

Bull's Bay Overlook Community Association

ARCHITECTURAL REVIEW COMMITTEE GUIDELINES

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1. PROCEDURES

The Bull's Bay Overlook Architectural Review Committee (ARC) is established pursuant to the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Bull's Bay Overlook, which sets forth the approval process for new construction and major alterations of existing homes.

Architectural and development procedures will be administered by the Architectural Review Committee. The primary aim of the Committee will be to review and approve architectural designs, and establish procedures for construction activity. The architectural design concept will require that buildings be unobtrusive in form and color in order to complement their natural setting. The main focus of the architectural concept will be to stress that the total community be homogeneous in feeling and free from discordant or competing architectural shapes.

In submitting plans for either preliminary or final approval by the ARC, an "Application for Construction" form must be completed in full and submitted with appropriate plans, drawings, information, etc., as outlined below. ARC approval must be obtained and Charleston County building permits must be properly posted on the site prior to start of construction. Any changes after construction must be submitted in writing to the ARC for review and approval prior to initiation of the work. Architectural review is accomplished in the following sequence.

- A. Preliminary review**
- B. Final review**
- C. Stakeout inspection, Building Permit**
- D. Acceptance**

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In order to provide a systematic and uniform review of proposed construction in the Bull's Bay Overlook community, the following procedures has been established:

A. PRELIMINARY REVIEW

A request for preliminary review may be made to the ARC as soon as design objectives can be identified in sufficient detail to permit tentative drawings to reflect in general form spatial relation, materials, articulations and circulation patterns. Schematic sketches, scale drawings, and renderings are most appropriate for preliminary review by the ARC. The presentation material must include but is not limited to a site plan, elevation for all sides and a floor plan. The site plan, including trees, (See 2.i. under Final Review) must be in sufficient detail and accuracy to determine that set back requirements can be met (Refer to "Standards"). The results of the ARC action will be forwarded to the applicant within thirty (30) days of submittal. If a substantive restudy is required, the applicant may elect to resubmit plans for preliminary review before proceeding with the preparation of working drawings.

B. FINAL REVIEW

A request for the final review should be made to the ARC as soon as all plans, specifications, and construction working drawings are available. The following plans and information should be included in the submittal:

1. Topographic Survey (this topographic survey can be included on the site plan).
2. Site Plan, at a scale not smaller than one inch equaling twenty feet (1 in = 20 ft.) or as determined by the ARC, to include:
 - a. Property line.
 - b. Access to street.
 - c. Driveway, walks, patio and porches.
 - d. Culverts (location, sizes, and flow direction) catch basins.
 - e. Drainage and grading.
 - f. Location of buildings.
 - g. Location of Boat Storage if one is owned or planning to buy one at a later date.
 - h. Entry of lot for water, electrical and telephone.
 - i. Elevation of lot corner, center of lot culvert inverts, edge of roadways.
 - j. Tree survey showing location and species of all trees six inches (6"0 in diameter or larger; measured three feet (3') above natural ground. It must indicate trees proposed to be removed. Trees to be removed must be approved by the ARC.
 - k. Location and identification of special features such as drainage ditches, drives, nearby lagoons, easements, etc.
 - l. Location of septic tanks and drain field.
3. Complete construction working drawings which must include:
 - a. Location of external AC equipment.
 - b. Construction details.
 - c. Type of siding to be used.

d. Foundation treatment, stucco, etc.

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4. Landscape Plan (at a scale not smaller than one inch (1 in.) equaling ten feet (10 ft.), including:
 - a. Size, location, and type of all plantings.
 - b. A schedule of all plantings.
 - c. All surfacing material such as concrete, grass, asphalt, etc.
 - d. Location of all exterior lighting.A landscape plan may be submitted during construction, but before completion and landscaping.
5. Specifications, including all exterior colors, materials and special conditions as appropriate.
6. Completion of Application for Construction Form.

The results of the ARC action will be forwarded to the applicant in writing within thirty (30) days of submittal. If the application is disapproved, the applicant can request to meet with the ARC for the purpose of reaching an understanding for acceptable resubmission.

C. STAKEOUT INSPECTION

After being notified by the ARC of final approval of applicant's plans and specifications, staking out of the lot can be undertaken. The property lines and the outline of the foundations of all structures should be identified by a series of stakes connected by string. Driveways and walks may also be staked out. Trees to be removed should be flagged. The ARC should be notified by the applicant when staking is completed and the property is ready for inspection. The applicant will be advised by ARC members within seven (7) days after notification if acceptable.

BUILDING PERMIT

Upon approval of the stakeout, the ARC will approve the project by initialing the approval letter. The permit from Charleston County must be displayed on the job site, along with septic tank permit; not nailed to a tree. (See "Contractor Guidelines", page 6).

D. ACCEPTANCE

The ARC will make periodic site inspections during construction. Items noted in the ARC inspection report must be accomplished or resolved promptly.

COMMUNICATIONS

All communications relative to ARC matters including submittal of plans, request for meeting the Committee, etc., should be made in writing and addressed to:

***ARCHITECTURAL REVIEW COMMITTEE
BULLS BAY OVERLOOK COMMUNITY ASSOCIATION***

2. STANDARDS

1. The minimum square footage requirements for heated living space shall be 2500 square feet with a footprint of not less than 1,750 square feet. Lot Owners of record before September 15, 1997 are grandfathered in at the 1,750 square foot minimum. Lots 1,2,3,4,5,6,7,8,9,10,11,27,37 and 38 are allowed to construct an attached or detached guest cottage which must have a minimum of 900 square feet of heated space.
2. Setback requirements for all residential construction are at least 25 feet from the side property line, 100 feet from the front property line, and 50 feet from the back property lines. Fifty foot (50 ft.) setbacks are required from all Coastal Council critical lines. Detached structures must be set back in accordance with Charleston County code. All setbacks are measured from any structural part of the house, including stairs, decks, but not HVAC enclosures
3. All submittals to the ARC for either preliminary or final approval are to include a site plan showing the location of the house, driveway, walks, external HVAC equipment and all significant trees (See 2.i. under Procedures, Final Review).
4. Type of siding is to be approved by the ARC. Plywood and Aluminum are not acceptable for external siding. Wood, brick, stucco, hardy plank and good quality vinyl are acceptable, but subject to ARC approval.
5. Masonry walls and foundations are to have an approved surface treatment that complements the siding.
6. The manufacturer, type, and color of stains or paints to be used on siding, doors, windows, and trim are to be submitted for approval.
7. Asphalt shingles will meet Southern Building Code requirements
8. All ducts, pipes, wiring, piers, etc., under the house visible through carports or open garage doors, are to have an approved enclosure, screening or surface treatment, and be in compliance with Southern Building or Charleston County Building Codes, whichever is Controlling. Houses raised on pilings or piers must be enclosed, subject to ARC approval.
9. Enclosures are to be provided for external HVAC equipment, pumps and gas tanks.
10. Metal chimney stacks are to be boxed in to blend with the siding of the house. Any visible metal portions of the chimney area are to be stained or painted to blend with the boxed-in area.
11. Roof power vents, roof vents, rain diverters, skylights, and plumbing vents are to be stained to blend in with roof shingles.
12. Cut sheets of all external lighting fixtures are to be submitted for approval.
13. Electrical and telephone services are to be screened or stained to blend with adjacent surfaces.
14. Fences are not authorized, except as necessary for swimming pool safety, if the ARC approves a pool. Pool safety fence must be of black metal ornamental design and limited to the immediate pool area
15. A landscape plan, including types, sizes, and numbers of plants must be submitted prior to completion of construction and before landscaping.

3. CONTRACTOR GUIDELINES

The Residents and Homeowners Association of Bulls Bay Overlook take special pride in the appearance of our property. As a contractor, doing business within our gates, you are in a position to assist us in the enforcement of the Contractor Guidelines we have established.

The General Contractor will be solely responsible for the compliance of these guidelines by all workmen and subcontractors on the job site: The contractor rules apply to an owner or licensed contractor, whichever applies.

CLEARING: No clearing is allowed until the Charleston County building permits are posted on site. No trees are to be removed unless approved at the stakeout review. All stumps, trees, and debris are to be removed from the site on completion of the land clearing.

DUMPING: Absolutely NO dumping is permitted on Bulls Bay Overlook property.

BURNING: ABSOLUTELY NO BURNING IS PERMITTED ON SITE, before, during or after construction.

SIGNS: No Commercial signs are allowed. One (1) General Contractor identification sign, not exceeding two (2) square feet, is allowed. This is in addition to the Charleston County building permit, which will be posted on a minimum two (2) square foot board type sign.

The contractor and building permit signs are not to be nailed to trees and must be removed upon issuance of an occupancy permit by Charleston County.

The septic tank location permit sign is to be located by DHEC and is removed upon their inspection.

APPEARANCE OF CREWS: Shirts, pants, and shoes must be worn in an appropriate manner.

CONSTRUCTION/ JOB SITE:

1. Adequate litter receptacles must be provided and used. Timely disposal must be made. Cans, bottles, and lunch debris must be deposited directly into on site containers, never on the ground.
2. Dogs are not allowed on the job site.
3. Friends/family of workmen are not permitted on the job site.
4. Radio volume must be kept low as to not offend neighbors
5. Loud and/or offensive language is not permitted.
6. Construction materials, equipment, and supplies must be stored in an orderly manner (and not on the adjoining property without owners permission).
7. Port-O-Let and suitable dumpsters are required on site.

9. Firearms, alcohol and contraband items are prohibited at Bull's Bay Overlook.
10. Parking for all construction personnel must be on job site. Adjoining properties may not be used unless written approval is obtained from the owner and made available to the ARC. Vehicles and equipment must enter property on driveway area so as not to damage trees, street pavement, and curbs. Adjacent lots are NOT to be entered or used for drives, material storage, work areas, etc.
11. Construction must be completed within twelve (12) months after approval of stakeout, unless an extension is granted by ARC for extenuating circumstances.
12. Construction hours: 7:00 am to 6:00 pm, Monday through Saturday (8:00 am when noise level exceeds 50 decibels - saws, heavy equipment, etc.) For security purposes, ARC approval is required for work outside of the regular construction hours stated.
13. Contractors and/or owners shall be responsible for the acts of all their employees and, all subcontractors and all persons performing any work under a contract with the contractor.
14. Deviation from approved plans affecting grounds or exterior of building must be submitted to the ARC for approval before work is begun.

CONSTRUCTION TRAILERS

Placement of construction trailers on site must have prior approval by the ARC.

UTILITIES

Before digging is started in the road right-of-way or easements, information must be obtained on the location of all underground utilities in the area from South Carolina Electric and Gas or Berkeley Power, and Bell South. **NO CUTS** must be called.

TREE PROTECTION

Avoid scarring any trees. All scarred trees should be sealed to prevent disease. Avoid filling or trenching around trees. Trees with damaged root systems should be fertilized to enhance recovery.

FACILITIES

Workers may not use Bull's Bay Overlook facilities, such as docks, landing, etc.

INSURANCE

Contractor must carry a minimum of \$1,000,000.00 liability coverage. If requested, contractor shall provide a certificate of insurance to the Bull's Bay Overlook Community Association for liability purposes.

ACCESS

Property lines must be clearly defined, so that adjoining properties are not used by workmen for access to the job site, storage of materials, parking, placement of dumpster or placement of port-o-let. Large trucks over two axels should use the construction gate. Contractors are responsible for opening and closing the construction gate daily if used.

DAMAGES

The contractor is responsible for the repair/replacement of any property damage by construction equipment or machinery, including roadways, access areas, front gate, and properties surrounding the construction site.

4. APPLICATION FOR CONSTRUCTION

Submit to:

*ARCHITECTURAL REVIEW COMMITTEE
BULL'S BAY OVERLOOK COMMUNITY ASSOCIATION
PO BOX 445
AWENDAW, SC 29429*

Address: _____ Lot No: _____

Owner: _____

Architect or Designer: _____

Plans submitted are: Preliminary _____ (1 set) Final

- Site Plans
- Elevation
- s Floor
- Plans
- Working Dwgs.
- Landscape Plans

Has a structure been previously constructed from these plans? _____

Has DEHC approved the Septic Tanks System? _____

Is this construction for speculative purposes ? _____

Heated area of the structure in square feet:

Ground Level: _____ First

Floor: _____ Second Floor: _____

Exterior: _____ Material _____ Color _____

- Roof
- Siding
- Driveway
- Walks

Type of HVAC System: Air-to-Air _____ Water-to-Air _____ Other _____

I have read the Architectural Review Committee procedure packet and agree to comply with the rules, guidelines and procedures, including those under Contractor Guidelines and Information.

Submitted by: _____

Date: _____

MailingAddress: _____ Phone: _____

____ City/State/

Zip: _____

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5. CONTRACTOR AGREEMENT

I agree that I, my workers, my sub-contractors and their workers will abide by the guidelines as set forth in this document and in the Architectural Review Committee procedures and standards, and will take prompt action on the items noted on the periodic Architectural Review Committee site inspection reports.

Contractor Signature (Owner if acting as contractor. _____ Date _____

Contractor Name _____ **Phone No.** _____

Contractor Address _____ **Cell Phone No.** _____

6. OWNER AGREEMENT

It is agreed that I/We, the owners will not ask or direct any contractor, subcontractor or worker to incorporate any external changes in design, construction, landscaping, or drainage prior to the submittal and approval by the Architectural Review Committee and will direct these contractors and workers to comply with ARC procedures and Contractor Guidelines.

Owner's Signature:

Owner's Printed Name:

Owner's Mailing Address:

Owner's Telephone No.:

Construction Address:

Lot No.:

Date:

Thank you for your cooperation.

BULL'S BAY OVERLOOK COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

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