

SpringLake Property Owner's Association Architectural Review Manual And Rules and Regulations

**Adopted January 2003
Revised August 9, 2016**

INTRODUCTION

ARCHITECTURAL REVIEW BOARD

The Architectural Review Board (ARB) is appointed by the Board of Directors of SpringLake for the purpose of ensuring the compatibility of design among the SpringLake homes, making certain that the individual residences reflect the overall design objective of the entire community and that the natural setting of the community is preserved and enhanced.

The ARB members serve "At Will" and are appointed or are volunteers. There is a maximum of 5 and a minimum of 3 members. If at any time there is a tie vote, the President of the POA board has the deciding vote.

The ARB will implement rules, procedures, guidelines and reasonable fees established by the POA Board to achieve the objectives of SpringLake. The ARB is vested with the powers to review, control and approve any improvements to the site, e.g., landscaping/planting and tree removal. In order to refine and perfect these procedures, guidelines, etc., it may be, from time to time, necessary to make revisions. It is not the intent of the ARB to stifle or limit imaginative or creative home designs. The ARB, therefore, reserves the right to relax and/or tighten the procedures, guidelines, rules, etc., as directed by the POA Board.

1. REVIEW PROCESS

1.1. RECOMMENDATIONS

1.1.1. Review covenants and guidelines.

1.1.2. Select design professionals to aid in design process and for drawing submittals. Consult ARB for recommendations, if necessary.

1.1.3. Employ a surveyor to obtain a complete survey, if necessary.

1.1.4. Consult ARB or POA members concerning guidelines, if necessary

1.2. SUBMITTAL and REVIEW

1.2.1. Submit application (obtained from Management Company) and all documentation and fees to Management Company, at least 30 days before ARB meeting.

1.2.2. Submit one (1) copy of drawings and/or letter of description of revisions or improvements to the ARB for review along with application. Include a site survey which shows property lines with dimensions, utilities, spot topos and location of 6" in diameter or over in caliper and or any other supporting materials. No revisions or improvements shall be implemented without ARB approval. Minor changes to plan may be field-approved by ARB representatives.

1.2.3. Management Company forwards documents to the ARB for review.

1.2.4. ARB reviews proposal and votes to approve/disapproval request.

1.2.5. Property owners have the right to appeal decisions made by the ARB to the POA Board. Appeal must be in writing, delivered via certified letter to Management Company, no later than 60 days after decision of ARB. Appeal requests must contain documentation supporting applicant's request. The POA Board will have the final decision on all appeals. Owners and ARB must be represented at appeal request meeting.

1.3. FEES

1.3.1. Any project started without prior ARB approval must pay a \$250 "quick review"-processing fee. The regular review, a project submitted before the monthly meeting, is subject to a one time per lot fee of \$25. This fee covers your lot for as long as you own said lot. Owners of unimproved lots or "Major" Improvements are required to submit Fees and deposits outlined in 2.5.1

1.4. REVISION OR IMPROVEMENT TO EXISTING STURCTURES AND/OR LOTS

1.4.1. Submit application (obtained from Management Company) and all documentation and fees to Management Company, at least 30 days before ARB meeting.

1.5. MAJOR IMPROVEMENTS and CONSTRUCTION SCHEDULING

1.5.1. Construction must commence within four months from final approval or plans must be resubmitted to the ARB for review and re-approval. There is a \$250.00 plan review fee and a refundable \$1,500.00 landscape and damage deposit for "Major" work i.e. any improvement greater than \$5000 is considered "Major" and New Home construction. "Major" and new improvements require the utilization of an Architect or other trained professional for the review process, with the ARB having final approval.

2. GENERAL GUIDELINES

2.1. GUIDELINES TO FOLLOW

2.1.1. Shallow wells may not be used for irrigations; GSWSA has a separate water meter available for irrigation purposes.

2.1.2. Driveways must be concrete. Sidewalks can be either concrete or brick. Minimum of two off-street parking spaces should be provided per lot. Driveways should be located at least three feet from side property line with a maximum width of 27 feet.

2.1.3. Pools in front yards and above ground pools are not permitted. Rear yard in ground pools must meet all applicable codes (see section 2. 1. 17 below).

2.1.4. Jacuzzi tubs cannot exceed 500 gallons in size. They must be screened by either fencing or shrubbery for your protection and in consideration of your neighbors. ARB approval is required.

2.1.5. All exterior lighting must be approved by the ARB. Colored lamps will not be permitted. Exterior lights must not be a nuisance to adjoining properties.

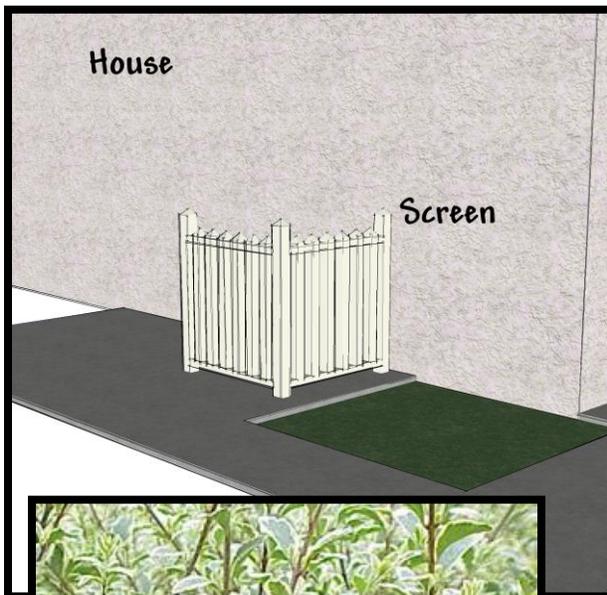
2.1.6. Flag pole design and location must be approved by the ARB. Landscaping ponds are not allowed in front yards, and in rear yards the walls or sides of the pond can be no more than 8 inches above the level of the yard.

2.1.7. Mailboxes must be built according to ARB design and specifications. Matching all existing mailboxes and posts, i.e. black mailbox and white posts.

2.1.8. Tennis courts, large satellite dishes, and antennas are not permitted.

2.1.9. Recreational equipment should be stored after 9:00 p.m.

2.1.10. Trash receptacles and mechanical equipment must be kept in the garage or screened in an acceptable manner, which is approved by the ARB. Screening consists of vinyl fencing or dense shrubbery, etc. Recommend methods of screening include shrubbery (See Variegated Chinese Privet) or fencing (See Trash Receptacle Screen Detail). The intent is to diffuse the appearance of the trash receptacles from the road and the neighbors' view.



Trash Receptacle Screen



Variegated Chinese Privet

2.1.11. All playground equipment must be in the rear yard and ARB approved. Wooden structures that are clearly designed for children to play on are acceptable. Steel or metal swing/play sets are not allowed. The heights of these structures are not to exceed 12'. This equipment must be securely affixed to the ground, and within building setback lines. The use of screening plants is encouraged

2.1.12. Exterior pet areas are permitted on a case-by-case basis. Considerations include, but not limited to, pet structures and runs need to be screened from nearby areas. Detached doghouses are not permitted. The owners of dogs which are kept outside of the house are responsible to prevent the dog from becoming a nuisance to the neighbors due to excessive barking.

2.1.13. LP or Natural Gas Storage Tanks 20lb capacity or smaller may be stored above ground. Tanks over 20lb capacity are to be buried underground within the building setbacks.

2.1.14. As stated in Article II, Section 10 of the Covenants and Restrictions, No "For Sale" or "For Rent" or similar signs may be placed on a lot. The POA has approved a single sign design for all lots requiring such. This sign is the only approved sign and must be purchased at the lot owner's expense. POA's Management company personnel and representatives can remove any and all other signs from lot without lot owner's consent. Please contact the Management Company for information regarding the sign company providing this approved sign. Temporary signage for yard sales, lost pets, etc should be placed on their own posts, with date and day on face of sign. Do not place temporary signage on Stop signs or street signs. Temporary signage with no date and day will be removed without prior notice from common property locations and public signage.

2.1.15. Vehicles should be parked in the lot owner's driveway. Lot Owners, guests and/or tenants are prohibited from parking Vehicles on the streets of Springlake between the hours of midnight to 7:00 AM. It is permitted to park vehicles with two die wheels in the vehicle Owner's own Lot and the other two side wheels in the street from 7:00 AM to midnight.

2.1.16. Also stated in Article II, Section 17 of the Covenants and Restrictions, no overnight parking of commercial vehicles on lots outside of the garage. The POA has mandated that this section refers to these types of vehicles:

- Over 10,000 lbs gross weight
- Over 20' in length and 8' in height
- Have construction tools and equipment, and the like, hanging from racks in plain view of the street. Equipment kept in panel vans is acceptable.
- Boats of any kind.
- Any kind of trailer which is designed to be attached to and pulled by a vehicle.

2.1.17. In-ground swimming pools constructed after April 29, 2006:

- A. The final elevation of the in-ground pool and/or the deck shall be no higher than 12 inches above the original ground elevation of the lawn.

B. If the residents whose property lies immediately adjacent to the yard where the pool is to be constructed desire to have their view of the pool area shielded, the owner of the pool will construct a 6 foot white vinyl privacy fence in his own yard in the area required to accomplish said view blockage. Areas not requiring a privacy fence for shielding a neighbor's view of the pool area can have a 4 foot white vinyl picket fence or a 6 foot white vinyl privacy fence to complete the enclosure of the pool. The pool owner is responsible to record his neighbor's wishes and signature regarding the privacy fence on the ARB submittal form for the pool.

2.1.18. In-ground swimming pools constructed prior to April 29, 2006:

Owners of property which lie immediately adjacent to a yard having an in-ground swimming pool have the right, at their own expense, to construct a 6 foot white vinyl privacy fence in an area required to block their view of said pool area with ARB approval.

2.1.19. Owners of lots which border a lake are responsible to maintain their lawn, which includes mowing, preventing growth of weeds, edging, etc., all the way to the water's edge. In exchange for the lot owner performing this responsibility, said lot owner is given the exclusive right to the use of said property all the way to the water's edge. Fishing or trespassing on said property is therefore forbidden except with the permission of said property owner.

3. LANDSCAPING GUIDELINES

3.1. REGULATIONS

3.1.1. Landscape plans indicating planting areas, materials, trees to be added or removed, walks, fences, etc., must be submitted and approved by the ARB.

3.2. GUIDELINES

3.2.1. Site landscape area will consist of a minimum of 40% lawn, which should be established within one growing season, unless otherwise approved by the ARB. The balance of landscaping should be planting beds and/or manicured natural areas.



3.2.2. Concrete Landscape Curbing of any style must be approved by ARB prior to installation. Since this type of landscaping edging is so permanent, prior approval must be obtained.

Concrete Edging

Stamped Sidewalk



3.2.3. The homeowner must maintain concrete sidewalks and driveways. Concrete stains and stamping applied by qualified professionals and homeowners must obtain prior approval from the ARB of design and colors, prior to installation.

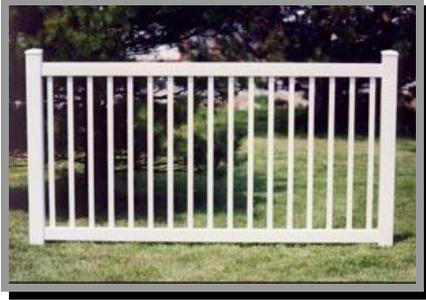
Stamped Sidewalk

FENCES

3.2.4. Picket or privacy fences are permitted in the rear and in the side yard, provided they are within the property lines. Front yard fences are not permitted and fences cannot be located closer than 5 feet from the front of the house. All fences must have prior ARB approval and all picket fences are to be constructed of white vinyl or wood painted white and not more than four (4) feet high; all privacy fences must be white vinyl and no more than six (6) feet high. Posts tops cannot exceed 9" above top of fence.

Picket fences only can be at the top of the slope on lake lots. Lake lot owners must maintain from slope to water level. Privacy fences on the sides of the lake lot cannot be constructed all the way to the water's edge. Homeowners located on corner lots cannot build the fence along the property line that is adjacent to the road. In this instance the fence would be located along the building setback. Homeowners with Easements across their property may build fences in the easement, provided that the easement may be utilized in the future and any removal and replacement of fencing and landscaping is at the owner's expense.

3.2.5. Styles such as **Universal, Picket, Traditional, and Decorative** are all acceptable.



Universal



Picket



Traditional

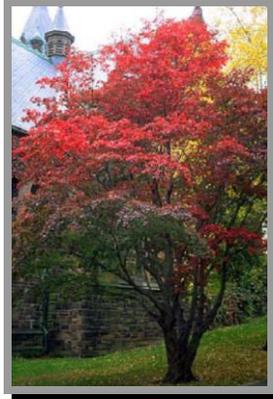


Decorative

Minimum initial new tree height should be 6'. Minimum initial new shrub container should be one gallon; predominant containers should be at least three gallons. Some accepted varieties are shown below.



River Birch



Japanese Maple



Bonfire Maple



Palm



Fountain Grass



Live Oak



Day Lilly



Pampas Grass

3.2.6. An underground irrigation system is strongly recommended but not required.

3.2.7. Trees and shrubs which are prohibited include, but are not limited to:

- Arbor Vitae
- Australian Pine
- Banana Tree
- Brazilian Pepper
- Chinaberry
- Chinese Elm
- Coral Bean
- Ear Tree
- Eucalyptus
- Jacaranda
- Jerusalem Thorn
- Pineapple Guana
- Queen Palm
- Punk Trees

3.2.8. Trees 6' in diameter or over 3" in caliper must not be damaged or removed without ARB approval. All lots must contain 2 trees (minimum) along with several bushes of various types in the front yard. In the event that trees are removed from lots, The POA requires replacement with new trees of owner's choosing, but still meeting the standards stated in the guideline.

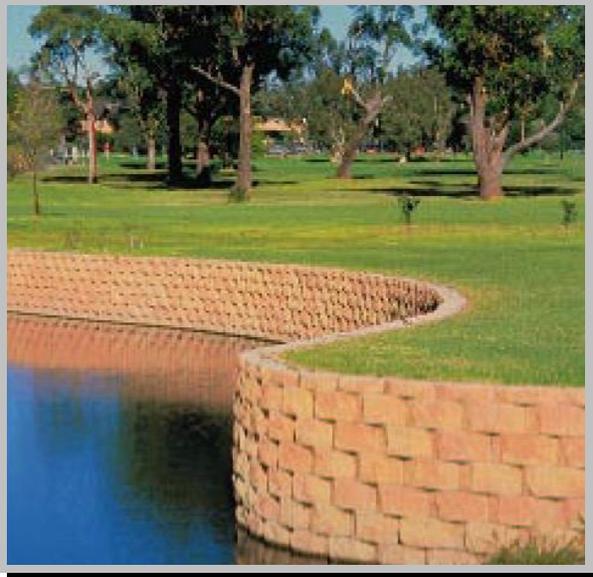
3.2.9. No removing of Trees or Shrubbery in areas located next to or in the buffer area of the overall SpringLake property or property owned by Home Owners Association without consent of ARB or the POA if ARB is not available.

3.2.10. Storage and Decks Areas must match with the house and the natural setting, must be unobtrusive and be attached to the Main Structure. Storage Areas must be approved by the ARB. Decks, Screened porches, etc should be attached to the Main Structure with all sides, except side attached to the structure, shall be screened. Maximum at grade deck height to be no more than 48"

3.2.11. Screening shrubbery must be a minimum of 36" to 48" at time of planting, measured from grade.

3.2.12. Lawns must be maintained on a regular basis. Grass height should not be more than 4" to 5" in height.

3.2.13. Lake Walls (Bulk-Heads) must meet ARB approval before installation. Wall must not be located outside the property line. Boardwalk may be installed along the top of the wall, which is no more than 4' wide. Considering that our lakes are used for stormwater runoff and retention, owners are forbidden from swimming in lakes and ponds. Bulkheads must be a design of concrete stacking blocks by Keystone Retaining Wall systems or similar. Walls must meet all building codes. Upkeep of wall is the individual property owner's responsibility.



Retaining/Bulkhead Wall

4. SPRINGLAKE NEW CONSTRUCTION GUIDELINES

4.1. MINIMUM HEATED SQUARE FOOTAGE

<u>Approximate Lot Sizes</u>	<u>Minimum Sq. Footage</u>	<u>Maximum Sq. Footage</u>		
		<u>1 Story</u>	<u>2 Story</u>	
SpringLake	80'X 130'	1,400	2,600	3,900

BUILDING SETBACKS

<u>Front</u>	<u>Side*</u>	<u>Rear*</u>	
SpringLake	20'	10'/15'	20'/25'

*Note: Minimum Rear Setback of 25' is required on boundary lots that do not back up to a Buffer. The minimum Side Setback is 10' and 15' is required on corner lots

4.2. GUIDELINES FOR ALL SPRINGLAKE LOTS

4.2.1. Dwelling should be sited to be compatible and harmonize with surrounding structures and site conditions. Main body of dwelling should be parallel to street except at irregular lots.

4.2.2. Site grading should be kept to a minimum. Lots must have positive drainage. Water run-off should be directed to natural swells or storm drainage facilities installed by developer.

4.2.3. Architectural styles, which are acceptable:

- Colonial
- Tudor
- Romantic
- French
- Victorian
- Traditional
- Neoclassical
- Modernized Traditional

Other styles may be approved by ARB on an individual basis. Modern or ultra-contemporary are not permitted

4.2.4. Acceptable exterior materials include: Wood (painted or stained), brick (reds, browns and gray), stucco and painted Masonite and approved vinyl siding.

4.2.5. Unacceptable exterior materials include: Untreated wood, brick (glazed and yellow), concrete brick, masonry block, perma-stone, and plywood. No exterior wainscoting.

4.2.6. Preferred exterior colors are earthtones. The use of vivid or bright colors or pastels is not permitted. Roofs should be dark. Gutters should be painted to match trim. Roof penetrations should be painted the same color as the roof. The ARB or POA representative must approve all exterior colors.

4.2.7. Roofing materials include: Architectural style fiberglass shingles (20 year), wood shingles, tin, copper and standing seam metal. Tile roofs are not acceptable.

4.2.8. Minimum roof pitch on main roof is 7/12. Maximum overhang into setback is 1'0". Maximum overhang should be 2'0".

4.2.9. Minimum first floor elevation above road crown should 1'6". Maximum roof ridge above first floor should be 35'0".

4.2.10. Carports are not permitted. Garages with doors are required. Decorative garage doors are not acceptable. Garage Door screens have to be constructed so that when the Garage door is closed, the screen cannot be seen.

4.2.11. Solar devices as well as other forms of Green Energy sources are discouraged but may be approved by the ARB. Devices should be compatible with the site and integrated into the architecture.

4.2.12. Chimney construction should blend with the architectural theme of the dwelling. Brick and stucco are preferred. Other materials may be approved by the ARB.

4.2.13. Windows should be compatible with house design and be of quality materials. Natural aluminum windows are unacceptable. Predominate window height in front of the house should be 5' minimum.

4.2.14. Skylights should match roof color and blend with the architecture. Skylights must be placed so as not to be viewed from predominate street.

5. CONSTRUCTION GUIDELINES

5.1. GUIDELINES

5.1.1. Following final drawing approval and obtaining all necessary permits, the contractor must submit the construction application with deposit (\$1500). The deposit is held for any necessary site maintenance; damage to streets, road shoulders and common areas; and to ensure compliance with approved plans.

5.1.2. A construction sign may be placed on building sites. The sign must be approved by the ARB and may contain only the name and information of the contractor and architect/designer.

5.2. REGULATIONS

5.2.1. Inspection of construction progress will be conducted periodically to ensure conformance with approved drawings. Revisions or improvements will be implemented only after ARB approval. The Owner assumes full liability for failure of construction to comply with approved drawings.

5.2.2. Contractors are responsible for the actions of their employees while at SpringLake. Contractor on job site in a discrete and unobtrusive location must provide toilet facilities.

5.2.3. Contractor must be licensed in the State of South Carolina.

5.2.4. Contractor must keep the building site reasonably clean and free of debris. This includes cleaning the street of debris. Burning of debris is not permitted. Springlake reserves the right to clean the site as needed due to noncompliance. The Owner will be charged for the cost of such work. Cost may be deducted from landscape deposit.

5.2.5. Silt Fencing must be installed to manufacturers instructions and be maintained through the entire construction process. Additional **FINES** may apply for damage to the stormwater system due to run off from lot.

5.2.6. Construction will be permitted between the hours of 7:00 A.M. and 7:00 P.M. No construction will be permitted on Sundays or Federal Holidays.

5.2.7. Any damage to planting, fixtures, fencing, landscaping, streets, curbs, etc., during or after construction shall be repaired or replaced by the Owner. Cost may be deducted from landscaping deposit.

5.2.8. Construction of each individual residence, site clean up, and landscaping must be completed within 9 months of the completion of the foundation. Properties not pertaining to this rule are subject to forfeiture of any and all deposits.

5.2.9 FINING: Homeowner will be sent a first warning of rule violation. Homeowner will have 7 days to correct the violation. Subsequent warnings will be fined at \$25 per day.

5.3.9 DO NOT ATTACH ANYTHING TO ANY OF THE WOODEN POSTS. (i.e., yard sale signs, lost pets, etc.) Immediate fine of \$25 per posted sign.

5.3.10 Henceforth, upon execution of a lease agreement for a lot or residential dwelling that is subject to the Declaration, the Lot Owner must provide a copy of the fully executed lease and all tenants' names and vehicles to the Board of Directors or their agent (Benchmark) within 30 days of execution of the lease agreement. For lease agreements already in place Lot Owners have 30 days to comply. Failure to comply within 30 days will result in fines as described by the Declaration and minutes from the Board of Directors meeting on 1/17/2000. (LEASES ARE TO BE SENT TO BENCHMARK-PO BOX 50581, MB, SC 29579. No leasing or rental of any dwelling shall be permitted having a duration of less than 6 months nor shall less than the entirety of any dwelling be leased. Whereas, Article II, Section 17 of the Declaration, states that adequate off-street parking shall be provided by the Lot Owner herein for the parking of automobiles or other vehicles owned by said Owner and said Owner agrees not to park his automobile or other vehicles on the Streets or Common Areas in the subdivision.