



**Architectural Review Board - Design Guidelines and Procedures**

**SECTION 1 - General Provisions**

- 1.1 Meeting Schedules and Submittals  
Meetings of the ARB are customarily scheduled on the first and third Monday of the month. For consideration by the ARB, submittals must be made at least five (5) business days prior to the next scheduled meeting. Submittal packages must be complete with an application form, review fees as required, and all necessary plans, details, color samples, and any other required information for the particular submittal. Piecemeal and/or incomplete submittals will not be accepted or reviewed.
  
- 1.2 Approval Procedure  
The ARB shall approve or disapprove all plans and specifications submitted for structures, landscaping, drainage, additions, alterations or changes to existing structures or land, and shall issue building permits when appropriate. Plans will be reviewed for both quality of design and conformance with applicable covenants, guidelines and procedures. Plans may be disapproved at any time on any grounds deemed objectionable, including purely aesthetic reasons. Applicants will be notified by letter of either approval or disapproval of an application. Reasons for disapproval will be included in such notification.
  
- 1.3 Professional Qualifications  
The ARB may require that architects, engineers, designers, and/or contractors provide qualifications and references prior to commencing any work in Long Cove Club. Specific information for such qualification must be provided upon request.
  
- 1.4 Project Non-Conformance  
When it is determined that construction on any Long Cove Club property is being conducted in violation of submitted and approved plans, the ARB may, at its discretion, direct that further access to the construction site by the offending contractor, subcontractor and/or supplier be denied until the violation has been remedied. The ARB shall review alleged violations of the Guidelines and Procedures and, if found justified, recommend that sanctions or fines and penalties as set forth in Appendix E be assessed by the LCC Board of Directors against the party found responsible for the violations. If the violation is not corrected within thirty (30) days, the fines set forth in the appendix will be imposed and collected until the violation is corrected.

**SECTION 2 - Procedures and Submittal Information**

- 2.1 Plan Review Process - The three steps of the plan review process and the necessary information for each are:
  - A. Conceptual Review (optional)
    - 1. Site Plan
    - 2. Floor Plan
    - 3. Exterior Elevation(s)
    - 4. Request for any variance
  
  - B. Preliminary Review (required)
    - 1. Site Plan, showing existing trees and topography
    - 2. Detailed Exterior Elevations
    - 3. Special Construction Conditions
    - 4. Request for any variance
    - 5. Application Fee (Appendix F)

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- C. Final Review and Approval (required)
  - 1. Site Plan, showing existing trees and topography
  - 2. Drainage Plan
  - 3. Floor Plan
  - 4. Exterior Elevations
  - 5. Typical Wall Section(s)
  - 6. Exterior Details
  - 7. Exterior Electrical Plan
  - 8. Exterior Materials and Colors
  - 9. String Property Line
  - 10. String House Footprint
  - 11. String 10-foot Vegetation Buffer
  - 12. String to the 20 foot OCRM buffer
- D. Application Checklist (Application for Residential Construction, Appendix A)

### 2.2 Clearing and Foundation Permitting

Following are the steps required before a Clearing and Foundation Permit will be issued and any lot clearing/construction can begin:

- A. Stake out of the property lines, lot setback lines, building footprint and driveway.
- B. Mark trees to be removed with red tape.
- C. Install specimen tree barricades. Call for inspection.
- D. Pay all fees and deposits. (Appendix F)
- E. Provide a copy of the Long Cove Club Approval - Agreement Letter (Appendix E)
- F. Post Clearing and Foundation Permit on site.
- G. Photos of curbs, road and trees to be taken by owner or builder.
- H. Town of Hilton Head building permit

### 2.3 Foundation Survey and Elevation Certificate

A Foundation Survey and Elevation Certificate must be received by the ARB Administrator before beginning any further construction.

### 2.4 LCC Building Permit

The permit will be issued upon receipt of an acceptable Foundation Survey and Elevation Certificate to be posted on the Approved Signboard (Appendix G).

### 2.5 Additional Inspections Required:

- A. Driveway and walkway forms before any materials are poured.
- B. Grading and drainage prior to landscaping.

### 2.6 Compliance Deposit Refund Policy – All refunds will be made after:

- A. Satisfactory completion in conformity with approved plans of the building, lot drainage, landscaping and clean up of the property.
- B. Repairs to damaged road pavement, curbing, common areas and adjacent properties have been made.
- C. Deduction of any fines levied (refer to Approval-Agreement Letter, Appendix E)
- D. Removal of builders sign, portable toilets, equipments and dumpsters
- E. Final inspection certificate completed

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### SECTION 3 - Site Plan Submittal

(refer to Application Checklist, Appendix A, for details)

### SECTION 4 - Architectural Plan Submittal

(refer to Application Checklist, Appendix A, for details)

### SECTION 5 - Detailed Submittal Requirements

#### 5.1 Architectural Considerations

- A. Building Form – The final building form of every residence should be a carefully planned addition to the natural setting which embraces its site. Building shapes should provide interest and be compatible with neighbors. Monumental and ornate styles as well as over simplistic styles are considered inappropriate. Large homes can be made to appear smaller and small homes to appear larger by the manipulation of shapes and forms, and by the effective use of decks, planters, garages and screened porches. The roof-scape of each home should complement the overall design.
- B. Articulation – The aesthetic appearance of a residence depends greatly on the articulation of the siding, roofing, details, fenestration, and walls. Walls and screens should be used to provide privacy, enclose service areas and HVAC units and to reduce the scale of large masses. Details at the soffit, fascia, base, corners, windows and decks should have common elements that help unify the overall appearance.
- C. Design Repetition – Designs very similar to existing designs within Long Cove Club are discouraged and may be rejected by the ARB.

#### 5.2 Construction Standards

All construction must meet the requirements of all of the applicable Hilton Head Building Codes. In any instance, where LCC standards are higher than those required by the town, LCC standards shall govern.

#### 5.3 Minimum Square Footage

According to the original deed for each lot, no residence shall be erected unless the building is originally constructed with a minimum of eighteen hundred (1800) square feet of total enclosed dwelling area, and a minimum of fifteen hundred (1500) square feet of enclosed dwelling area on the main floor should the residence be more than one story in height.

#### 5.4 Height of House

- A. First Floor Elevation: Federal flood plain regulations, administered locally by the Town of Hilton Head Island, have resulted in higher overall residential building heights on the low-lying natural elevation of LCC lots. It is the view of the ARB, therefore, that certain elevation limits need to be imposed so that new houses do not unnecessarily tower over adjacent homes and do not dominate any general development or the natural landscape. In order to minimize the height impact of one house over another, 15.0 ft. AMSL (Above Mean Sea Level) shall be the maximum first floor height. This maximum height is made up of the required flood zone regulation height of 14.0 ft AMSL plus a maximum of 1.0 ft to allow for non-flood resistant floor framing materials. When setback limitations do not allow for a garage except beneath the residential building, a higher first floor elevation, over the garage only, may be approved if the remainder of the building's first floor is retained at no more than 15.0 ft

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AMSL in a split-level styling. The house must be designed so the impact of the height is visually mitigated by architectural techniques. For some Broad Creek area lots, the minimum floor elevation is established at 15.0 or 16.0 ft AMSL. In such situations, the same constraints as specified for 14.0 ft AMSL will apply.

- B. Overall Height of House: No structure shall be constructed which has a height exceeding three stories, and the structure shall not be higher than 48.0 ft AMSL. The third story of a three-story home shall be located in the attic area above the first two floors. The garage area below the flood zone regulation height shall not be considered a story.

### 5.5 Setbacks

The following are the minimum setbacks from Lot Property Lines:

Front (Lot accesses road)	30'
Side (Lot adjoins another lot or open space)*	20'
Side (Adjacent to road right-of-way but not accessing it)	25'
Side (When 50% or more of the length of the side elevation is over one story in height. For this purpose, a room over a garage may be considered as a second story. If a one story space exceeds 14.0 ft in exterior wall height above the first floor elevation, it will be considered a two story element for the purpose of side setbacks)	25'
Side (Adjoining lagoon, marsh or golf course)	30'
Side (For service courts, an intrusion into the setback of up to 5.0 ft is allowed)	30'
Rear (Lot lines not adjacent to front lot lines)	10'
Decks, swimming pools, patios and walls less than 3.0 ft above existing grade. In sensitive areas where the golf course, a lagoon or marsh is adversely affected, the ARB may require a setback of up to 30' <b>(See diagram on next page)</b>	
Driveways (including flare at street), walks, parking areas and fill	5'

*\*Note: On plot plans that indicate open space in which there is actually a lagoon, lagoon setbacks prevail.*

#### **Setback for Rear Property Line**

- 10 feet minimum for decks and pools less than three feet above existing grade, except up to 30 feet may be required from Golf Course sensitive areas near trees, greens, lagoons and marsh area.
- 30 feet minimum for decks and pools more than three feet above existing grade.

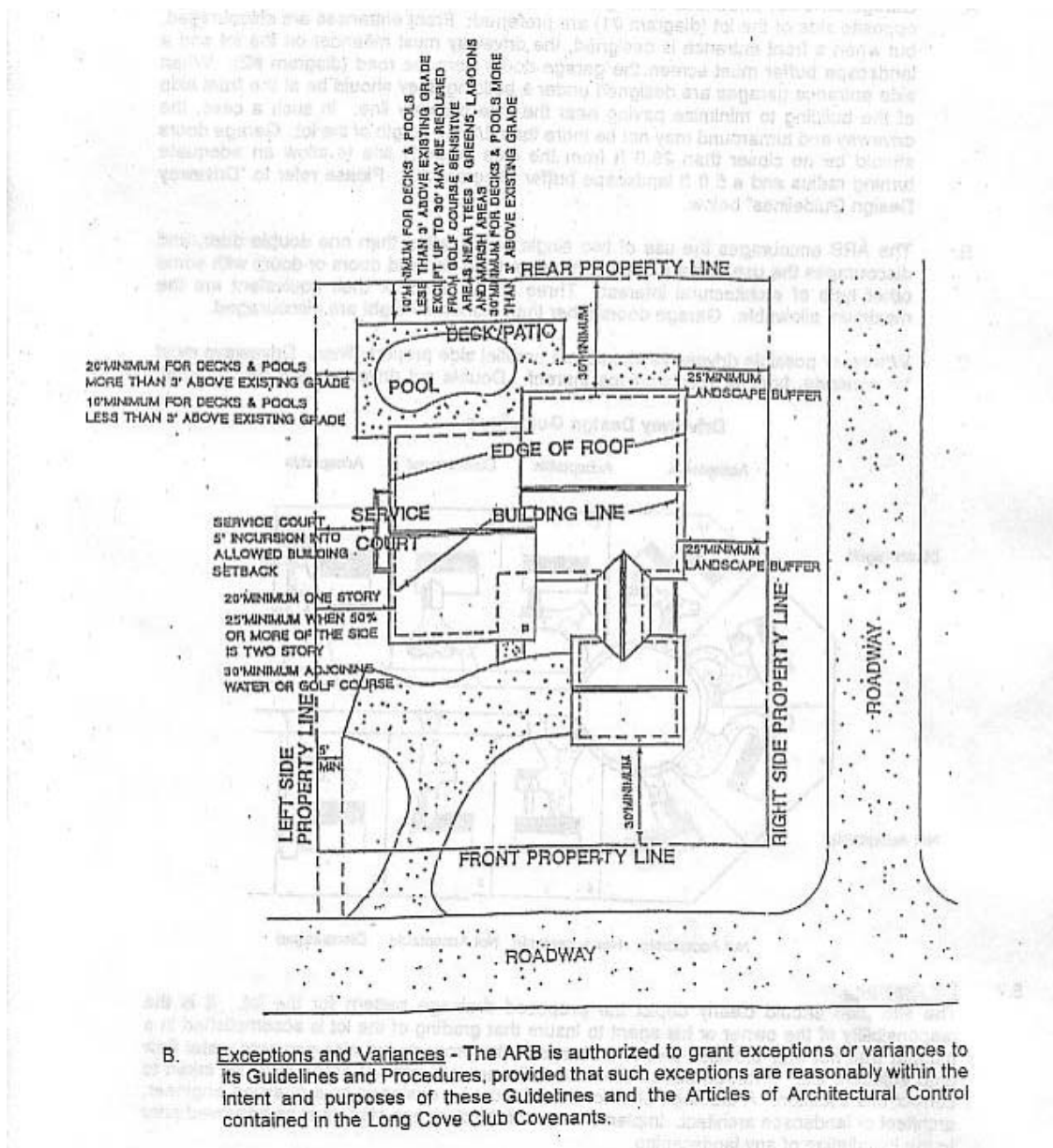
#### **Setback Side Property Line**

- 20 feet minimum for decks and pools more than three feet above existing grade.
- 10 feet minimum for decks and pools less than three feet above existing grade.

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### 5.5 A. Diagram of Building Setbacks



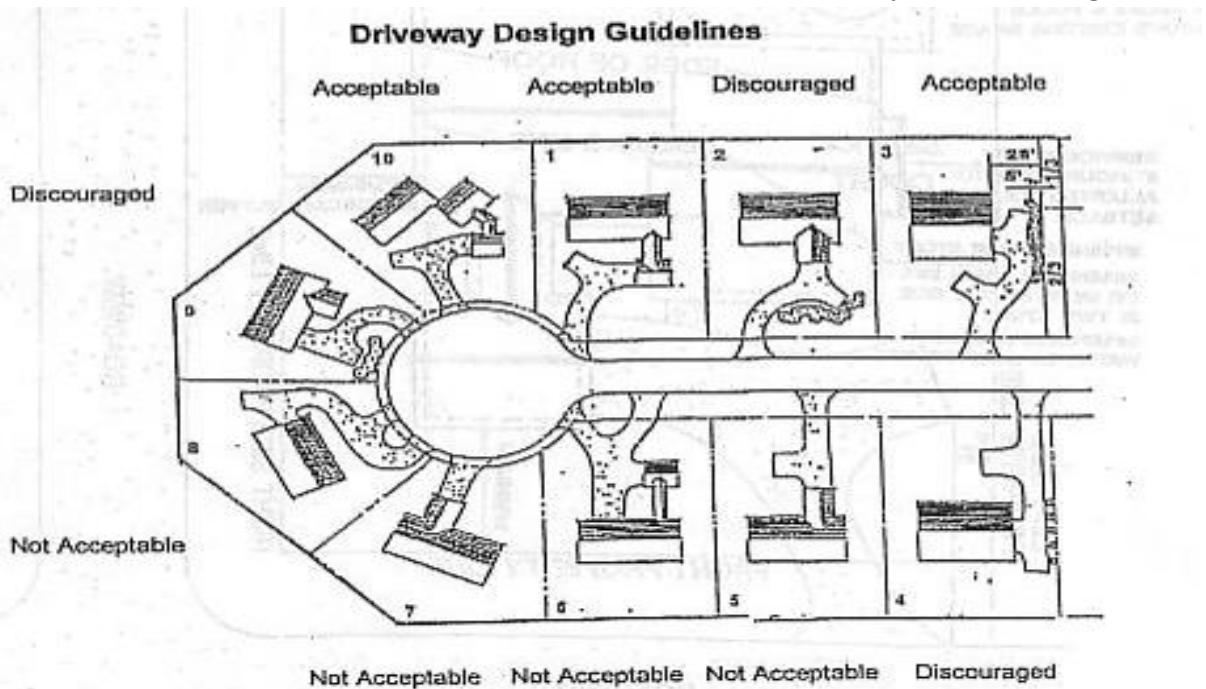
### 5.6 Garages and Driveways

- A. Garage/driveway entrances coming from the side of the lot to a garage located on the opposite side of the lot (diagram #1) are preferred. Front entrances are discouraged, but when a front entrance is designed, the driveway must meander on the lot and a landscaped buffer must screen the garage doors from the road (diagram #2). When side entrance garages are designed under a building, they should be at the front side of the building to minimize paving near the side property line. In such a case, the driveway and turnaround may not be more than 2/3 the length of the lot. Garage doors should be no closer than 28.0 ft from the side property line to allow an adequate turning radius and a 5.0 ft landscape buffer (diagram #3). Please refer to "Driveway Design Guidelines" below.

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- B. The ARB encourages the use of two single doors rather than one double door, and discourages the use of flat panel doors rather than paneled doors or doors with some other type of architectural interest. Three single doors or their equivalent are the maximum allowable. Garage doors other than standard height are discouraged.
- C. Wherever possible, driveways should not parallel side property lines. Driveways must be concrete, brick or combinations thereof. Double cut driveways are discouraged. As-



phalt is not permitted.

### 5.7 Lot Drainage

The site plan should clearly depict the proposed drainage pattern for the lot. It is the responsibility of the owner or his agent to insure that grading of the lot is accomplished in a manner that not only provides proper drainage of the property but also prevents water flow onto adjacent lots. If run-off does occur onto adjacent lots, prompt action must be taken to correct this situation. A drainage plan for the lot must be designed by a qualified engineer, architect or landscape architect. Implementation of the drainage plan must be approved prior to the installation of any landscaping.

### 5.8 Service Yards

Service yards are required to completely screen compressors, garbage receptacles, pool equipment, gas storage tanks, service meters, etc. from view. This can result in service court fences that are 9.0 ft or higher. To make these enclosures/walls visually pleasing, the ARB requires design treatment that will break up the height of these tall enclosures.

### 5.9 Foundations

High foundation walls require careful architectural articulation to help reduce their apparent height and massiveness. Pier foundations with lattice infill are considered too minimal. Louvered or lattice openings in a foundation wall are preferred alternatives. If lattice is used, a maximum of 30% opening is required in order that the crawl space not be visible from outside.

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### 5.10 Antennas

No television antenna (except DBSR), radio receiver or sender, or similar device shall be attached to or installed on the exterior of property within LCC. Radio signals, television signals, and other forms of electro-magnetic radiation shall not be permitted to originate from a residential lot which may reasonably interfere with the reception of television or radio signals affecting other properties.

### 5.11 Direct Broadcast Satellite Receiver (DBSR) (refer to Appendix D).

### 5.12 Walls, Exterior

Exterior walls should be of stucco and/or wood. Minimal brick or other materials may be approved. Plywood, composition materials, fiberboard, or metal siding materials are not allowed. Architectural treatment/detailing of the exterior is required to break up massiveness and blend the building into its surroundings and not dominate them.

### 5.13 Exterior Colors and Materials

Second only to the house plan itself, the selection of house color, trim and finish is most critical in developing the final look of a new home. In selecting colors, it is suggested that all exterior colors blend with the surrounding environment and not contrast with it. Earth colors are deemed most appropriate. No exterior elements of the house are to be painted white. An exterior color may not be approved if either of the adjacent homes have the same or similar color schemes. Highly reflective colors will not be approved. The ARB Standard Color Boards located in the Administration Office should be consulted during the selection process.

### 5.14 Windows

Windows and trim colors should be compatible with the overall color scheme of the house. See color samples in Administration Building. If window shutters are being considered, they should appear functional and fitted with operable hardware. Window glazing film or coating shall not reflect more than 50% of the ambient external light. Mirror-type glass and glass block are not acceptable.

### 5.15 Walls, Decorative Enclosures and Planters

Walls, enclosures and planters shall be designed to appear integrated with and attached to the building. In general, walls and enclosures are prohibited except as a design tool to mitigate the apparent height of a building. The use of planters is an acceptable and often desirable approach when adding architectural interest to the design.

### 5.16 Roofs

Wood shingle/shakes, heavyweight asphalt/fiberglass shingles, minimum 30-year warranty and 300 lb. or heavier, flat concrete tile, slate or metal roof of low chroma and low color value are acceptable. Light and bright roof colors are not appropriate. Major roof slopes must be a minimum of 7:12 pitch.

### 5.17 Chimneys

Chimney exteriors shall be of brick or stucco construction. Prefabricated chimney flue caps/spark arresters shall be screened with a metal or other non-combustible shroud and painted a color compatible with the exterior color scheme of the home.

### 5.18 Statuary Elements

Statuary elements, if approved by the ARB, are permitted within the building property line setbacks. The ARB requires such elements to be non-reflective and may require complete screening from outside view.

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### 5.19 Flags/Poles

A permanent flag or banner **pole if approved by the ARB** will be permitted only in the rear of the lot. It must be at least 30 ft back from the rear property line, and its height shall not exceed 30 feet above the natural grade. **Flags in the front of the house are only permitted when mounted on the house. Flags are not permitted on tree or shrubs.**

### 5.20 Lighting, Exterior

Exterior lighting may be used to illuminate driveways, walkways and entries and to subtly highlight landscape features. Such lighting shall be designed at such an intensity that it will not adversely affect the nighttime environment of adjacent property owners. **An exterior lighting plan with wattage designations of not more than 75 watts must be submitted for ARB review. White solar lighting is not permitted.**

### 5.21 Fountains/Hot Tubs/Spas/Swimming Pools

Fountains, hot tubs, spas, cascading spas and swimming pools shall not be visible or audible from the street, adjacent lots, the golf course or common property. The installation of any of these additions to an existing home will be handled on a case-by-case basis. **(See diagram of Building Setbacks, 5.5 A)**

### 5.22 Propane Gas Tanks

Propane gas tanks must be located underground or in a service yard. Underground tanks should be shown on the site plan and be located in accordance with building codes and avoid damage to tree root systems.

### 5.23 Exhaust or Vent Openings

Vent or exhaust openings should be painted a color that blends with the roof or with construction materials in the area where located.

### 5.24 Sound Devices

No exterior speaker, horn, whistle, bell, or other sound device that is unreasonably loud or annoying, with the exception of security devices used exclusively for security purposes, shall be located, used or placed upon lands within Long Cove Club.

### 5.25 Water Wells

No private water wells may be drilled or maintained on any residential lot so long as LCC or a public service district or other government unit, its successors and assigns, has installed a water distribution line within one hundred (100) feet of such property with an average daily water pressure in such line adequate for normal household use in dwellings served by such distribution line. The ARB has interpreted the covenants to include a prohibition on the installation of water source heat pumps with open well systems. Further, the issuance of a final building permit hinges on the owner's understanding that there is a ban on open well water source heat pumps in LCC.

### 5.26 Closed Loop Water Source Heat Pumps

Closed loop systems are allowed in LCC provided the holes bored for the loop are no deeper than fifty (50) feet below the natural existing grade and shall be drilled by a South Carolina licensed well driller. Drilling deeper could expose the drinking water aquifer to contamination if the loop ruptured. The ARB shall monitor the drilling of the holes. All below grade pipes shall be fusion-welded polybutylene. Upon completion of

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the underground closed loop, a site survey by a South Carolina licensed land surveyor shall be taken showing the exact location on the property of the closed loop and all bored holes.

### **5.27 Utilities**

The appropriate authorities shall provide completely underground connections to water, sanitary sewer, electricity, telephone and cable TV. If electrical transformers or TV cable boxes are located on an improved lot or the extension of that lot to a roadway, landscaping must screen these boxes.

### **5.28 Hurricane Protection Systems**

Manufactured hurricane protection systems may be permitted for the covering of openings in the exterior walls of dwellings subject to the following:

- A. All proposed installations must be submitted to the ARB for approval.
- B. Submittals shall include an Application for Residential Construction (Appendix A), a color sample of the proposed system, and an application fee and a compliance deposit (Appendix F).
- C. The ARB will judge each request for hurricane protection solely on aesthetics.
  1. The Hurricane Protection System shall be appropriate for the design of the house and shall be as unobtrusive as possible.
  2. Permanently fixed components shall match as closely as possible the color of the surface to which they are attached.
- D. New construction shall have a built-in appearance.
- E. Openings shall not be closed to secure a dwelling other than during an actual declared hurricane emergency.
- F. Systems must be removed within seven (7) days following the all clear.
- G. All portable protection system components must be stored out of sight.

### **5.29 Mailboxes and Signage**

The use of any sign, including those for the purpose of identification, renting or selling of a property is prohibited. Single-family homes shall be identified only by the graphics included on the mailbox and the house identification number provided by LCC and paid for by the homeowner. Owner's names and house numbers shall not be placed on the front of homes or on signs placed on lots. Advertising of any kind which is visible from the street is prohibited. This includes interior signage. Damaged or missing mailboxes must be repaired or replaced by the owner through Community Services.

### **5.30 Basketball Backboards**

A portable backboard on a residential property is allowed with ARB permission – if the following guidelines are utilized to reduce the visibility of the backboard:

1. Whenever possible, the backboard should be placed at the rear of the residence, out of view from the public roadway, neighbors and golf course. If the backboard must be placed in front of the residence, e.g., adjacent to the paved driveway or parking area, the ARB requests that the front surface of the backboard be set perpendicular to the public roadway.
2. Backboards made of transparent Plexiglas or with muted neutral color (e.g., gray or tan) are preferred to white ones, particularly those with fluorescent red or orange stripe accents. If you already have or will purchase a white backboard, the ARB urges you to mute (repaint) the front surface, and paint the back side with a dark brown or dark green color.
3. The wooden or metal post which supports the backboard should be painted Glidden Dark Brown (same color as all Long Cove mailboxes).

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4. If a backboard is no longer in use or is unsightly, it should be removed.

### 5.31 Play Yards and Playhouses

1. No trailer, tent, barn, swing set, tree house or other similar outbuilding or structure will be placed on any lot at any time. Portable or permanent play equipment is prohibited.
2. There will not be maintained any device or thing of any sort whose normal activity or existence is in any way dangerous, unsightly or of a nature as may diminish the enjoyment of other properties in the neighborhood.

### 5.32 Hammocks

Hammocks must be located a minimum of fifteen feet in from the rear property line.

### 5.33 Lawn Chairs and Benches

Lawn chairs should be painted a natural color not (white or light) and must be placed a minimum of ten feet inside of the rear property line.

### 5.34 Solar Panels

Panels are permitted for the heating of pools/spas/water heaters only. Panels must not be visible from the golf course, street and lagoon. Panels must not exceed 2.5 inches in thickness and all plumbing must be interior. Any roof hardware or molding must match quality of roof.

## **SECTION 6 - Landscape Requirements**

### 6.1 General

An integral part of a submittal to the ARB for new construction, or for an addition, alteration or change to an existing structure is the owner's agreement to implement an ARB approved landscape plan.

### 6.2 Professional Requirements

The landscape plan must be professionally prepared by a landscape architect or qualified designer and shall conform in every respect with the approved site plan.

### 6.3 Overall Landscape Goal

The landscape plan shall retain and incorporate as much natural vegetation as possible. The intent of a good landscape design theme is to be natural and informal, causing lot lines to "disappear".

### 6.4 Identification of Trees, Plants and Shrubs

The landscape plan must show the location, physical size, number and names (botanical and generic) of all trees (existing and proposed), plants, shrubs and ground cover.

- A. Foundation Plantings – Foundation Plantings on all sides shall be naturally arranged and layered with a minimum of fifty percent (50%) foundation height coverage at installation or three feet, whichever is taller.
- B. Screening of Sensitive Areas - Garage entry, parking areas, utility boxes and pool areas shall be screened, if possible, from the golf course, streets and adjoining properties with evergreen type plants that provide such screening immediately upon installation.
- C. Intermediate plan area is needed at roads, golf course and lagoons.

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### **D. Lot lines shall be disguised with plant material.**

#### 6.5 Irrigation and Grass

The landscape plan must establish grass, provide irrigation and maintain grassy space in the areas between the property line and the edge of the street pavement. The grassed road shoulders must be continuous with adjacent developed properties.

#### 6.6 Exterior Lighting

The landscape plan must show any exterior lighting to be installed to illuminate drive-ways, walkways and entryways, or to highlight landscaping features. A maximum of 75 watts per fixture is allowed. All exterior lighting and interior lighting visible from adjacent properties shall be installed in such a manner that the light will not disturb neighbors or street traffic. White solar lighting is prohibited. Low voltage and L.E.D. lighting will be judged on an individual basis.

#### 6.7 Clearing of Natural Vegetation

**No clearing of natural vegetation adjacent to lagoons, (OCRM Buffer) the golf course and common areas is permitted.** Natural areas may be selectively trimmed, pruned or mowed to maintain their structure and allow vistas. See pages 11 and 12 for illustrations of acceptable and unacceptable views to and from a home.

#### 6.8 Temporary Wood Fence Barriers and Screening

Temporary wood fences shall be erected around specimen trees during construction and the area inside such barriers shall be mulched to a six (6) inch depth. When applicable, such barriers shall be placed no closer to the trunk than the drip line of the tree. Screen dumpsters and porta-potties with green mesh and opening not visible from street.

#### 6.9 Areas of Concern

- A. Corridors of View - Natural vegetation is an important part of LCC's character. As such, every effort shall be made to preserve, maintain and enhance the diversity of existing vegetation (i.e., live oaks, water oaks, palmetto, saw palmetto, myrtles, leucothoe, sparkleberry, ti-ti, bay, etc.). Trees and vegetation should provide framed corridors of view.
- B. Golf Course Perimeter Buffer - Exceptional care should be taken to maintain and compliment the golf course perimeter buffer. Indigenous trees such myrtles, pines, oaks, palms, gums and indigenous under story vegetation should be used to frame views from the home while providing an adequate natural backdrop to the golf course.
- C. Transition from Finished Floor Elevation to Existing Grade - The most successful transitions, those that "look right", are those that combine architectural design and plant materials effectively. The use of terraces, decks, raised planting areas, earthen berms, fill, and areas of lawn are effective in achieving a finished look to the home.
- D. Entrance Landscaping - The areas on both sides of the driveway entrance should be sodded and maintained along with appropriate plantings to provide a pleasing entrance to the property.
- E. Screening Vegetation - Vegetation buffers should be used to screen garage doors, decks, pools and service yards from adjacent properties, the golf course and common grounds.
- F. Intermediate plant area is needed at roads, golf course and lagoon.

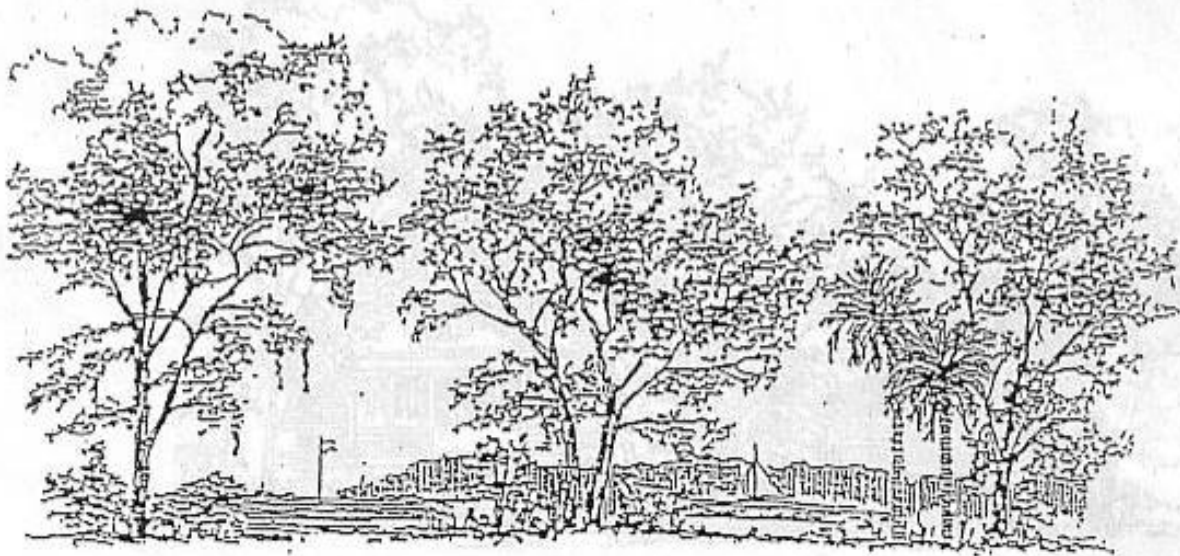
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### Corridors of View from the House



Unacceptable (Panoramic or Clear-Cut Views)



Acceptable (Framed Corridors of View)

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### Screened Views to the House



Unacceptable (Panoramic or Clear-Cut Views)



Acceptable (Framed Corridors of View)

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### 6.10 Landscaping Checklist

Overall Objective is to have the house and decks/patios to appear “set into” natural, park-like setting.

#### 1. Foundation Plants:

- A. Plant height 3’ or ½ foundation – whichever is higher— at time of initial installation. The plant selected should be expected to cover the height of the foundation within one year.
- B. Variation in height, texture (and possibly color)
- C. Groupings and layers, rather than hedge effect
- D. Large mass on building mitigated by height of plant
- E. Planting area needed to hide foundation (at intersection of pool deck and/or patio in many cases –at design stage)

#### 2. Overall:

- A. Variance in heights – tall pines, middle tree forms, low (3’ or higher) shrub forms
- B. Deer resistant plants
- C. Protection around:
  1. Parking areas
  2. Utility boxes
  3. Service yards

#### 3. Perimeter:

- A. Side lot lines
  1. Blurred – no clearing to lot lines without replacement
  2. 3-4’ staggered
- B. Street and Rear
  1. Intermediate planting areas – with some 2’ or higher
  2. No clear views – must be broken up – not only with pines
  3. Some groupings to mitigate driveway
  4. Corner lots – sizeable plantings to give park-like view from street, and partially block house (may need some tree forms)
  5. Grassy area at street (to be irrigated)
- C. Lagoons
  1. No clear views, groupings needed at lagoon side to provide natural look at lagoon
  2. Where possible, leave myrtle groups (pruned) and sawtooth palms. Clearing and tree removal is prohibited in the OCRM area which is 20 feet from the lagoon.
- D. Golf Course
  1. No clear view of house from course – break up with 3’ or higher shrubs and/or mid-height tree form

## **SECTION 7 - Alterations to Existing Homes**

Changes to the existing exterior structure or material changes in existing landscaping on an owner’s property or common property must be reviewed and approved by the ARB before proceeding with the change. Owners failing to comply with these procedures may be required to remove the changes and fined as recommended by the ARB and approved by the Board of Directors.

### 7.1 Repainting, Restaining, Restucco or Reroofing

ARB approval is required when repainting, re-staining, restuccoing or reroofing a home.

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If a new color is anticipated, the color standard boards in the Long Cove Club Administration Office should be reviewed. Samples of the new color should accompany the application form Appendix B, Appendix I, or Appendix N as appropriate.

For repainting, restaining, and reroofing a refundable compliance deposit of \$750 is required and a nonrefundable application fee of \$25 is required.

For restuccoing a refundable compliance deposit of \$1,000 is required and a nonrefundable application fee of \$500 is required.

### **7.2 Additions, Improvements and/or Alterations**

- A. No addition or alteration affecting the exterior appearance of any building, structure (roof, wall, driveway, walkway, deck, patio, swimming pool, playground equipment, etc.) or landscape shall be made without prior ARB approval.
- B. All drawings necessary to define the proposed improvement or alteration must accompany the application (Appendix A, complete as appropriate).
- C. Where applicable, a site stake-out must be made.
- D. The addition of a swimming pool will also require a revised landscape plan.
- E. When an improvement or alteration application receives ARB approval and the appropriate fee and compliance deposit are received (Appendices A and F), a LCC Building Permit will be issued. Where required, a town permit must also be issued and displayed prior to the commencement of any clearing, material delivery or construction.

### **7.3 Landscape Revisions**

- A. Proposed material changes in landscaping (whether additions or modifications of the original landscape plan) must be approved by the ARB.
- B. Proposed changes in landscape treatment (lighting, playground or sport structures, fountains, statuary, etc.) must receive ARB approval.

### **7.4 Tree/Bush Removal and Trimming**

An ARB permit is required. Pruning is permitted on any tree in Long Cove by the landowner or contractor provided that pruning is done based on an approved permit by the ARB. Removal of more than 30% of the leaf surface at any one time will be considered tree removal and will be treated as such. Removing the top of any tree more than four inches in diameter will be considered unauthorized removal of a tree and will carry all the penalties allowed by the guidelines and covenants.

- A. *If it is discovered that any tree removal, trimming or brush clearing has not been done in compliance with the work described above. The ARB will make a determination as to the amount of the penalty to be assessed. Owners failing to comply with these procedures can be fined as recommended by the ARB and approved by the LCC Board of Directors.*
- B. *It is the homeowner's responsibility to inform the tree company (contractor) that they must agree, in writing, that no work will be performed other than the work described and approved on this form. By signing this form, both homeowner and tree company agree to comply with these conditions. Failure to comply may result in the loss of the contractor's entry privileges to Long Cove Club. Both signatures are required before submission to the ARB.*

However, the extensively wooded setting of our community, with its tall, stately pines, beautiful oaks and many other tree species is a situation which our community strives to preserve. Under the Restrictive Covenant of Long Cove – **NO TREE MEASURING 4" OR MORE IN DIAMETER MEASURED (FOUR FEET ABOVE EXISTING**

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**GRADE) MAY BE REMOVED FOR ANY REASON WITHOUT PRIOR WRITTEN APPROVAL BY THE ARB.**

Failure to obtain such approval will subject the offending property owner to prescribed damages and mitigation of new trees to replace those removed without permission. The Board cannot and will not accept any after-the-fact excuse or explanation that a tree was diseased or dead, etc. The Board's (independent consultant) representative must inspect and verify the basis for removing all trees meeting the above criteria in Long Cove.

7.5 Bush Hogging - Bush hogging of lots is permitted only within the property setback lines. A bush hogging permit will be issued under the following conditions:

- A. Property lines are staked clearly with string lines and bright colored flags.
- B. The area within the building setbacks (see page 5, ARB Guidelines) must be marked with string lines and flags.
- C. The ARB administrator is notified that the above requirements have been met.
- D. An ARB representative or the ARB administrator completes a site inspection.
- E. The compliance deposit has been paid (Appendix F).

### Final Inspection

The ARB representative will again visit the site and verify that all work has been done in compliance with policy. The compliance deposit will then be returned to the owner or his representative.

- A. If it is discovered that the bush hogging has not been done in compliance with the work described above, the compliance deposit will be held. The ARB will then make a determination as to the amount of the penalty to be assessed. Owners failing to comply with these procedures can be fined as recommended by the ARB and approved by the LCC Board of Directors. The penalty may be more than the compliance deposit if it is determined that the clearing was in excess of the limits as outlined above.
- B. It is the homeowner's responsibility to inform the contractor that they must agree, in writing, that no work will be performed other than the work described and approved on this form. By signing this form both homeowner and contractor agree to comply with these conditions. Failure to comply could possibly result in the loss of the contractor's entry privileges to Long Cove Club. Both signatures are required before submission to the ARB.

## **SECTION 8 - Property Maintenance Rules and Regulations**

### **General**

Article IV, Section 8 of the Amended and Restated Covenants states the following:

**“Unsightly Conditions** It shall be the responsibility of each Property Owner and tenant thereof to prevent the accumulation of litter, trash, packing crates or rubbish or the development of any unclean, unsightly or unkempt condition of buildings or grounds on his property either before, during or after construction, nor to permit accumulations which shall tend to substantially decrease the beauty of the community as a whole or the specific area.” The Board of Directors has assigned and the Architectural Review Board (ARB) has accepted the responsibility of conducting a review of all properties to insure that each Property Owner is in compliance with this provision of the Covenants of the Long Cove Club Owners Association, Inc. The Property Owner is ultimately responsible for maintaining their property in a manner consistent with the beauty of the community as a whole.

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### **Grounds Maintenance**

- A. All exterior changes to a property must be pre-approved by the ARB. This includes, but is not limited to, removal of trees and changes or additions in the landscaping plan.
- B. Yard maintenance on a regular basis is required, including mowing, pruning, weed and vine control/removal, and cleaning of driveways, roofs, and structures.
- C. The property shall be free of overgrown vines, cleared areas with weeds, dead vegetation or vegetation which may present a hazard to a neighbor. Damaged vegetation and foliage shall be removed and replaced as necessary to be consistent with the landscaping plan.
- D. The property shall be free of any unclean, unsightly, or unkempt conditions. Litter, trash cans, beach equipment, fishing equipment, or any other unsightly or inappropriate item must be stored in the garage or service yard.
- E. No mobile home, trailer, tent, boat, bicycle, or similar item may be placed on any lot, unless garaged, without approval of the ARB.
- F. All Direct Broadcast Satellite Receivers or similar device installations must be preapproved by the ARB so as to limit visibility.

### **Exterior House Maintenance and Appearance**

- A. All changes, additions, or extensions to structures must be approved by the ARB. This includes, but is not limited to, awnings, porches, windows, patios, pools, and roofs.
- B. Repainting and re-roofing, even if in the same color, must be approved by the ARB.
- C. Exterior colors, with the exception of flowering plants, trees and shrubs, must be neutral. White, bright colors or reflective materials are not permitted.
- D. Sculptures, pool surrounds, and yard ornaments or structures must be approved by the ARB.
- E. All exterior lighting must be approved by the ARB and must not be placed, or be of such wattage, as to disturb neighbors.

### **Unimproved Lots**

- A. No clearing or bush-hogging of any property may be done without the approval of the ARB.
- B. Dead trees must be removed based on the judgment of the ARB. If, upon notification by the ARB, the Property Owner has not removed dead trees within the period specified in the notification, these objects may be removed at the direction of the ARB and at the expense of the Property Owner.
- C. Any unsightly invasive vines must be removed from trees on an as needed basis.

### **Compliance**

- A. Following an annual property inspection, the ARB will notify the Property Owner of any maintenance issues or maintenance deficiencies observed, such notice to include a time period wherein such maintenance issues or deficiencies must be remedied.
- B. The ARB may, at any time, notify a member of the need to remedy a problem of noncompliance. A time frame for remedy will be included in the notice.
- C. If the Property Owner has not remedied the deficiencies or made arrangements to do so within the stated time period, a final notice will be sent to the Property Owner. This final notice will state that, since an action has not commenced or has not been scheduled to commence within the stated period, a penalty will be assessed until such time as the deficiencies have been remedied to the satisfaction of the

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- ARB. Said penalty will be up to \$100.00 per month, unless a higher amount is recommended by the ARB and approved by the Board of Directors.
- D. This enforcement authority is separate and apart from the provisions in the Letter of Agreement for new homes or major renovations.
  - E. Communication should be directly between the ARB and the Property Owner.
  - F. Penalties shall be handled as “club charges” and treated in accordance with Article VIII, Section 10 of the Covenants.