

ARCHITECTURAL REVIEW BOARD (ARB)
GUIDELINES

VILLAGE GREEN HOA

Part I

INTRODUCTION

This document, the Architectural Review Board (ARB) Guidelines, is authorized by Reference B. It had not been previously provided and the Village Green Homeowners Association Board of Directors serving in the year of 2000, found a definite need for the type of detail provided herein.

The Architectural Review Board (ARB) Committee was formed to maintain property values in Village Green by controlling the minimum standards of any post construction projects by individual homeowners. In this way, all of our property values are protected against the impact of a homeowner whose actions may intentionally or unintentionally have a negative impact on these values or upon the community as a whole.

The Architectural Review Board (ARB) Committee has a very difficult task trying to resolve divisive issues between individual homeowners. It is in the best interest of all homeowners to cooperate with and assist whenever possible with their efforts.

Part II

REFERENCED DOCUMENTATION LIST

- A. Declaration of Covenants. Filed with Charleston County, State of South Carolina on February 12, 1993 at 3:28pm.

- B. Supplementary Declaration of Covenants. Filed with Charleston County, State of South Carolina on February 12, 1993 at 3:28pm.

- C. Letter dated January 13, 1997 containing a legal opinion by attorney Dodds, regarding the control of satellite dishes in Village Green.

- D. Letter dated June of 1994 detailing the rules and regulations for the use of the pond areas by Village Green homeowners. (Note that Crosland is being phased out of pond ownership and the HOA is taking over.)

- E. By-laws of the Village Green HOA. Adopted by the Village Green Board of Directors on March 3, 1993.

Part III

HISTORY

Reference A. Declaration of Covenants, establishes the Village Green Homeowners Association as a non-profit corporation in the State of South Carolina. It defines the organization and establishes the legal parameters for its operation.

Reference B. Supplementary Declaration of Covenants, filed at the same time, provides for the orderly administration of the Organization by providing additional detail for the Board of Directors.

Reference C and D. Instructions defining two particular problem areas at the time, provide the necessary direction for the resolution of these problems by the Architectural Review Board Committee.

Reference E. By-laws, establishes the legal and the practical relationship between the Village Green Homeowners Association and their Board of Directors.

The Architectural Review Board (ARB) Committee has been created in accordance with References A, B, and E in an effort to assure that no one property owner can devalue neighboring properties by compromising the standards previously established.

The ARB Committee chairperson is selected by the Village Green HOA Board of Directors from a list of available volunteers. The remaining members are selected

in a like manner, subject to the Chairperson approval. This committee or the individual members of the committee serve at the direction of the Village Green HOA Board of Directors and their service is not otherwise restricted.

Please note that the Architectural Review Board (ARB) is also known as the Architectural Control Committee (ACC) and the Architectural Review Committee (ARC) in various pieces of our documentation. Note also that our documentation is difficult to change, for the protection of our homeowners, so we simply provide the necessary detail in this document which is authorized by Reference B. In this way, it is considered that the ARB provides equal protection to all homeowners.

Part IV

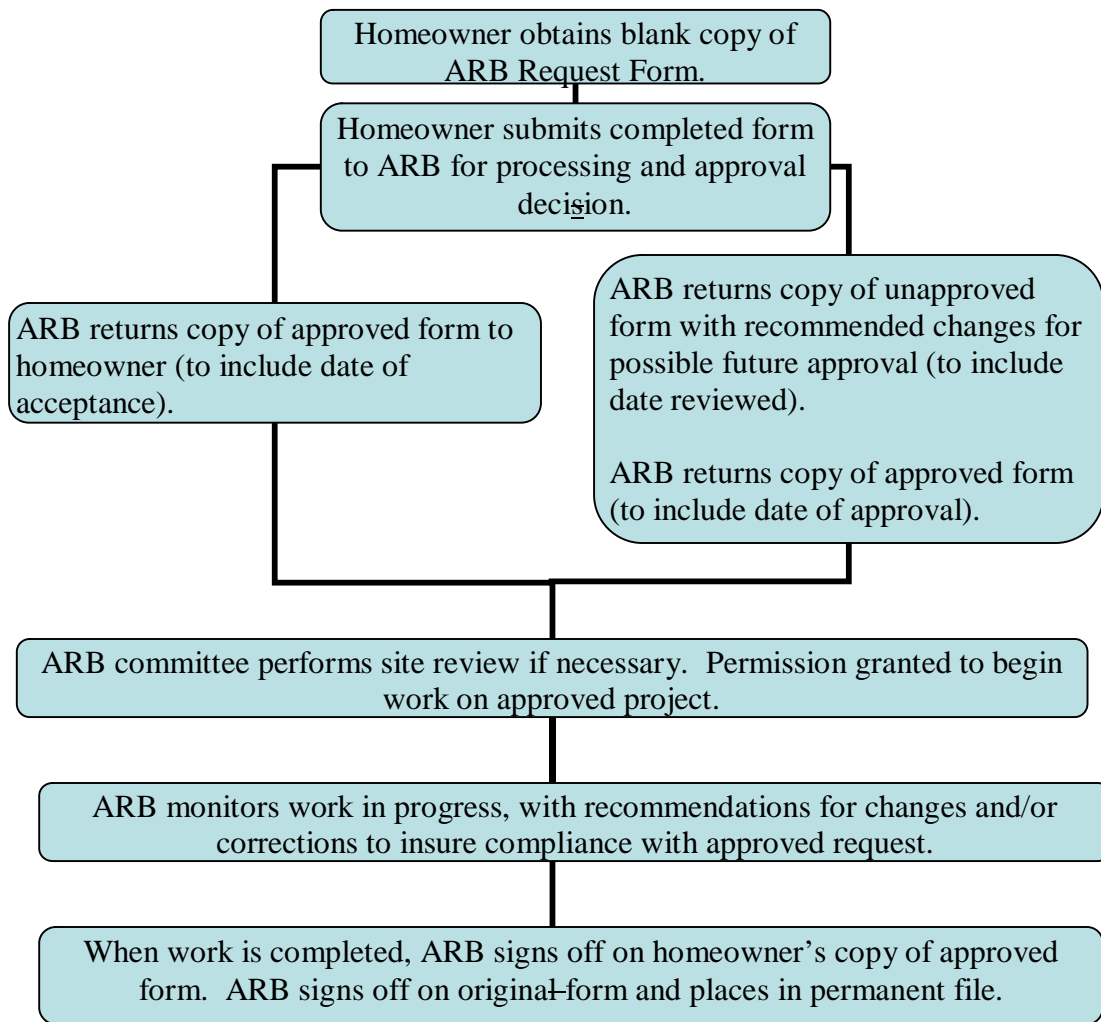
VILLAGE GREEN HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW BOARD (ARB) COMMITTEE REQUEST FORM

This document is provided as the means of requesting ARB committee approval of any project falling under review of the Architectural Review Board Committee guidelines.

1. Attachment A. Sample copy of the Village Green HOA Architectural Review Board (ARB) Request Form.
2. Information on how to obtain an ARB Request Form can be obtained by contacting the current Village Green HOA management company:

Chad Hammond, CMCA chammond@ravenelassociates.com
Ravenel Associates, Inc.
3690 Bohicket Road
Suite 1A
Johns Island, SC 29455
Office: 843.768-9480
Fax: 843.778-5047
www.ravenelassociates.com

3. The following Flow Chart details the use of this request form:



ARCHICHECTURAL REVIEW BOARD COMMITTEE NARRATIVE FLOW CHART

1. Homeowner obtains blank copy of ARB Request Form.
2. Homeowner completes Request Form and submits to ARB Committee for processing and approval decision, as instructed on form.
3. The date stamped or annotated by the Architectural Review Board Committee on upon receipt of the Request form, is the official date of the homeowner's request. The thirty (30) day limit for ARB committee action starts with this date. If the request is incomplete in any way (lack of information, plans/specifications, clarity, or detail, etc.), the 30 day time limit for committee action will begin when the corrected form has been corrected and resubmitted by the homeowner to the ARB committee in an acceptable manner.
4. If forms are incomplete in any way (as noted in Item 3 above), homeowner will be contacted by ARB Committee for resolution. Resubmitted form modified as required by the homeowner will be signed off on by the ARB Committee and re-dated to indicate new 30 day limit for ARB Committee action.
5. ARB Committee performs site review if necessary. Permission granted to begin work on approved project. Project plans and forms approved by the ARB Committee are returned to the homeowner. Work may begin.
6. ARB Committee will monitor work in progress to assure compliance with the requirements of the ARB guidelines and to provide assistance when needed.
7. When work is properly completed, ARB Committee signs off on homeowner's copy of approved form. ARB signs off on original form and places in permanent file.
8. ARB Committee will maintain permanent file for all homeowner applications, whether work has been completed or not.

Part V, a

SPECIFIC PROJECT CONTROLS

Please note that homeowner projects may require one or more permits by the City of Charleston. Determining the need for these permits is the responsibility of the homeowner. Approval of the ARB Request Form does not relieve the homeowner of this responsibility.

When the homeowner submits the ARB Request Form, all plans, specifications, site plans and any other supporting documentation intended to support the City of Charles permit request must also be included in support of the ARB Request Form.

Part V, b

ADDITIONS TO EXISTING HOMES

Additions to existing homes (including but not limited to back porches, sunrooms, etc.) are required to match the existing structure. This will usually mean that the foundation wall treatment, siding materials, roofing materials, and trim will be identical or as similar as reasonably possible in type, color, and grade to that on the existing structure. Workmanship must be acceptable to the City of Charleston building inspectors and the ARB Committee.

Homeowners requesting additions and/or modifications to homes will assure that the City of Charleston will have issued a building permit prior to submittal to the ARB Committee. Site plan is required to verify to the City of Charleston and the ARB Committee that easements and/or setbacks are not violated.

Part V, c

DRIVEWAYS, WALKWAYS, AND FOUNDATION WALLS

Driveways, walkways, sidewalks, and the exposed portion of foundation walls are all the color of natural concrete (stucco) in Village Green. They are not permitted to be painted any other color.

Should the need develop, they may be treated with a clear water-proofing material.

Part V, d

EXTERIOR PAINT SCHEMES

Exterior paint schemes for Village Green homes were established by the contractor with some selections by the original homeowner.

A request to the ARB Committee to change to another existing paint scheme will require submission for review and an approval decision.

Home additions and approved outbuildings will maintain the same color scheme as the home itself.

Roof Types:

Colors must be a mid to dark tone shade appropriately matching the existing color scheme of the home.

Asphalt shingles – in approved colors.

Architectural shingles – in approved colors.

Non-corrugated polycarbonate – allowed only on ARB approved sunroom additions.

Solar panels – allowed with the discretion of and only with ARB approval.

Part V, e

INGROUND POOLS

In ground pools are permitted when constructed in accordance with City of Charleston requirements and permits.

Pool decking shall be constructed of masonry or other approved materials. Fencing is also required and must meet City of Charleston requirements and ARB guidelines.

A precisely scaled site plan will be submitted by the homeowner to the ARB Committee along with the documentation supporting the City of Charleston permit application.

Part V, f

Fences

Chain link and any other types of wire fencing are prohibited.

In general, reference B, Section 8, Paragraph C defines an acceptable fence. All fence projects require ARB Committee prior approval. Proper fence placement with respect to property lines is the responsibility of the homeowner and will be clearly indicated on the request form and on the accompanying site plan.

In addition:

1. Six (6) foot high board fences will be securely fastened to three (3) lines of 1 ½ inch thick stringers. Shorter fences can be approved by the ARB Committee with two (2) properly placed lines of 1 ½ inch thick stringers.
2. The ARB Committee recommends that wherever applicable, a piece of ¾ inch trim lumber is run along the top edge of the fence to assist in keeping the top of the fence boards from warping. A decorative cap on each fence post is also recommended.
3. The decorative (smooth) side of the fence must face out, away from the homeowner's property.
4. Fence requests will include details regarding the intended finishing materials (paint, stain, wood preservatives).

5. All wood components will be of pressure treated materials.

6. Fences will normally be installed from the rear corners of the house to the rear property line. The ARB Committee can permit deviations of this rule when the rear corners of adjoining houses are not on a common alignment or when the homeowner wishes to enclose a side garage door within the fenced yard, but these deviations must be specifically and clearly requested on the request form. Each such deviation of the standard fence placement will be made as a separate decision by the ARB Committee based upon the individual circumstances of the project, including aesthetic considerations.

7. Constructed fences are to be kept in a state of good repair by the homeowner. Any fence showing unstable leaning, rot, unacceptable warping or other indications of deterioration are to be repaired at the request of the ARB Committee. Fences that require replacement of either of a major portion or of the fence in whole, will require submission of a new ARB Request Form and will be required to meet the latest official criteria for new fence construction.

Part V, g

SCREENS

Specifically approved fences may to be used in to screen permitted types of vehicles, boats, trailers, etc. As required by reference B, section 29, the screening fence must meet all requirements of this document that pertain to six (6) foot high wood fences.

Permitted boats are those that the hull is not taller than the required maximum six (6) foot solid, not picket fence.

Permitted trailers are those that are not more than two (2) feet taller than either the required four (4) or six (6) foot solid, not picket fence.

OUT BUILDINGS

An out building will normally be limited to a minimum of one hundred (100) square feet (ex. 10' x 10') and a maximum of two hundred twenty five (225) square feet (ex. 15' x15'). Requests for larger structures will be considered by the ARB Committee as exceptions to the rule and will only be approved upon meeting all Village Green and City of Charleston permitted site requirements. The ARB Committee will also consider the aesthetics of the out building, the difficulty in providing necessary screening, and the degree of impact a larger building would have on neighboring properties.

In addition:

1. Out buildings are limited to one per lot.
2. Out buildings are to be utilized as general work and storage spaces, and are not permitted to be used, under any circumstances, as a temporary or permanent living space.
3. Out buildings will be a maximum of eight (8) foot high at the eaves.
4. Out buildings are to be stick built on site on a one piece reinforced concrete slab and are to be securely fastened to that slab.

5. Out building will have adequate windows and doors and are to be constructed of pressure treated framing materials with an exterior grade of sheathing and roof deck.
6. The siding, roofing, and exterior trim materials and colors must match those of the home. Details of these materials are to be included with the initial Request Form.
7. A precisely scaled site plan with correct dimensions showing correct positioning of the out building is necessary to assure compliance with City of Charleston easement and setback requirements, in addition to the details of intended construction methods (as with room additions).
8. A copy of all documentation required to obtain City of Charleston building permits will be included with the ARB Request Form. The homeowner will assure the ARB Committee that any permits required by the City of Charleston have been obtained prior to the start of construction.
9. Landscaping is required. A landscaping plan must be submitted as part of the initial out building request.

Part V, i

BELOW GROUND WELL SYSTEMS

Shallow wells, pumps, and exterior watering system requests will be accepted by the ARB Committee for review and approval.

The proposed systems are to meet all City of Charleston requirements and requests to the ARB Committee will be accompanied by all required permits. The ARB Committee will require that all components of the system be installed out of neighboring property views.

Part V, j

TELEVISION SATELITTE DISHES AND RETENTION PONDS

Requests by homeowners for the installation of television satellite dishes or television antennas, and any request concerning usage of the Village Green retention ponds (or the water therein) are addressed by references C and D. ARB Committee decisions regarding these requests will be made in accordance with those references.

Part V, k

TREES

Trees that are six (6) inches or greater in diameter when measured 4 ½ feet above the normal/natural ground level in Village Green, whether on privately owned or Homeowner Association owned property are designated as controlled trees, and require ARB Committee approval before removal or deliberate damage.

Considerations by the ARB Committee will include such factors as the number of other trees and/or vegetation nearby, and the possibility of planting at least one new tree for each tree removed.

Part V, 1

WINDOW AIR CONDITIONING UNITS

Window air conditioning units may only be permitted in FROG windows, windows at the back of the home, the sides if not viewable when standing directly in front of the home at the curb, or sunrooms. Others that were in place prior to May 1, 2009 will be grandfathered, however when the home is sold the unit will no longer be permitted.

Part V, m

BASKETBALL GOALS

Basketball goals are considered “equipment”. Only portable goals are allowed and must be kept on the homeowner’s property, behind easements. The basketball goal is to be centered up the homeowner’s driveway, on the grass. It is against the law to play in public streets, even cul de sacs. Placement of basketball goals at the curb and facing the street to allow the street to be used as a basketball “court” is illegal.

The pole must be aesthetically pleasing, with no rust. Backboards must be in good condition with no peeled or chipped paint, or cracks. The rim must be straight and painted, and the net cannot be torn or missing.

04/05/2009 - NOTE: Part VI is missing from the original document at this point, although the document shows no missing page number(s) and there is no reference to a Part VI.

Part VII

Summary

Existing projects having been earlier approved by prior Village Green Board of Directors actions, are hereby grandfathered in and protected from the authority of this document so long as the homeowners maintain those prior projects to neighborhood standards. When these projects deteriorate to an unacceptable condition, they lose this protection and if they are to be replaced in kind, the replacement will be to current ARB standards as contained in this document. This protection will pass from homeowner to homeowner.

