

ARCHITECTURAL DESIGN STANDARDS

PINE RIDGE HOMEOWNERS ASSOCIATION

Adopted by the Board of Directors
Pine Ridge Property Owners Association, Inc.
July 2011

Amended by the Board of Directors
Pine Ridge Property Owners Association, Inc.
November 2016
March 5, 2018

ARCHITECTURAL CONTROL: Article 10, page 19 of the covenants

Purpose – The purpose of the Architectural Control Committee (ACC) is to provide a system of review for the construction or modification of all improvements with the subdivision. No changes shall be made to the appearance of the property or improvement without the approval of the ACC.

The ACC shall promote and maintain a high level of design, quality, harmony and conformity throughout the subdivision.

Development Standards – The ACC may publish / amend these Design Standards.

- All changes and/or amendments to these Design Standards must be ratified by the Board of Directors before being adopted.
- After the Board of Director's approval, a copy of the standards will be made available to all owners.

Requirement of Committee Approval – No improvement of any kind shall be erected, placed or maintained on the lot and no addition, alteration, modification to any lot without prior approval.

Obtaining Committee Approval – An ACC submittal form shall be submitted to the committee. This form may be obtained from our website, www.PineRidgePOA.com, or page 12 of this document.

A complete set of plans and specifications for the proposed change or addition shall be submitted to the committee. The plans shall include, as appropriate, the proposed grade, elevation, shape, dimensions, color plans, nature, and type of materials. Whenever possible a photo of the proposed project and/or materials should be used.

When appropriate, a copy of the closing plat, with all the requested changes to the property clearly indicated on the plat should be sent with the application.

Closing plats may be obtained through Bundy Appraisal & Management, if available. All plats were not turned in to Bundy Management when built. Bundy Management can help you obtain a plat, if needed.

The ACC shall have the right to refuse to approve any proposed plans that, in its sole discretion, are not suitable or desirable.

Scope of Review – The ACC shall review and approve, or disapprove, all plans and submissions solely on the basis of aesthetic standards. The committee shall consider the architectural design, placement of buildings, color schemes, exterior finishes, materials and similar features.

Design submittals will constitute the only basis for conclusive action by the ACC and must adequately reflect to the ACC the true design quality of the proposed work.

Variance from Standards – ACC may authorize variances from compliance with any standards which it has promulgated under certain circumstances such as topography, natural obstructions, hardship, aesthetics or environmental considerations. The granting of a variance shall only be for that particular property and not the entire community.

Enforcement – The ACC reserves the right to enter and inspect a property for the purpose of determining a violation.

Administrative Procedures:

The ACC may establish and from time to time amend its administrative procedures. In general the procedure will be as follows:

- Once the submittal form has been received with submittal fee. (Fee amount stated on form)
- The ACC will meet as needed.
- After an owner notifies the ACC of a desire and has made arrangements, an owner may attend the meeting to present his/her submittal to the ACC.

Refundable Deposits – A construction deposit of \$300.00 may be required to be paid with the submittal form for Pools/spas/exterior construction such as sunrooms, screened porches, decks, or room additions.

Disposition of Construction Deposit – If no deficiencies are found, the deposit will be refunded to the homeowner within 30 days.

- If any deviation from the project as it was approved by the ACC is discovered, the deposit shall be withheld until the deviation is corrected.
- If any damage to common property occurs as a result of the construction of the project, the deposit shall be withheld until the common property is repaired to the satisfaction of the Pine Ridge POA.
- Should any deficiency, as noted above, not be corrected within 90 days of notice to the homeowner, unless an extension of time is requested and approved by the ACC, the construction deposit shall be forfeited. Any required corrections may be made by the Pine Ridge POA at the owner's expense.

Approval or Disapproval of Plans and Specifications:

Obligation to Act: Upon receipt of all items required for review, the ACC must take action and notify the owner, in writing, on any plans and specifications submitted as herein provided within thirty (30) days after receipt thereof. Approval by the ACC, if granted, together with all conditions imposed by the ACC, shall be placed in writing on the plans and specifications. A copy of the written decision shall be maintained by the association.

Written Notification: Applicants will be notified in writing of all decisions of the ACC within ten (10) working days of the ACC meeting. The applicant may, within ten (10) days after receipt of notice of any decision which he/she deems unsatisfactory, file a written request to have the matter in question reviewed by the ACC. Upon the filing of any such request, the matter with respect to which the request was filed shall be submitted to and reviewed promptly by the ACC, but in no event later than thirty (30) days after the filing of such request.

Approval: Approval for use, in connection with any home site or structure, of any plans and specifications shall not be deemed a waiver of the ACC's right, in its discretion, to disapprove similar plans and specifications or any of the features or elements included therein if such plans, specifications, features or elements are subsequently submitted for use in connection with any other home site or structure. Approval of any such plans and specifications relating to any home site or structure, however, shall be final as to that home site or structure and such approval may not be revoked or rescinded thereafter, provided that there has been adherence to and compliance with such plans and specifications as approved and any conditions attached to any such approval.

Disapproval: The ACC shall have the right to disapprove any plans and specifications submitted pursuant to these Design Standards for any of the following reasons:

- The failure to include information in such plans and specifications as may have been reasonably requested.
- The failure of such plans or specifications to comply with the Pine Ridge Covenants Restrictions and Easements or these Design Standards.
- Any other matter which, in the judgment of the ACC, would be likely to cause the proposed installation, construction or alteration of a structure (i) to fail to be in conformity and harmony of the external design and general quality with the Pine Ridge community, or (ii) as to location, to be incompatible with topography, finished ground elevation and surrounding structures. In any case in which the ACC shall disapprove any plans and specifications submitted hereunder, or shall approve the same only as modified or upon specified conditions, such disapproval or qualified approval shall be accompanied by a statement of the grounds upon which such action was based. In any such case the ACC shall, if requested, make reasonable efforts to assist and advise the applicant in order that an acceptable proposal may be prepared and submitted for approval.

Disclaimer as to ACC Approval: Plans and specifications are not reviewed for engineering or structural design or quality of materials, and by approving such plans and specifications neither the ACC, the POA, nor the members thereof assumes any responsibility therefor for any defect in any structure constructed from such plans and specifications. Neither the Pine Ridge POA, nor the ACC, the Board, or the officers, directors, members, employees and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval, or to any owner of property affected by these restrictions by reason of mistake in judgment, negligence, or nonfeasance arising out of or in connection with the approval or failure to approve or disapprove any such plans or specifications. Every person who submits plans or specifications and every owner agrees that he/she will not bring any action or suit against the Pine Ridge POA, the ACC, the Board or the officers, directors, members, employees, and agents of any of them to recover any such damages and hereby releases, remises, quit-claims, and covenants not to sue for all claims, demands and causes of action arising out of or in connection with any judgment, negligence, or nonfeasance and hereby waives the provisions of any law which provides that a general release does not extend to claims, demands and causes of the action not known at the time the release is given.

Construction:

All construction shall be completed within 90 days of commencement unless an extension is requested and is granted by the ACC.

Repairs or replacements as a result of storm or other damage do not require ACC approval if the repairs return the structure to its original look prior to the damage. If the repairs or paint colors change the look of the house from the original or if additions are made, they require ACC approval. The replacement styles and materials used must conform to existing styles and materials already used in the development.

In the event that a home is damaged beyond repair due to a catastrophic event, i.e., fire or natural disaster, it shall be rebuilt to the same specifications as the original plan or another existing model in the Pine Ridge community. If the home is rebuilt to the existing plan for that site prior to the damage, approval is not needed by the ACC. Plans must be submitted to the ACC for approval if the replacement home is different from the original structure or if additions are made to the original plan that was in place prior to the damage.

Except for building materials employed during the course of construction of any structure approved by the ACC, no lumber, metals, bulk materials or solid/liquid waste of any kind shall be kept, stored or allowed to accumulate on any home site unless screened or stored in the garage.

The owner shall at all times keep the streets free of dirt, mud or garbage, trash or other debris resulting from the construction project.

Inspection Rights: Any employee or agent of Pine Ridge POA or the ACC may, after responsible notice, at any reasonable time or times, enter upon any home site and structure thereon for the purpose of ascertaining whether the installation, construction, alteration or maintenance of any structure or the use of any home site or structure is in compliance with the provisions of these Design Standards. Neither the Pine Ridge POA, nor the ACC, nor any such agent shall be deemed to have committed a trespass or other wrongful act solely by reason of such entry or inspection, provided such inspection is carried out in accordance with the terms of this section.

Such inspection shall be at a time and date as mutually agreed upon by the property owner and the ACC. The property owner may require that he/she be present during such inspection.

Violations: If any structure shall be erected, placed, maintained or altered upon any home site, other than in accordance with the plans and specifications approved by the ACC pursuant to the provisions of these Design Standards, such erection, placement, maintenance or alteration shall be deemed to have been undertaken in violation of these Design Standards and without the approval required herein. If in the opinion of the ACC, such violation shall have occurred, the ACC shall notify the Pine Ridge POA Board. If the Board shall agree with the determination of the ACC with respect to the violation, then the Board shall provide written notice to the owner by certified mail, setting forth in reasonable detail the nature of the violation and the specific action or actions required to remedy the violation. If the owner shall not have taken reasonable steps toward the required remedial action within thirty (30) days after the mailing of the aforesaid notice of violation, then the Pine Ridge POA shall have the to impose fines against the Residential owner as provided in Article 13 of the Pine Ridge Covenants.

Specific Design Guidelines:

Maintenance and Repair

By the Association: It is the responsibility of the Association to repair and maintain all improvements, landscaping and roads located on the Association property.

By the Residential Owner: Each owner shall keep and maintain his/her home site and structure in good condition and repair, including, but not limited to: (Ref: pg. 18 of covenants and pg. 5 of rules and regs.)

Living Units and Lots:

- Repairing and painting (or other appropriate external care) of all structures.
- Removing mold/mildew to maintain a clean exterior appearance.
- Keeping clean all sidewalks and driveways.

Street Yard:

- Seeding, watering, weeding and mowing of all lawns;
- Pruning and trimming of all trees, hedges and shrubbery;
- Maintaining landscaping including that which is located between the roadway and the sidewalk.
- Removal of dead trees which depending on size may also require county approval.
- Grass shall not be allowed to grow over curbs or onto sidewalks and shall be maintained at a height of less than four inches (4”).

Lake Bank:

- Owners of a “waterfront” lot are to maintain the area located between the lot and the water’s edge. The area between the water’s edge and the back of the lot shall be seeded for grass or landscaped and maintained so as to prevent erosion.
- No chemical treatments are to be used on the vegetation that would endanger the lagoon life (fish, turtles, birds, etc.).
- Residents are encouraged to install plants suggested in the Clemson Extension report dated 7/24/16 for the Riparian Zone.
- See the Pine Ridge website for a list of the suggested plants.
- All plantings shall be kept to a maximum height of twelve inches (12”).
- Trees and large shrubs including but not limited to wax myrtles are not allowed.

Landscaping

- No owner or resident shall remove native vegetation that becomes established within any wetland areas located on or adjacent to any portion of the subdivision.
- No owner or resident may construct or maintain any building or structure or undertake to perform any activity in any wetland areas without first obtaining approval from the ACC and the applicable government authorities and utility providers.
- No owner, resident or guest shall be permitted to use water from the lakes for any reason.
- The ACC restricts the use of any artificial landscaping including, but not limited to fountains, birdbaths, statuary, etc. to four feet (4’) feet in height.
- Structures exceeding four feet (4’) in height require ACC approval.
- Tree removal permits are granted by the guidelines established under the Beaufort County Ordinance and the Town of Bluffton.

Landscaping (Continued)

- The ACC restricts the use of natural boundary fencing or hedges. Any such natural boundary fencing or hedges is limited to the rear yard only. The height of such fence or hedge is limited to four feet (4') above the natural grade. Plans shall be submitted to the ACC, have written approval by the ACC and conform to the following guidelines:
 - At the driveway entrance, for reasons of safety, plantings which obstruct sight lines (between 2' and 6' above streets and roadways) shall not be permitted.

Temporary Buildings; Accessory Buildings – Require ACC approval.

- Each home is allowed one service yard (walled-in area); ideal for containing garbage containers, no items contained in service yard shall be visible from outside the structure.
 - This area may be constructed of white vinyl panels, 4' wide by 6' high by 8' long max.
- Sheds are permitted in yards that have privacy fencing installed.
 - Sheds shall match the owner's house in siding material, color, trim, color of trim, roofing shingles and color of roofing.
 - Owners must submit an ACC application, submittal fee, construction deposit, picture of the proposed shed, and a copy of the closing plat showing where the shed will be placed.

Garages – Screens require ACC approval.

- No garage shall be permanently enclosed or converted into living space.
- No garage opening shall have a screen covering unless it is approved by the ACC.

Animals and Pets – Domestic animals are allowed.

- Only common domesticated household pets may be kept on any lot or in a living unit, but in no event for the purpose of breeding or for any commercial purposes whatsoever.
- Dog houses/runs are only permitted in yards with privacy fences.
- Invisible fencing is allowed without ACC approval.

Alterations and Additions – Require ACC approval.

- Re-roofing or roof repair using similar materials and color do not require ACC approval.
- All other alterations / additions require ACC approval.

Window Air Conditioning Unit – Are not allowed.

- No window, wall, or portable air conditioning unit is permitted if it is visible from outside.

Clotheslines and outside Clothes Drying – Are not allowed.

- No Clotheslines or clothes poles shall be erected and no outside clothes drying is permitted.

Outside Antennas and Satellite Dishes – Require ACC approval for location and screening.

- No television antenna, radio receiver, sender or other similar device may be attached or installed on the exterior portion of the property within Pine Ridge.
- Satellite dishes, not exceeding 24 inches in diameter, may be erected/maintained on the property.
- All dishes are required to be placed on the back roof or placed on a pole in the back yard. If a dish is placed on a pole, it shall be screened from view.
- Every effort should be made to locate the dish in such a place so that the apparatus is not visible while standing in front or to the side of the house. If this cannot be done it is required that a letter stating such be sent from the satellite dish company.

Flagpoles – Require ACC approval.

- Each home is allowed one flag pole (United States, South Carolina or Decorative).
- Shall not exceed twenty feet (20') in height and confined within the building setback lines.

Garbage Containers, Oil & Gas Tanks, Pool Equipment – Require ACC approval.

All garbage and refuse containers, bottled gas tanks and permanently affixed swimming pool equipment and housing shall be underground or placed in walled-in or landscaped areas.

- If rubbish, garbage or any other form of solid/liquid waste is to be disposed of by collection on a regular and recurring basis, containers may be kept at the front of the lot no sooner than 5:00 pm on the day before the scheduled day of collection and any trash facilities must be removed on the day of pickup.
- All of the containers, tanks, and equipment shall be concealed from view so that they shall be concealed or hidden from any eye-level view from any street or adjacent property; see covenants Article 11, Section G & R. These items shall be kept in the garage or service yard.
- Propane tanks for barbeque units do not require ACC approval.
- Propane tanks may be located above ground or underground and shall meet the requirements of the NFPA Document 58 administered by the Office of the South Carolina Fire Marshall. Tanks must be screened by natural vegetation or walled in.

Signs – Require ACC approval.

No signs whatsoever shall be installed, altered or maintained on any home site or on any portion of a structure visible from the exterior thereof, except such signs as may be required by legal proceeding. No other sign may be displayed from a window from the inside of a house.

“Open House” signs do not require prior approval by the ACC.

- Homeowners and Sales agents may hold an “Open House” **only** on Saturday and/or Sunday from 1:00 PM to 4:00 PM. Signs are permitted within 30 minutes prior to and 30 minutes after the completion of the open house. Two (2) directional signs may be used, one at the front gate and one at the street corner.
- Only one “Open House” sign is permitted in the yard of the property.
- Informational tubes/boxes with home specifications are permitted to be placed on the front door.

“For Sale”

- Prohibited on home sites or structures.
- Permitted on motor vehicles, but are limited to signs measuring 10” by 12” and are limited to wording that advertises the sale of the vehicle on which the sign is placed.

“Garage Sale”

- Allowed as long as they are free standing signs and are taken down immediately at the end of the sale or by 5:00 PM whichever is earlier.

“Vehicle Signage” –

- Commercial signage shall be allowed on vehicles owned by residents of Pine Ridge community in so far as they are on vehicles which are allowed to have signage.

Signs (Continued)

Large commercial vans may not be parked in the development.

Content: Commercial signs on vehicles may only contain the following:

Company name, slogan, logo, address, phone/fax number, email/website address.

Derogatory language or depiction is **prohibited**.

The ACC has full discretion to make decisions on sign content.

Window Treatments – Must be maintained in good condition when visible from outside.

- Shall consist of drapery, blinds or decorative panels.
- No newspaper, sheets, aluminum foil or other temporary window covering is allowed.

Swimming Pools – Require ACC approval with deposit.

- All swimming pools/spas or hot tubs require privacy fencing to be installed.
- Backwash is not permitted to be discharged into the sanitary sewer system or storm water sewer system and shall be contained on the lot.

Fences and Walls – Require ACC approval.

- Wood, chain-link or wrought iron/black aluminum fences are not permitted.
- Only white vinyl fences are allowed. Fences shall be a maximum height of 6 feet.
- No fence may be constructed between the front of the lot and the front of the house.
- The fence shall have a gate installed at the front and if the house is located on a lagoon it shall have a gate in the back so that the owner may access the area between the fence and the water edge as this area shall be maintained by the owner.
- Neighboring homeowners shall be consulted prior to erecting a fence on a property line.

ACC request requires: plot plat showing the proposed location of the fence on the lot, the height, and a picture showing the type of fence to be installed.

Written permission to connect to a neighbor's fence must be submitted at time of application.

Mailboxes – Alterations require ACC approval.

- Replacement mailbox is available at Lowes, Item #738302, Model #PP300CBL.
- Mailboxes and mailbox supporting posts are to be kept in a well maintained condition.
- The cost of any mailbox repair will be the responsibility of the homeowner.
- Repair work shall be completed within 30 days of the date of repair notification.

Septic Tanks; Wells – Are not allowed.

- No septic tank shall be installed, used or maintained on any lot.
- No wells shall be installed for human water consumption.

Irrigation Wells – Require ACC approval.

Deck, Terrace, Patio, Screened Porches and Additions – Require ACC approval with deposit.

- Shall be designed as an extension of the architecture of the house and shall use compatible materials matching the existing exterior elevation where it is attached, such as hardiplank, stucco, etc.

(Re)Painting / (Re)staining – Changes from current design color (see website) requires ACC approval.

- Work may not be started until the applicant has received approval from the ACC.

Recreation Equipment – Is subject to ACC maintenance standards.

- Recreational and playground equipment, with the exception of basketball goals, shall be placed in the rear of the home and must remain behind the rear corners of the home site.
- Rental playground equipment such as inflatable play equipment, carousels, and party tents may be set up for a period of time not to exceed 72 hours and does not require approval by the ACC.
- Basketball goals over three (3) feet shall be portable and located so that any use thereof will not affect public roadways. Basketball goals smaller than three (3) feet shall be stored out of view when not in use.
- Plastic slides, sandboxes, and playhouses smaller than five (5) feet shall be placed in the backyard of any home site.
- All recreational and playground equipment standing taller than five (5) feet shall be made of wood, be natural or earth tone (no painted wood) and have canopies or covers that are earth tones or dark in color.

Exterior Lighting – Require ACC approval.

- Exterior lights shall be installed to avoid glare from light sources to neighboring properties.
- Landscape lighting used to accentuate a home, its driveways, pathways and vegetation shall be subdued and subtle.
- Permanent colored exterior lighting is not permitted.

Outdoor Speakers – Require ACC approval.

- No exterior speaker, horn, whistle, bell or other sound device which is unreasonably loud or annoying, except devices used exclusively for security purposes, shall be located, used or placed upon lands within Pine Ridge, see covenants, Article 11, Section C.

Holiday Lighting and Holiday Decorations – Do not require ACC approval.

- All holiday lighting and decorations may not be installed more than 30 days prior to such holiday and shall be removed within 30 days after such holiday.

Solar Panels – Require ACC approval.

- Solar panels shall be installed on the roof of a house.
- The panels shall be installed as an extension of the architecture of the home's roof line.

Rain Barrels – Require ACC approval.

- Portable, non-stationary rain barrels shall be installed in the side or rear yard of a home and located so they are not visible from any direction in these areas.
- Tall shrubs or plantings shall hide the rain barrel from view.

NOTICE OF FINES:

All fines deemed appropriate due to violation of these Design Standards are subject to written notice. If the violation is not cured within 7 days or other time period as stated in the notification, the Association may impose a fine against the owner or other action to correct the failure.

All fines imposed shall be subject to the provisions of Article 13 of the Covenants, Restrictions and Easements.

Non-refundable fines will be imposed for the following violations:

Construction not in accordance with plans approved by the ACC or having a variance of greater than one foot (1') or any exterior change made without prior ACC approval will be subject to a fine of **\$50.00 per day** until corrections are made.

Violation of sign rules, failure to conceal trash container, satellite dish, or propane tank from view from the exterior of the home site will be subject to a fine of **\$25.00 per day per violation and \$50.00 per day for subsequent violations** until the ACC is notified by the homeowner that the said violation has been corrected.

Use of exterior colors not approved by the ACC will be subject to a fine of **\$50.00 per week** until the colors are changed to an approved color stipulated by the ACC/BOD.

Failure to maintain one's property in good condition pursuant to Article IX will be subject to a fine of **\$100.00 per week** until notified by the homeowner that the violation has been corrected.

Failure to allow ACC inspection or interference with such inspection will be subject to a fine of **\$25.00 per day** until the homeowner allows the final inspection by the ACC.

Failure to remove unauthorized landscaping will result in a fine of **\$50.00 per week** until the ACC is notified by the homeowner that the violation has been corrected.

Failure to submit a Submittal Form prior to beginning work on any changes or additions to a home or landscaping as referenced in the Design Standards will result in a fine of **\$100 per week.**

Pine Ridge Property Architectural Control Committee

SUBMITTAL FORM

Lot No.: _____

Property Address: _____

Property Owner(s): _____

Preferred Contact Phone: _____

Email Address: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Initial Submittal; Re-submittal after Disapproval; Re-submittal with Additional Information

Please provide a brief description of proposed changes or additions to your home or landscaping. Attach all plans (site plan, building plans, elevation plans, etc.), specifications (type of material to be used, color chips, etc.) and any other material that will assist the ACC in making its decision. If additional space is required, please add additional pages. Pictures are required for proposed fencing.

Submitted by: _____ Date Submitted: _____
(Signature)

Send to Bundy Management via mail, email or fax:

Mail: Pine Ridge POA, c/o BAM, P.O. Box 1225, Beaufort, SC 29901

NOTE: A \$15 fee must accompany this submittal.

It may take up to two weeks or more for each submittal to be reviewed.

Please call if you have not been contacted about your submittal within 10 business days from submittal.

For ACC Use Only

Date of ACC Review: _____

Action Taken: Approved Disapproved Returned for Additional Information

ACC Members initials: _____

Questions: (843) 524-2207

Email: PineRidgePOA@gmail.com

Fax: (843) 521-0743

Pine Ridge Property Architectural Control Committee

AS-BUILT INSPECTION REPORT

Lot No.: _____

Property Address: _____

Property Owner(s): _____

Date of As-Built Inspection: _____ Inspected By: _____

Results of Inspection:

Construction conforms to the project as approved by the ACC

Construction **does not** conform to the project as approved by the ACC for the following reasons:

The construction deficiency must be corrected no later than: _____ .
Another inspection will need to be scheduled.

NOTICE: This inspection was conducted only to insure that the project conforms to the project as it was approved by the ACC. This inspection was **NOT** conducted to insure the quality of engineering or design, the quality construction or the quality of materials, and neither the ACC, the members thereof, nor the Association assumes any liability of or responsibility for any defect in any structure constructed.

Signature of Inspector: _____