construction-related activity.

7. Site Maintenance

The general contractor is responsible for maintaining a neat and orderly jobsite at all times, with special emphasis on cleaning the street of any construction debris and disposing of all trash and scrap material on site into an appropriate construction dumpster at the end of each work day. All materials, equipment and dumpsters must be stored within property lines and the right-of-way unless express, written consent is provided by adjacent property owners. All adjacent lots shall be policed for trash and debris daily throughout the construction process. Burning of construction debris in open-air fires is strictly prohibited. Streets shall be kept free of mud, silt and debris from construction traffic. All drainage outlets must be kept free and clear of any debris and blockages. Silt fence is recommended to keep debris away from neighboring homes and lakes or ponds. No construction debris, materials, signage or equipment may be left on site after completion of any project.

8. Amendments, Modifications and Variances

The ACC reserves the right, in its sole and absolute discretion, to modify and amend these guidelines and to issue variances with regard to these guidelines under special or extenuating circumstances.

9. Fees, Fines and Penalties

The ACC, in conjunction with the HOA Board of Directors, shall have the right to establish such reasonable fees and penalties as it may deem necessary, on both a regular or case-by-case basis, depending upon the circumstances. The ACC Review Fee is non-refundable for any reason, regardless of approval, denial or any other situation or contrivance. Penalties assessed for Design Guideline violations or community property damage may be waived or repealed at the sole discretion of the ACC upon satisfactory resolution of the offense or repair of damaged property, if performed in a high-quality and timely manner.

See attached copy of "ACC Fee and Penalty Schedule" for a list of current fees and fines.

10. Insurance

Upon final approval from the ACC, owner or general contractor shall provide proof of liability insurance with coverage of not less than \$1,000,000 per occurrence, with the Pineland Lakes HOA listed as an additionally insured.

Application Checklist - Pineland Lakes ACC

Required Construction Documents for New Construction and Renovations/Additions

1. **Site Plan**, based on a survey from a licensed surveyor, at 1"=20" scale, showing:
 - property lines, setbacks, wetlands, easements and metes & bounds
 - all streets bordering the lot, named and labeled
 - any and all existing structures, utilities, and site features
 - drives, walkways, patios, etc, with materials & areas indicated
 - any proposed landscape or hardscape features
 - any pools, spas, fountains or similar water features
 - fencing location & description, mechanical equipment, play equipment, etc.
 - location and description of any other outbuilding or accessory not listed above
 - be certain all new and significant structures are labeled and located with dimensions

2. **Floor Plans** at 1/4"=1'-0" scale showing the following details:
 - all interior spaces drawn to scale with all rooms dimensioned & named
 - all window and door openings, dimensioned and labeled
 - garages, decks, patios, stoops & porches, et al dimensioned and labeled
 - all dimensions and notes necessary for permitting and construction

3. **Building Elevations** at 1/4"=1'-0" showing the following details:
 - front, rear and both side elevations for each structure
 - materials and finishes for all surfaces should be identifiable
 - identify or label any special trim, material or detail not mentioned elsewhere

4. **Landscape Plan** (for new home construction) at 1"=20' scale or larger showing:
 - plant list with proposed types, names, sizes and quantity
(may be revised as needed before final planting)
 - footprint of all structures shown on site plan
 - existing trees and vegetation to be preserved, if applicable
 - proposed tree & shrub locations, lawn areas, and special features
 - any hardscape or accessory elements (walls, fences, fountains, arbors, etc)
 - screening of any items such as HVAC, generators, propane tanks, etc.

5. **Proof of General Liability Insurance** with Pineland Lakes HOA also insured.

6. **"ACC Application for Residential Construction" & Review Fee**
 - new home construction = \$500
 - renovation or addition = \$300 - structural changes to exterior of main house
 - new outbuilding = \$250 - such as a garage, workshop, pool house, etc.
 - landscape or accessory = \$150 - for extensive re-landscaping, shed, arbor, etc.

7. **Smaller Projects**
 - smaller projects such as sheds, landscaping and other small improvement projects require significantly less review, therefore fees may be reduced or waived by the ACC.

Pineland Lakes ACC Application for Residential Construction

Lot # _____ New Construction Renovation/Addition

Property Owner: _____

Address: _____

Phone #: _____ E-mail (optional): _____

Builder/Contractor: _____ Contact person: _____

Address: _____

Phone #: _____ Fax#: _____ E-mail (optional): _____

Building Size: Heated Square Feet (calculated per Horry County guidelines)

First Floor: _____ sf

Second Floor: _____ sf

Total Heated: _____ sf

Unheated Square Feet

First Floor: _____ sf

Second Floor: _____ sf

Outbuilding 1: _____ sf

Outbuilding 2: _____ sf

Total Unheated: _____ sf

Grand Total: _____ sf

Exterior Materials:

Roofing - Primary material: _____ Color: _____

Accent material: _____ Color: _____

Siding - Primary material: _____ Color: _____

Secondary material: _____ Color: _____

Accent material: _____ Color: _____

Mortar brand & Color: _____

Shutter Color: _____

Front Door Color: _____

Window type & color: _____

Garage door color: _____

Decks, Patios, walkways: _____

Foundation finish: Material: _____

Color: _____

* Please attach any additional material or design information not covered in this application.*

Pineland Lakes Building Agreement:

I, _____ as property owner,
and I, _____ as contractor for the above
described construction project, acknowledge and agree that the improvements will be
constructed in accordance with plans and specifications which have been approved by the
Pineland Lakes ACC. We further acknowledge and agree that:

1. We have read and understand the Covenants & Restrictions, ACC Guidelines and all similar documents provided to the property owner on behalf of the Pineland Lakes HOA.
2. We are responsible for completing the project as described in the approved drawings and specifications.
3. We will maintain the construction site in a clean and orderly fashion at all times, and will provide a construction dumpster onsite and a portable toilet as required by code.
4. We are responsible for the conduct of all workers and subcontractors performing services on this project at all times while they are engaged by us.
5. We will be financially responsible for repairing any damages caused to common areas, roadways, or other properties within Pineland Lakes by ourselves, our workers or subcontractors.
6. We have read and understand the fee schedule for violations of ACC guidelines and acknowledge that they are fair and reasonable.
7. If we fail to abide by this Agreement, a lien may be filed against our property in an amount equal to the costs incurred due to our non-compliance.

The ACC is not responsible for site grading and/or drainage plans for any individual lot; it is the responsibility of the property owner and the builder to ensure proper drainage of runoff in the street right-of-ways and/or from and onto adjacent properties. Any corrective action regarding drainage is the financial responsibility of the property owner and the builder.

We emphasize that it is the property owner and/or the builder's responsibility to acquire all necessary permits and documents required by Horry County and/or the City of Conway as well as to ensure that all applicable zoning, building codes and regulations are met or exceeded during the construction of this project.

This Application and Agreement made this _____ day of _____, 20____, by

Property Owner's Signature

Contractor's Signature

ACC Approval

Date

Pineland Lakes ACC Fee and Penalty Schedule

Affective July 15th, 2012

ACC Review Fees:

- new home construction = \$500
- renovation or addition = \$300 - structural changes to exterior of main house
- new outbuilding = \$250 - such as a garage, workshop, pool house, etc.
- landscape or accessory = \$150 - for extensive re-landscaping, shed, arbor, etc.

For questions regarding the Review Fees above or to inquire whether your project requires ACC review and approval, feel free to contact the ACC agent.

Sample Penalties and Fines:

HOA Fines:

Damage to sidewalk, curbing or roadway, if not repaired:	Cost to repair +25%
Violations to "Working Hours" or "Conduct of Workers":	\$100 per occurrence
Damage to any HOA property, if not repaired:	Cost to repair +25%
Failure to maintain a "clean and orderly" jobsite:	\$100 per occurrence or cost of clean-up + 25%

ACC Fines:

Failure to submit Design Change requests to ACC for approval:	Min. \$150 per change
Failure to apply for ACC Review of applicable project:	Min. \$250 per project

Notes:

Other reasonable fees may be added as necessary.

Fines do not include attorneys and other legal fees if necessary.

Fines are due before date as indicated on Penalty Notice.

Late fees with interest may be applied, and liens may be filed if necessary.

Make checks payable to the following:

For ACC Review Fees and ACC Fines: Cagey Consulting, LLC

For HOA Fines and Penalties: Pineland Lakes HOA

Pineland Lakes ACC
Application for Design Change

Date Prepared: _____ Date Received by ACC: _____

Owner: _____ Lot #: _____

Address: _____ Phone #: _____

Builder: _____ Phone #: _____

Please describe requested change and reason the change is required:
Please attach any drawings or sketches that might be helpful.

For use by ACC agent and HOA Board of Directors

Requested change: Was approved Was NOT approved Date: _____

Comments:

Signed: _____ ACC agent