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Building Guidelines & Policies Manual

Revisions to the Building Guidelines and Policies Manual will supersede all earlier dated issues.

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I. COVENANTS AND RESTRICTIONS FOR INITIAL CONSTRUCTION AND RENOVATIONS

Recorded in the Dorchester County Register of Mesne Conveyances are a Declaration of Covenants, Restrictions and Limitations that constitute covenants running with certain lands in Coosaw Creek Country Club. These covenants, as we shall refer to them, run with deeds to that land, regardless of from whom, or what company it was purchased.

These covenants were established for Coosaw Creek in order to assure and preserve certain high standards of architectural and structural design and building materials selection, to provide all property owners with ample opportunity to make the best use of their property in a manner in keeping with the rights and values of the owners of adjoining properties, and to create certain procedures to enable the community to establish and maintain the superior quality of the neighborhood properties. While the recorded covenants specifically identify and outline certain conditions and restrictions, the Coosaw Creek Owners' Association (hereinafter, "the Association") has established general construction and architectural guidelines and controls, which are explained throughout this guide. This guide may be modified at the sole discretion of the Association, and contains current standards and procedures employed in the review process by the Coosaw Creek Architectural Review Board (CCARB).

It is important to realize that the overall impact of a house design involves issues of taste and judgment which cannot be reduced to measurable standards such as square footage, set – backs, roof pitch, or similar items. A house which meets all of the statistical criteria may be unacceptable for purely aesthetic reasons, and the Architectural Review Board has the authority to make subjective judgments of this nature. The authority of decisions by Architectural Review Board, which decisions can be based purely upon aesthetic consideration, has been recognized and upheld by the South Carolina Supreme Court. The standards incorporated herein are intended to protect the property values of all property owners and these policies, procedures and guidelines are intended to provide a timely, systematic and uniform review for all actions requiring Architectural Review Board written approval.

A. RESPONSIBILITY AND AUTHORITY FOR REVIEW AND APPROVAL PLANS

The Coosaw Creek Architectural Review Board acts under the authority of Article III, Section 3.3 of the Covenants:

Architectural review of specifications for new construction, additions, reconstructions, alterations or changes to structures and landscaping and decisions thereof are solely determined by Coosaw Creek Owners' Association, its successors or assigns. No building, fence or other structure or landscaping element shall be erected, placed or altered on said Property until the proposed building plans, specifications, exterior color and finish, landscape plan, site development, drainage easement, and drainage plan (showing space, drives, landscape elements, patios, decks, and parking areas) and construction schedule shall have been approved in writing by Declarant, its successors or assigns. Refusal of approval of plans, location of specification may be based by Declarant upon any reasonable grounds, including purely aesthetic considerations, which in the sole discretion of Declarant shall seem sufficient.

B. ARCHITECTURAL REVIEW BOARD

The Coosaw Creek Owners' Association has created an Architectural Review Board (CCARB) consisting of from three to nine members consisting of a chairman approved by the CCOA, and a liaison of the CCOA. The liaison shall be acting as a committee member. The liaison cannot be the chairman and the committee members will not be subject to a term limit. The CCARB administers the policies of the Association and advises them on all matters relating to the construction and modification on neighborhood properties, and overall community aesthetics. The CCARB meets twice monthly to review all submitted plans.

II. NEW CONSTRUCTION, RENOVATIONS AND MODIFICATIONS

A. FULL REVIEW

First, submit a signed and completed Architectural Review Board Application with your house plans to the CCARB. Include the following documents:

1. SITE PLAN/DRAINAGE PLAN/TREE SURVEY

These elements can be combined on one drawing for better readability. Use a 1"=10' or a 1"=20' scale only. These must be professionally drawn and stamped (by a licensed surveyor) and accurately show the house on the lot.

a. SITE PLAN

Show all property lines, drainage easements, and location of home. Show driveway location and layout (driveway and walkways must be a hard surface material such as concrete, brick, pavers, etc.), along with the approximate locations of existing homes and driveways on adjoining lots. When locating driveway, care should be exercised to avoid driveway flairs from encroaching in front of adjacent lots. Show HVAC service yard with proposed screening, pool and surrounding deck (if any). See CCARB Application for setback guidelines. Your plans cannot be approved unless the service yard is shown.

b. DRAINAGE PLAN

Show that the lot and house have proper drainage to provide positive water flow off the property, which does not adversely affect adjacent properties. This plan shall be prepared by a registered land surveyor as a site plan to scale (1"=10' or 1"=20'), which must include but is not limited to the following:

- Topographic survey of the lot based on the actual elevations obtained in the field. Include points approximately 15' beyond your property line and curb elevations along all adjacent streets to the equivalent of a 25' survey grid. No assumed benchmark elevations will be acceptable.
- Location of street, drives, sidewalks, and at grade slabs (garage slabs, storage under house, HVAC pads, etc.).
- Location of drainage structure(s) that will receive your runoff. It is the owners' responsibility to provide positive drainage through the use of swales or subgrade drains directly to existing structures. This may entail working on the golf course property, wherein you will be required to replace any sod removed for your drainage work. All work on the golf course property must be approved by the golf course superintendent, who can be reached at (843) 767-9140.
- Proposed drainage plans showing garage slab elevation, finished floor elevation, swales and drainage arrows identifying intended site grading for surface drainage runoff.

It is the intent of this plan for the builder to show, using drainage arrows and finished floor elevation how the lot will be graded at the completion of construction to provide positive drainage surface runoff without adversely impacting drainage onto or from adjacent lots or golf course. At the completion of construction and landscaping, and prior to the release of CCARB deposit, the Builder/Owner shall submit a final as – built survey prepared by a registered land surveyor of all improvements on the lot.

The final as – built survey shall be prepared to the same requirements as previously described above. It must show slab elevations (garage and driveways), finished floor elevation, elevations adjacent to the house, plant beds, drainage swales, drainage inlets (if any) and other improvements, which will clearly identify that

drainage requirements have been met and that the finished construction is in compliance with the originally submitted drainage plan and site plan (See Completion, pg. 9).

c. TREE SURVEY

Show all the trees on the lot which are 6 inches or larger in diameter as measured at 4 feet above grade (DBH or diameter at breast height). List species and size of each tree. Trees to be removed are to be clearly marked with an "X" on the plot plan. Submit a written explanation for the removal of each tree (e.g. "In house perimeter" or "Dead"). Physically flag the trees to be saved on the lot, and stake out the property lines and boundaries of the house and driveway as well.

2. HOUSE PLANS

One complete set of house plans, to include: all exterior elevations, floor plans, (include garage), foundation plans and wall sections. Stock building plans with minor marked – up revisions may be acceptable for the submittal. The CCARB at its sole discretion may require the applicant to provide professionally drawn plans showing proposed revisions prior to CCARB review and final approval. Side entry garages are encouraged wherever possible. Phase 4 of Coosaw Creek currently has restrictions on the number of front entry garages allowed. Please check with your CCARB representative prior to submitting a front entry plan for this area.

Foundation designs may be either crawl space or slab type. However, regardless of foundation type, the finished floor elevation of the home will be constructed a minimum of two feet above finished grade of the lot. No slab on grade foundations will be approved.

3. LANDSCAPE PLANS

It is recommended that the services of landscaping architect or design professional be utilized in preparing your plan. A drawn-to-scale plan view of the lot should be presented to the CCARB showing the types, sizes, quantity, and locations of plants to be installed. The foundation of the homes is to be landscaped on all sides with the greater of 7 gallon or 50% foundation height coverage at installation, whichever is greater. Side entry garages shall have a buffer planting along the property line to screen the garage doors from view of neighbors (e.g. wax myrtle or other evergreen shrub). These screening plants must be at least 36" tall at installation. All grass is to be installed as sod, as opposed to seeding the area. A plan schedule is required along with the plan, showing the name (common and/or botanical name), quantity and size (gallon), height and spread of the plants at installation. The rear yards of all lots will be required to show full landscaping, including sod. Plant beds and other non-grassed areas or "natural" landscape area must be kept clean of weeds, debris, and other unsightly materials. Sod will be used in the road right of way to the curb. See CCARB application for further specifications. A sample is available.

B. APPLICATION

Applications must be fully completed and signed by the Property Owner and/or Contractor, and submitted with the proper application fees and deposits. Make your check payable to CCARB. Color samples and material samples may also be required. Please check with the ARB Secretary for requirements.

These documents should be delivered to the Coosaw Creek Architectural Review Board, c/o OA Office, 4110 Club Course Drive, North Charleston, SC, 29420. A copy of the application is available at the OA Office.

Meetings are scheduled for the second and fourth Monday of each month. The deadline for submittals is the Thursday 12:00 pm prior to the meeting. The ARB will not review any applications of delinquent homeowners/members unless it is an emergency ARB application.

C. OPTIONAL PRELIMINARY CONCEPTUAL REVIEW

The CCARB will, if requested, conduct a preliminary review of a house plan that you have under consideration during the planning stages for your home, for the CCARB's conceptual approval. A site plan and a "study" set of house plans will be sufficient for this purpose. In some cases, the CCARB may use an artist's conception or rendering to review for conceptual approval in the absence of a complete set of plans. *Important note: Preliminary approvals do not "reserve" a home design or color selection for future construction. Final Approval (see section IV, A, 1) is necessary to reserve plans.*

D. APPLICATION PROCESSING

The CCARB will review your plans and application. CCARB meetings are scheduled on the second and fourth Monday of each month. Applications must be received by the preceding Thursday no later than 12:00 pm. Reviews are generally completed at the meeting. **After the review**, the CCARB will provide a written approval or disapproval of the submitted plans. In case the plans are disapproved the CCARB will provide to you in writing the reason for the disapproval. **Note: If any portion of an application is denied by the CCARB, the entire application will be denied.**

Final Approvals are dated and valid for up to 6 months from the date of approval. Construction must begin within 6 months of approval, and be completed within 12 months after the start of construction. Approvals may be renewed with a written request within 30 days of the expiration date. Please be aware that the CCARB often withholds final approval and makes suggestions for improvements that their experience has shown to be prudent.

E. CONSTRUCTION AND PERMITS

Upon Final Approval by the CCARB, the Owner/Builder will:

1. Pay applicable Application and Compliance deposits to the CCARB. The entire Compliance deposit will be held until completion of the home and landscaping. Landscaping must be completed within 90 days of the issuance of a Certificate of Occupancy by the City of North Charleston.
2. Place a portable toilet on the job site with the door facing away from the street and any adjoining neighbors.
3. Place a dumpster on the lot.
4. Install temporary electrical power and a water tap. You may not use neighboring water or electrical outlets.
5. Obtain CCARB clearing approval: string property lines and mark all trees to be saved. Please allow a minimum of 48 hours for the inspection. **USE OF ADJOINING LOTS, ADJOINING ROAD, AND COMMON AREA FOR PARKING MATERIALS, REFUSE CONTAINERS, PORTABLE TOILETS, ETC., IS STRICTLY**

PROHIBITED. LIKEWISE, CUTTING TREES, CLEARING BRUSH, OR DISTURBING THE SOIL IN THOSE ADJACENT AREAS WILL NOT BE ALLOWED.

6. It is the builder/owners obligation to establish footings in the exact location as approved by the CCARB on the original site plan. All setbacks must conform with the CCARB guidelines on page 9, III. B. 1 to 6.
7. Install appropriate erosion control devices. These may include but are not limited to gravel drives, hay bales and/or silt fencing along the front and side property lines to prevent silt from depositing in the streets and drainage facilities. In some instances, erosion control devices may be required along additional property lines. Any silt deposited in the road as a result of rain, or traced into the road by trucks must be removed within 24 hours of the end of rain. WARNING: PAST EXPERIENCE HAS SHOWN THAT SOME CONTRACTORS WORKING IN COOSAW CREEK THROUGH THEIR NEGLIGENCE HAVE CAUSED EXPENSIVE DAMAGE TO DRAINAGE SYSTEMS. THIS WILL NO LONGER BE TOLERATED AND VIOLATORS WILL BE FINED TO COVER THE FULL COST OF NEEDED REPAIRS.
8. Regular building permits may be obtained through the City of North Charleston. The City of North Charleston requires plastic permit boxes for holding permits. You may attach these to the Builder's sign on the lot. Water and Sewer tap – in fees are paid directly to Dorchester County.
9. Landscape plans may be submitted for CCARB review after the construction process has begun. Please remember to allow time for the review of this plan at a regularly scheduled meeting before any onsite work begins.

F. COMPLETION

Once the construction is complete, and you are ready to request a refund of your compliance deposit, you will need to complete the following:

1. Drainage Plan Certification. Upon completion of construction and landscaping, and prior to the release of the CCARB deposit, the Builder/Owner shall submit a final as – built survey of all improvements on the lot. This Plan shall be prepared by a registered surveyor, and shall include but not limited to the following:
2. Location of house, garage, driveway, walks, decks and patios, HVAC enclosure and location of adjacent existing houses on a survey of the lot.
3. Location of trees, plant beds, etc. including a detailed topographic survey of a lot to show final drainage as constructed. Plan shall show drainage structures, swales, topo across side lot lines to existing houses (where applicable), finished floor elevations of garage slab and onsite topo equivalent to a minimum of 25' grid to verify drainage is in compliance with approved drainage plan, and that the grading does not adversely affect adjacent lots or the golf course. This plan must be reviewed by the CCARB at a regularly scheduled meeting before a refund is issued.
4. Upon completion, the Owner/Builder will call to request a mailbox, and a refund of the compliance deposit. A representative of the CCARB will inspect the home for completion of construction and landscaping according to the plans approved, as well as clean up and repairs of any off – site damage, including broken or cracked curbs. Once this inspection is complete, and the drainage plan has been reviewed by the CCARB a refund will be issued within 30 working days. The mailbox is provided as part of your application fee.

G. CCARB INSPECTIONS

As a courtesy only, and without limiting the responsibility of the owner and his contractor for strict adherence to plans, periodically during construction the CCARB members may check the site to ensure that the approved plans are being met and CCARB construction guidelines are being followed. These include, but are not limited to:

1. Construction of home is proceeding in accordance with the plans approved by the CCARB
2. Portable toilet, dumpster, electrical and water service are on site
3. Building permits are posted
4. Materials are stored properly on job site, and not on any adjacent lot.
5. Access to the site is not by means of any adjacent property
6. Construction area cleaned of debris and weeds on a regular basis
7. Erosion control devices are in place.

H. MODIFICATIONS TO EXISTING HOMES

Homeowners making changes to their existing property that will affect the external appearance of the house or lot and/or landscaping, are required to submit to the CCARB a completed application with their plans including applicable drawings in advance of commencing work. No building, fence, major landscaping element, or any other structure shall be erected/placed/alterd on the property until the proposed plans, specifications, color, materials, and drainage easements, etc., have been approved by the CCARB, as mandated by our Covenants and Restrictions. Please note: Re-roofing and tree removal require a permit from the City of North Charleston.

1. APPLICATION REQUIREMENTS

All applications for modifications to existing homes must be accompanied by a completed *Architectural Review Board Application for Modifications & Renovations* (with applicable fee attached). This document is available on the Coosaw Creek Country Club website at <https://coosawcreek.com/communications/> under the POA Documents section, or by contacting the POA office. Submittals must include:

- A written description of the change/s being requested, together with the reason/s, if any, necessitating the planned change/s. (i.e., tree being removed due to roots damaging driveway)
- Plans for adding, removing or modifying building structures must include detailed to-scale drawings with all building materials identified in writing. Drawings for such modifications should show the existing structure/s in shadow to provide perspective.

2. APPLICATION PROCESSING

The CCARB processing and disposition of plans submitted for modifications to existing homes will be the same as for new construction. Upon receipt of written approval from the CCARB, and payment of the applicable fee, the applicant must obtain the necessary permits as required from the City of North Charleston, and only then may proceed with the planned modifications

III. KEY ITEMS OF CONCERN TO THE CCARB

While every item in the covenants, as well as all elements of aesthetics and community standards are of concern to the CCARB, there are certain key items that most frequently cause delay of approval. We urge you to discuss these items thoroughly with your architect and contractor.

A. SQUARE FOOTAGE

The covenants specify a square footage minimum for heated and cooled living space. This does not include decks, garages, or screened porches (the minimum required is 2,000 square feet in Coosaw proper and 1,800 square feet in the Forest Knoll/Woodland Walk section).

B. SETBACKS

While variances may be granted on occasion depending on lot shape and dimension, they will only be granted with just cause. As you are selecting a home and lot, please ensure that the home adheres to the following setbacks:

1. Side yard setbacks (measured from the nearest vertical construction over 3 feet in height) require a combination of 25 feet total. (Example, 10 feet on one side and 15 feet on the other side). A minimum of 10 feet is required on any one side. Corner lots are considered on a case by case basis.
2. Front Yard Setback: 50' from property line to the foundation.
3. Rear Yard Setback: 30' minimum.
4. Pool, surrounding deck/patio, walkways: 10' from right, left and rear property lines.
5. Driveway setbacks from adjacent property line shall be a minimum of 3' in order to allow room for screening shrubbery. Driveway flares must not encroach into the street in front of adjacent lots. Similarly, mailboxes must be located in the area immediately in front of the property owners own lot.
6. Side setback in Forest Knoll: 5' on either side. The front and rear setbacks may vary and will depend on site conditions and City of North Charleston approval. ARB will review and give a "Pending Approval" – to allow the City inspector to inspect and confirm the setbacks are approved by the City before proceeding. Owner will then resubmit application for final ARB Approval and include architects' drawings and drainage plan.

C. SIDEWALK & TREE PLAN PHASE 4B (LOTS 649-724) AND 4C (LOTS 800-817)

1. SIDEWALKS

When a home is constructed on a Phase 4B or 4C lot (lots 649-724 and 800-817), the respective owner shall be required to construct a sidewalk along the frontage of road on their lot in accordance with neighborhood sidewalk plan. Sidewalks shall be located along the entire frontage of road from property line to property line and extend four (4) feet wide into the road right-of-way (toward the back curb). Corner lots will require sidewalks along both streets' frontage and the set back from the street must be 50 feet from curb.

Sidewalk Requirements:

1. All sidewalks shall be concrete (3500 PSI minimum) and four (4) feet wide with a cross slope of one quarter (1/4) inch to (1/2) inch per foot to provide positive drainage to flow over the back of curb. Sidewalks shall be four (4) inch minimum thickness with 6X6 – W1.4xW1.4 WWF (Welded Wire Fabric) reinforcement. Fiber mesh concrete may be substituted for WWF reinforcement.
2. The finish for all concrete sidewalks shall be a light broom finish. Maximum longitudinal slope for sidewalks shall be one (1) foot in twelve (12) feet or 8.33% to meet requirements of American Disabilities Act (ADA).
3. Sidewalks shall be constructed so as to tie into existing sidewalks (if any) on adjoining lot(s) and also be constructed so top of walk elevation and top of driveway elevations and adjoining sidewalk (if any) elevations are the same where they intersect.
4. Where manholes, water valves, etc. fall within sidewalks, the grade for sidewalks shall be adjusted to match the top elevation of manholes and valves.
5. Where obstructions such as trees, fire hydrants, telephone/cable TV boxes, etc. fall within proposed sidewalk location, the sidewalk shall be routed around said obstruction.
6. Sidewalks shall be installed prior to occupancy of home.

2. TREES

When a home is constructed on a Phase 4B or 4C lot, the respective lot owner shall be required to plant live oaks along the frontage of road on their lot in accordance with the neighborhood sidewalk and tree plan.

1. Live oaks with 2.5" caliper shall be located along the entire frontage of road from property line to property line at 40' on center. Corner lots will require planting along both streets' frontage.
2. Trees shall be planted within the lot owners' property approximately 11' off the respective property line. Location of trees may be altered, if necessary, to provide room for the driveway. Location and size of trees are to be shown on the lot owner's landscape plan when submitted to the Coosaw Creek Architectural Review Board for review and approval.

D. SERVICE YARD

The covenants specifically require construction of a screening fence or natural buffer to shield and hide from view any service yard. No HVAC unit, trash or recyclable container, gas meter, fuel tank, generator or similar storage or utility receptacle (including pool equipment) may be exposed to view. Although a screening fence is the preferred method of screening, landscaping material may be allowed for screening provided it completely screens or hides the service unit. These plans are to be submitted to the ARB for approval of design or landscaping materials used, prior to construction. All materials submitted should match the existing construction of the house and be of a permanent nature and size to fully hide at the time of installation the

service yard from view of the street, golf course or adjacent lots. Service yards must be located within the setback guidelines.

E. GARAGE

Provided there is sufficient room on the site, side entry garages are required. Currently there are restrictions on the number of front entry garages allowed in Phase 4B of Coosaw. Please check on availability before submitting an application. *See landscaping in III. B. 5. above for buffer requirements.*

F. TREES

No trees measuring six (6) inches or more in diameter at breast height (4 feet above ground level) may be removed without written approval from the CCARB. Those trees located within ten (10) feet of a building or within ten (10) feet of an approval site for such building are generally approved for removal (Article II, Section 3.5). Other trees may be approved for removal; submit a written explanation along with the tree survey for CCARB consideration. Tree stumps should not be visible after tree removal. *Note: When considering clearing your lot, be advised that some ordinances of the City of North Charleston also restrict such activity. The property owner is advised to check with the city before removing any trees. (Trees smaller than tolerance can be removed without ARB application).*

G. SITE CLEANLINESS AND DURATION OF CONSTRUCTION

Erosion control, coupled with the regular removal of dirt from the street is required. Overflowing dumpsters or unsightly debris including weeds will not be permitted. The exterior of the house must be completed within one (1) year after commencement of construction and landscaping must be completed within ninety (90) days of the issuance of a Certificate of Occupancy by the City of North Charleston (Article III, Section 3.13).

H. AESTHETICS

Several major considerations of the CCARB are listed below. This list is intended to be a guide only and is not intended to be all-inclusive.

1. How the house will look to neighboring homes (side and rear views, as well as street view).
2. How well the house blends with its immediate neighbors (i.e. are the style, colors, materials and roof pitch compatible?).
3. Architectural Style: Coosaw Creek has been developed as a neighborhood of homes with a traditional southern appearance. Other architectural design styles may be approved by the CCARB if in the opinion of the CCARB they blend sufficiently with the "Southern Classic" theme of Coosaw Creek. Plan designs may not be duplicated within close proximity of one another. If you have any questions about whether your plan will be approved, submit a rendering or a set of blueprints to the CCARB for conceptual review and approval before proceeding (see pg. 6, Optional Preliminary Conceptual Review).

4. Home/Roof Color Selections: Whether applicant is building a new home or changing, modifying, updating an existing home, CCARB written approval of exterior home and roof color selections is required prior to application/installation. Exterior color selections may not be duplicated within view of another home. The brick style, siding color and trim colors of surrounding homes should be taken into consideration before submitting your color selections to the CCARB. Earth tones and environmentally blending colors are recommended. Extreme contrasts with the natural environment and extreme contrasts between two or more colors on the home are not acceptable.
5. Materials: Brick and Stucco sidings are preferred. Although wood or cementations material (Hardy Plank) sidings may be allowed, they shall not exceed fifty percent (50%) of the total exterior siding. Premium grade vinyl siding may be allowed in the following instances:
 - a. All elevations for upper level gables or dormer windows.
 - b. Soffit and fascia applications.
 - c. Other accent areas will be considered on a case by case basis. Masonite material will not be approved for siding or trim. Other siding and construction materials will be considered on an individual basis. No unpainted exterior wood is allowed, except as deck flooring. Deck rails, deck foundation enclosures and stairway risers must be painted or stained with a color approved by the ARB. Consult the CCARB representative for details.
6. Roofing Materials for all Structures: Should be an “architectural” style fiberglass shingle. No unpainted exterior wood is allowed, except as deck flooring. Deck rails must be painted or stained with a color approved by the ARB. Consult the CCARB for details. All other accent areas will be considered on a case by case basis.
7. Fireplaces: Fireplace chimneys must be constructed of either brick or stucco. No vinyl, wood, or siding chimneys are allowed. Direct vent or ventless fireplaces may be used, but the design must be approved by the Board (truncated or floating fireplaces are not allowed). No exposed flues are allowed and flue caps must be screened with a metal shroud.
8. Landscaping Plans: An effective landscape design should complement the house and shape of the land to make the most of the site’s natural advantages. The CCARB will review the overall impact of the plan on the aesthetics of the combined home and lot and the neighborhood, as well as compliance with the earlier stated specifications. The landscape plan should play an important role in mitigating the number of trees to be removed and in screening garage door openings and buffering the house from the street and neighboring homes.
9. View: To assure that buildings will be located so that reasonable view, privacy and breeze are available to the largest practical number of homes built within the development, the CCARB reserves the right to approve the precise site and location of any structure within the development (Article III, Section 3.3E).

I. DRAINAGE/WATER RUN-OFF AND DRAINAGE EASEMENT

A drainage plan should be prepared showing that the lot and house have proper drainage to provide a positive flow off the property to an existing drainage structure and that the drainage does not adversely affect adjacent properties. Remember that your compliance deposit will not be refunded until you can show that the lot has proper drainage. *Since pools increase drainage and water run-off and consume water absorbing surface dirt, owners must include pool run-off consideration as part of their drainage plan.*

Numerous drainage swale areas exist in our neighborhood. A 20-foot-wide easement area exits into the properties along these swales (10 feet on either side of the easement centerline into both properties). To prevent nearby flooding, nothing should be placed, built, nor planted in designated swale easements areas. Swale drainage areas should not be filled-in nor graded. Sod is allowed, fences maybe allowed. If swale drainage is not working, homeowners can request ARB approval for French drains.

Drainage easements which are located over CCOA drain pipes also exist. No permanent structures are allowed in drainage easements without express consent of the ARB. If overtime, a homeowner has installed trees, bushes, concrete pads, etc., in a drainage easement and a repair is necessary, the homeowner will be responsible for the cost of removing the obstruction if required. If the ARB approves an exception allowing construction of a structure such as a porch or sun room within the easement, the homeowner will be required to sign an agreement that absolves the CCOA of any responsibility to repair said structure in the event it is damaged during or replacement of the existing drainage pipe, and also waives the ability to sue the CCOA for any damage caused to the structure. Once the drainage pipe system is repaired, the CCOA will only be responsible for replacing the sod.

J. FENCING

Fencing is allowed on a case-by-case basis only and must have prior CCARB approval. **Fencing of front yards is not permitted as of 3/2014.** Off the golf course, privacy fencing may be allowed based on aesthetic appeal, material, adjacent property existing fence and design. On the golf course, only brick, aluminum or wrought iron is allowed. This fence must be set back three (3) feet from the rear property line to allow for landscaping outside of the fence. A fence bordering the golf course requires an unlocked gate facing the course to allow access to retrieve golf balls. Setbacks are not required for side yard fencing. The abutting fencing must match the existing fence. Submit a plot plan showing the fence line and proposed landscaping as well as the construction material. In reviewing submitted plans, the CCARB will consider the following:

1. Aesthetic appeal and coordination with the other structures located in the vicinity of the fence.
2. Permanence and durability of planned construction material and design. Painted steel, cast iron or aluminum is preferred over wood. Natural wood colors are preferred and whenever such fences are painted, the paint colors shall conform to the colors of the house. All unpainted wood fences must be treated with a sealer/and or stain.
3. The height of the fences should be between four and six feet. In instances, wherein attachment to a neighbor's existing fence is being considered, the homeowner is requested to make such arrangement with the neighbor prior to submittal of plans to the CCARB, and provide the CCARB with a letter from the neighbor acknowledging consent.
4. Easements; if a fence is erected in an easement the property owner assumes all disassembly and reinstallation should work need to be performed in a swale easement. The Owners' Association will re – sod once work is complete.

On some Coosaw Creek neighborhood outside perimeter lots, sections of perimeter fencing have been erected. Owners of those lots are advised that these fence sections are the property of the Coosaw Creek Property Owners' Association, and that they comprise an important element in ensuring the Security of the neighborhood. Accordingly, such lot owners should take care to avoid damage to those fence sections during

construction on their lots, and to promptly report damage of the fences from any source to the Coosaw Creek Owners' Association Security Committee.

K. EXTERIOR LIGHTING

Exterior lighting may be provided to illuminate driveways, walkways and entryways, or to highlight landscaping features. Such lighting, however, shall generally be of low intensity, shall comprise a reasonably limited number of fixtures and be installed so as not to impose a hazard or nuisance for neighbors or street traffic.

L. MINIMIZING CONSTRUCTION DISTURBANCES

Contractor/Owner will ensure that the construction site is kept in good appearance. Construction and Professional Landscaping activities, both interior and exterior, should be conducted only between the hours of 7:00 am and 7:00 pm Monday thru Friday, and 7:00 am - 6:00 pm on Saturday. No professional construction and professional landscaping activities are allowed on Sunday without the specific written approval of the CCARB. Private owners that are doing landscaping are requested not to use loud machinery (examples: stump grinders, chain saws) on Sunday. The Contractor/Owner is responsible for the conduct of all subcontractors. Dogs are not allowed on the job site. Loud music and offensive language will not be tolerated. Owners are encouraged to work closely with their neighbors concerning any excessive noise issues.

M. FOUNTAINS, STATUARY ELEMENTS AND FLAGPOLES

Fountains and statuary elements which conform to and/or complement the general architectural style of the neighborhood will be permitted. CCARB review and approval of such elements is required prior to their installation. All plumbing and electrical fixtures associated with these elements must be shielded and buffered with landscaping plantings. Flag or banner poles having a maximum height of 25 feet may be placed on the lot within the property line setbacks. No exposed clotheslines are permitted.

N. GYM SETS AND PLAY HOUSES

Gym sets (with swings, slide, etc.) and trampolines, may be placed in the rear yard provided they are not visible from the front of the house and are located a minimum of 10 feet from the rear and side property lines. Natural wood colors are preferred and whenever such systems are painted, the paint colors shall conform to the colors of the house. Evergreen landscaping may be required for screening and buffering purposes. Installation of these items should be cleared with the CCARB prior to installation. Tree houses, tree stands or platforms, or any other structure in or on a tree are strictly prohibited. In conformance with the Coosaw Creek Declaration of Covenants, no outbuildings are permitted. Hammocks and swings will be allowed in the rear of the home, not visible from the street.

O. BASKETBALL BACKBOARDS

The erection/installation of a single backboard on a residential home site is allowable. However, the backboard should be placed at the side or in the rear of the residence within property line setbacks and should be painted in muted or

neutral colors. Where possible, landscape screening should be provided to prevent sight and sound buffering for the street and adjacent home sites.

P. EXTERIOR ANTENNAS, TOWERS, AND SECURITY CAMERAS

Television antennas, radio antennas, satellite receivers or other roof top devices may not be placed upon any lot unless approved by the CCARB in advance. In those cases where these devices are approved, the CCARB has the right to regulate height, location, size and other aesthetic features, including the right to require appropriate natural or artificial screening. Security Cameras will be allowed on a case by case basis as long as the cameras are for security. The cameras direction must be pointed towards the owners' property and the street at all times.

Q. HOT TUBS, PATIOS AND OUTDOOR SHOWERS

Hot tubs, showers and patios may be placed at the rear of a residential home site only with prior approval of the CCARB. If possible, these items should be incorporated into the homeowner's landscape, deck or porch. In any case, the hot tub and shower must be properly screened. Attach a plot plan showing the exact location of the proposed enhancement on the property, and complete description of appropriate revised drainage plan and screening/fencing material to be used. The CCARB does not require but encourages hot tub and showers be screened from the golf course and neighbors.

R. POOLS

Pools and surrounding deck setbacks: 10 feet from right, left and rear property lines. Since pools increase drainage and water run-off and consume water absorbing sub-surface dirt, owners must include pool run-off consideration as part of their drainage plan. Attach a plot plan showing the exact location of the proposed enhancement on the property, and complete description of appropriate revised drainage plan and screening/fencing material to be used". Please include a landscape plan. **All Swimming Pools are required to have a barrier (fence) meeting the following requirements:**

- **The top of the barrier shall be at least 48 inches above grade measured on the side of the barrier that faces away from the swimming pool.**
- **The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches measured on the side of the barrier that faces away from the swimming pool.**
- **Openings in the barrier (fence) shall not allow passage of a 4-inch-diameter sphere**

S. SEWER TAPS

Unconventional sewer tap "holding tanks", Dry Well will need prior approval by the CCARB. Unconventional sewer taps include, but are not limited to, "grinder pump" and "holding tank" installations. Pool wastewater must not be connected to the sewer.

T. GEOTHERMAL AND SOLAR POWER SYSTEMS

Geothermal and Solar Power Systems are allowable with CCARB approval. Applications for approval must include specifications and photographs of selected system, installation plans and site drawings, and material choices, colors, and must meet aesthetic standards of the community as determined by CCARB.

Geothermal: Geothermal systems must be closed-loop systems to avoid interference with ground water levels. All above-ground components must be screened from adjacent properties and street subject to approval by the CCARB. A vegetative buffer alone is not acceptable.

Solar Power Systems: Solar Panel power systems installations including Solar Shingles by design will be visible external modifications to properties and structures and as such must meet the esthetic standards by the community. Efforts must be made to make the solar energy system an integral and harmonious part of the architectural design of the residence. Visibility of any plumbing, wiring, or auxiliary equipment should be minimized as much as possible. All system components visible from areas open to common or public access and not involved in energy production should be painted with an approved solar panel technology solution or screened to blend with roof coloring. The roofing colors that allow for the best blending of current solar panel blending are black or charcoal grey. Homeowners selecting solar panel systems that deviate from these colors should consider solar skins/screens for better visual harmony with the roof. Homeowners desiring solar systems are encouraged to research the ongoing evolution of solar technology that do not distract from the esthetics of the community.

Solar panels may not have a shiny finish, due to the resulting glare from that surface.

General Requirements. A Solar Energy System installed on homeowner property shall meet the following general requirements:

1. A completed Architectural Review Board Application, complete with a layout (with dimensions) of the proposed location of the panel including auxiliary equipment, how the system will be mounted, color samples and a description of any auxiliary equipment, color samples and photographs or manufacturer literature for all proposed system components including specifications and materials must be submitted in writing to the Architectural Review Board for review and approval.
2. Energy System(s) may not be installed on any homeowner property until all permits and approvals required by law have been issued. Plans must be installed in conformance with all applicable governmental rules, laws, regulations, and ordinances, including but not limited to applicable zoning, building, and fire codes.
3. The homeowner assumes all risk and responsibility for maintenance of their Solar Energy System and neither golfers or the Coosaw Creek Golf Club or Owners Association are responsible for potential damage or loss to the systems.
4. Each Solar Energy System must be maintained in good repair and working order. Any Solar Energy System damaged, destroyed, or disused to include weather or other acts of nature must be removed or repaired within ninety (90) days after such initial damage, destruction or disuse. It is the responsibility of the homeowner to ensure the stability of the roof for such installation and wear or tear that result from this installation are the responsibility of the homeowner in the specified timeframe. All surfaces will be kept in good repair and is the responsibility of the homeowner.

Standards for Residential Building-Mounted Solar Energy Systems. Each Solar Energy System shall meet the following standards. The system:

1. Shall only be installed on the roof of the primary residential structure.
2. Should be located in a position least visible from any street or common area. Systems must meet the standards provided in this section and may be allowed on the sides, rear of the home, and in some instances, on pergolas. Systems may not be placed in a location that directly faces the street.
3. The installation must be parallel to the plane of the roof or otherwise conforms for the slope of the roof and must maintain the existing pitch of the roof
4. Must not extend beyond the perimeter boundary of the roof section to which it is attached.

5. Shall not exceed the existing roofline in height
6. Piping and electrical connections will be located directly under and/or within the perimeter of the panel and invisible from all street or golf course angles.
7. Solar panels, frames, plumbing, wiring, and structural materials and colors are subject to approval by the CCARB.

Note: Final guidelines from the community survey conducted during December 2019 were incorporated into this policy. The output from the survey was reviewed during the POA Roundtable meeting on January 27, 2020.

U. USE OF ARTIFICIAL TURF FOR LANDSCAPING

Although Coosaw Creek ARB (CCARB) guidelines discourage the use of synthetic turf, due to the landscaping including the utilization of trees on Coosaw properties, there are times when grass will not grow and the best alternative may, on a case by case basis, will be the use of synthetic turf.

Artificial turf will be considered, but must be approved, by the CCARB for use in the back/side yard when not visible to the golf course and street. Homeowners wanting to use synthetic turf should discuss their plan with their neighbors and get support for their request to use synthetic turf.

- Synthetic turf should comprise less than 10% of the landscaping surface.
- Synthetic turf should be installed by a professional licensed manufacturer with a warranty. Any CCARB application must include a one square foot box sample, along with the manufacturer's product specifications.
- Technically -- Synthetic Turf Specifications: Minimum Pile Height of 1.75" Minimum Face Weight of 65 oz.

Note: Above product specs would NOT apply to synthetic turf custom PUTTING surfaces designed within the landscape plan.

Specifications:

- Turf installed on min 2" compacted aggregate base material
- Anchored with min 5" nail on 12" centers at perimeters
- Infill on top of turf min 1.5 lbs/sf
- Zeolite or Antimicrobial Sand (50/50 Mix)
- Preferred Turf should be installed such that any seaming kits match existing turf grain pattern
- Colors need to be of regional grasses (St Augustine, Centipede, Bermuda, etc.)

Maintenance Specifications:

- Homeowner are responsible for maintaining integrity/aesthetic quality of synthetic turf, including additional/replacement infill to be added periodically due to matted/worn turf.
- Homeowners are responsible for replacement due to wear, UV degradation and/or damage of material.

Synthetic Turf will be approved by the CCARB on a case-by-case basis, and only when alternatives are not practical

IV. CCARB FINE SCHEDULE

The following are some of the non-compliance actions for which fines may be recommended by the CCARB to be levied by the CCOA. Other types of violations may result in fines being assessed as warranted by circumstances. In addition to these fines, the CCARB may recommend other remedies to the CCOA for serious violations as provided by law. All levied fines must be paid before construction will be allowed to continue. All fines levied by the CCOA must be paid for construction to continue.

- A.** Unauthorized tree removal:
\$250 to \$1000 per tree depending on size, location, species and number of violations. The job will be shut down until a landscaping plan showing the replacement of trees is approved by the CCARB.
 - B.** Failure to request pre-pour foundation or clearing inspection:
\$250 plus an as-built survey. The job will be shut down until the survey is received and approved.
 - C.** Violation of any site construction guidelines:
Lack of erosion control, unauthorized signs, trash overflow or failure to deposit all trash in receptacles, no trash receptacle or no portable toilet on site: The job will be shut down and \$50 fine per incident.
 - D.** Failure to obtain CCARB review and approval of plans:
This includes construction not in accordance with approved plans, site variances greater than one foot, or any exterior changes not approved by the CCARB. The job will be shut down and up to \$3000 fine. The CCOA may also pursue any legal remedies necessary to bring the property into compliance, and related attorney fees will be billed to the property owner.
 - E.** Use of exterior colors not approved by the CCARB will be subject to fines.
Determined by CCOA will also pursue any legal remedies necessary to bring the property into compliance. Attorney fees will be billed to the property owner.
 - F.** Failure to submit for CCARB review, or to complete approved landscape plan within 90 days of receipt of the Certificate of Occupancy from the City of North Charleston: \$250 per any part of each 30-day delay.
 - G.** Failure to complete construction within 12 months after start of construction: \$10/day, 6 days/ week.
 - H.** Failure to comply with a job shut down order: \$100 to \$1000 fined based on circumstances.
 - I.** Violation of the Sunday work restriction: \$250 fine plus mandatory three-day job shut down. Additional violations will incur increased penalties.
- E. Repeat violations may be subject to higher fines and other sanctions.

V. WATER AND SEWER SERVICE

Tap fees and user fees are established by Dorchester County Water & Sewer Department. Copies of the rate structure are available from the utility. It is recommended that you contact them for current information. The phone number for Dorchester County Water & Sewer is (843) 767-2474.

VI. CONSTRUCTION DECALS

All construction vehicles doing work in Coosaw Creek are required to have vehicle decals. To obtain a decal, you must have the make, model, and license tag of the vehicle. Decals must be purchased at the Owners' office between 8:00 am and 4:00 pm, Monday through Friday. Fleet passes are also available. Construction workers are not allowed into the neighborhood on Sundays and holidays. Work hours are posted at the security gate. Please note that contractors are not allowed to transfer vehicle barcodes to another vehicle or fish in the ponds.

VII. APPEAL PROCESS

Appeal process for property owners who disagree with a decision of the CCARB:

1. Property owners are required to submit an application to the ARB for approval in accordance with the Covenants and Guidelines when improvements or changes are made to the residence or property. Property owners will abide by the decision of the ARB. However, Property owners do have the right to appeal an ARB decision to the POA Board.
2. When a Property owner opts to appeal an ARB decision, the Owner must inform the ARB Chairperson of their intent to appeal. Such notification should be in writing (email or letter).
3. The ARB will meet with the Property owner within 7 working days and attempt to reach a resolution of the issue.
4. If a resolution is not reached, the Property owner may appeal the ARB decision to the POA Board.
5. Prior to any meeting or decision by the POA Board, the ARB Chair or representative will meet with the POA Board to review the application and the ARB decision.
6. After the meeting with the ARB, the POA Board will meet with the Property owner to review the application and ARB decision.
7. After the meeting with the Property owner, the POA Board will conduct a straw vote to determine the "sense of the Board" to support or overturn the ARB decision. If the POA Board's "sense of the Board" is to overrule the ARB decision, the POA Board will meet with the ARB chair to discuss the application and the Board's reasons to overrule the ARB.

8. After the meeting with the ARB Chair, the POA Board will vote on the approval/disapproval of the Property owner's application. The decision by the POA board is final.

VIII. REVISIONS

These guidelines, as noted earlier, are subject to revision and modifications from time to time by the CCARB under direction of the Coosaw Creek Owners' Association, subject to the restrictions imposed by the Coosaw Creek Club Declaration of Covenants, Restrictions and Limitations.

COOSAW CREEK OWNERS' ASSOCIATION, INC

Mark Schultz, President CCOA Date

Anthony Dunbar, Vice President CCOA Date

Richard Hayes, CCARB Chair Date