



**Southgate Property Owner's Association
Architectural Review Manual**

Adopted: January 2003 / Revised April 2014 / Updated March 2016

INTRODUCTION

ARCHITECTURAL REVIEW BOARD

The Architectural Review Board (ARB) is appointed by the Board of Directors of Southgate for the purpose of ensuring the compatibility of design among the Southgate homes, making certain that the individual residences reflect the overall design objective of the entire community and that the natural setting of the community is preserved and enhanced.

The ARB members serve "At Will" and are appointed or are volunteers. There is a maximum of 7 and a minimum of 3 members. If at any time there is a tie vote, the BOD of Southgate will review the submission & have the deciding vote.

The ARB will implement rules, procedures, guidelines and reasonable fees established by the HOA Board to achieve the objectives of Southgate. The ARB is vested with the powers to review, control and approve any improvements to the site, i.e., landscaping/planting and tree removal. In order to refine and perfect these procedures, guidelines, etc., it may be, from time to time, necessary for revisions to be made. It is not the intent of the ARB to stifle or limit imaginative or creative home designs. The ARB, therefore, reserves the right to relax and/or tighten the procedures, guidelines, etc., as directed by the HOA Board in the best interest of the Southgate community to do so. **The following is not to be construed as all inclusive as items may change due to product development/new technology.** Any and all exterior modifications must be submitted for approval even when complying with the regulations enclosed within this document.

1. REVIEW PROCESS

1.1. RECOMMENDATIONS

1.1.1. Review covenants and guidelines.

1.1.2. Select design professionals to aid in design process and for drawing submittals. Consult ARB for recommendations or concerning the guidelines, if necessary.

1.1.3. Employ a surveyor to obtain a complete survey, if necessary. Contact Horry County Zoning for questions regarding permits that may be needed for the project. It is the homeowner's responsibility for all permits.

1.2. SUBMITTAL and REVIEW

1.2.1. Submit application (obtained from Management Company) and all documentation and fees to Management Company. The submitted documentation will be reviewed at the next ARB meeting and should be submitted **at least 14 to 21 days** in advance of project start date so that application can be reviewed at next meeting.

1.2.2. Any project started without prior ARB approval must pay a \$50 fine. For a “quick review” a processing fee of \$50.00 must be submitted with ARB request.

1.2.3. Submit one (1) copy of drawings and/or letter of description of revisions or improvements to the ARB for review along with application. Include a site survey which shows property lines with dimensions, utilities and/or any other supporting materials. Drawings should include site layout, floor plans and elevations drawn to scale. Be as detailed as possible. No revisions or improvements shall be implemented without ARB approval. Minor changes to plan may be field-approved by ARB representatives.

1.2.4. ARB meetings are typically held 2x a month. Applicant is welcome to attend the meeting if notice is provided to the ARB committee.

1.2.5. Management Company forwards documents to the ARB for review at the meeting.

1.2.6. ARB reviews proposal and votes to approve/disapprove request.

1.2.7. Property owners have the right to appeal decisions made by ARB. Appeal must be in writing, via certified letter or delivered in person to Board of Directors or Management Company, no later than 45 days after decision of ARB. If appeal is delivered in person a signed receipt of acceptance will be given. Appeal requests must contain documentation supporting applicants appeal. The Board of Directors will then have the final decision on appeals. Owners/owners representative and ARB must be represented at appeal request meeting.

1.2.8. Construction must commence within four months from final approval or plans must be resubmitted to the ARB for review and re-approval.

2. GENERAL GUIDELINES

2.1. GUIDELINES TO FOLLOW

2.1.1. Ponds may not be used for irrigations; GSWSA has a separate water meter available for irrigation purposes.

2.1.2. Driveways and sidewalks must be concrete. A minimum of two off-street parking spaces should be provided per lot.

2.1.3. Pools in front yards and above ground pools are not permitted. Rear yard in ground pools must meet all applicable codes.

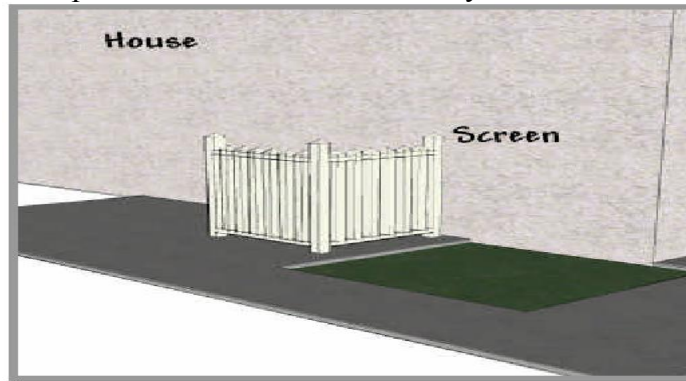
2.1.4. Jacuzzi tubs cannot exceed 500 gallons (7 person) in size. They must be screened by either fencing or shrubbery. ARB approval is required.

2.1.5. All exterior lighting must be approved by the ARB. Colored lamps will not be permitted. Exterior lights must not be a nuisance to adjoining properties.

2.1.6. Flag pole design and location must be approved by the ARB.

2.1.7. Mailboxes must be built according to ARB design and specifications. ARB Guidelines permit only black mailboxes and posts can be natural wood or white posts.

2.1.8. Trash receptacles and mechanical equipment should be screened in an acceptable manner, which is approved by the ARB. Screening consists of vinyl fencing or dense shrubbery, etc. Recommend methods of screening include shrubbery or fencing (See Trash Receptacle Screen Detail). The intent is to diffuse the appearance of the trash receptacles from the road and side yard.



2.1.9. All playground equipment must be in the rear yard and ARB approved. Wooden structures that are clearly designed for children to play on are acceptable. Steel or metal swing/play sets are discouraged. The heights of these structures are not to exceed 12'. This equipment must be securely affixed to the ground, and within building setback lines.

2.1.10. Exterior pet areas are permitted on a case-by-case basis. Pet structures and runs need to be screened from nearby areas. Detached doghouses must meet all ARB conditions.

2.1.11. LP or Natural Gas Storage Tanks 100lb capacity or smaller may be stored above ground, provided they are screened in a manner similar to the Trash Receptacle Screen. Tanks over 100lb capacity are to be buried underground within the building setbacks. Above ground tanks should be securely affixed to the ground, and within the building setback lines.

2.1.12. As stated in Article II, Section 10 of the Covenants and Restrictions, No "For Sale" or "For Rent" or similar signs may be placed on a lot. The HOA has approved a single sign design for all lots requiring such. This sign is the only approved sign and must be purchased or rented at the lot owner's or real estate agent expense. Any and all other signs can be removed from lot without lot owner's consent by HOA management company personnel. This will take effect once the HOA approves the signs. Only 1 sign per lot permitted.

2.1.13. Other types of signs: Garage sale, yard sale, etc. must be placed on homeowner owned device and may not be placed on street signs, trees or existing signage in community. These types of signs must be removed within 2 hours of yard sale.

3. CONCRETE EDGING & STAMPED CONCRETE

3.1.1 Concrete Landscape Curbing of any style must be approved by ARB prior to installation, since this type of landscape edging is permanent.

3.1.2. The homeowner must maintain concrete sidewalks and driveways. Concrete stains and stamping applied by qualified professionals and homeowners must obtain prior approval from the ARB of design and colors, prior to installation.



4. FENCES/SHEDS/ADDITIONS/DECKS/SATELLITE DISHES

Note: see information needed on requests for fences, sheds, additions, decks, satellite dishes for a list of each item to include with the request.

4.1.1. Fences not exceeding 6' (72") high are permitted in the rear yard, provided they are within the property lines. Front yard fences are not permitted. Fences are not permitted forward the rear of the home without an approved variance. An example of which would be that the neighbors home is set forward so if both homeowner's installed a fence then the fence would be even with each other. No double fencing is permitted. For those with DR Horton fences which come forward the home, these must be removed when both homeowners install fences at the rear of the home.

4.1.2. ****FENCES MUST ENCLOSE FROM THE REAR OF HOME AND ENCLOSE THE REAR YARD. NO PARTIAL FENCING WILL BE PERMITTED.**** Homeowner may choose to enclose most of their rear yard but leave a portion of the yard outside of their fence line. Homeowner must maintain entire yard. An example of this is installing a fence from rear of the home back to rear of home but not fencing in 2 feet around the property line to allow for access for maintenance. This would be acceptable.

4.1.3. All fences are to be constructed of white vinyl. Post tops cannot exceed 6" above top of fence. No Board on Board, Privacy or chain link fences will be allowed. Semi-Privacy fences are ok. Styles such as **Universal, Picket, Traditional, and Decorative are all acceptable.**

4.1.4. Each fence will be required to have a front and rear gate for access and maintenance.

4.1.5. Fences must be at least 2 feet deep from the top of the slope on lake lots. Lake lot owners must maintain from slope to water level. Homeowners located on corner lots cannot build the fence along the property line that is adjacent to the road. In this instance the fence would be located along the building setback. Homeowners with Easements across their property may not build fences in the easement.

4.1.6. NOTE – Those with previously approved wooden fences are grandfathered in. If the fence needs to be replaced then the current ARB standards will apply. All fences must be pressure washed yearly and maintained.

SHEDS/ADDITIONS

4.2.1. Decks Areas & Additions must match with the house and the natural setting, must be unobtrusive and be attached to the Main Structure. Storage Areas must be approved by the ARB and must match with the house. This includes but is not limited to shingles & siding colors must match as well as use of same type of materials. Decks, Screened porches, etc. should be attached to the Main Structure. Maximum at grade deck height to be no more than 48”.

4.2.2. No shed over 8’ x 10’ will be allowed without a variance. No equipment such as ladders, tools, etc shall be placed or hung from the outside of the structure.

4.2.3. Additions to homes will be approved on a case by case basis when the submission includes size, placement, etc.

5. LANDSCAPE

5.1. REGULATIONS

5.1.1. Landscape plans indicating planting areas, materials, trees to be added or removed, walks, fences, etc., must be submitted and approved by the ARB.

5.2. GUIDELINES

5.2.1. Site landscape area will consist of a minimum of 40% lawn, which should be established within one growing season, unless otherwise approved by the ARB. The balance of landscaping should be planting beds and/or manicured natural areas.

5.2.2. Minimum initial new tree height should be 6’. Minimum initial new shrub container should be one gallon; predominant containers should be at least three gallons. Some accepted varieties are: River Birch, Japanese Maple, Bonfire Maple Palm, Fountain Grass, Live Oak, Day Lilly, Pampas Grass.

5.2.3. An underground irrigation system is strongly recommended but not required.

5.2.4. Trees 6” in diameter or over in caliper must not be damaged or removed without ARB approval.

5.2.5. No removing of Trees or Shrubbery in areas located next to or in the buffer area of the overall Southgate property or property owned by Home Owners Association without consent of ARB or the Board of Directors if ARB is not available.

5.2.6. Screening shrubbery must be a minimum of 36” to 48” at time of planting, measured from grade.

5.2.7. Lawns must be maintained on a regular basis. Grass height should not be more than 2” to 3” in height. Vehicles are not to be parked on Lot Owners grass.

5.2.8. Lake Walls (Bulk-Heads) must meet ARB approval before installation. Wall must not be located outside the property line. Boardwalk may be installed along the top of the wall, which is no more that 4’ wide. Considering that our lakes are used for storm water runoff and retention, owners are forbidden from swimming in lakes and ponds. Bulkheads must be a design of concrete stacking blocks by Keystone Retaining Wall systems or similar. Walls must meet all building codes. Upkeep of wall is the individual property owner’s responsibility.

5.2.9. Edging materials shall be submitted & approved by the ARB. If concrete block is used it must be level and not higher than 2 full blocks above grade. 1 block must be buried part way in the ground in order to anchor the other 2 layers. Appropriate landscape materials are block, vinyl edging, timbers, brick, etc. The same edging material must be used for all areas that have edging.

5.2.10. All flower beds must have the same type of material used for edging and for cover. For instance if one bed has pine straw then all beds must have pine straw. Acceptable cover is pine straw, rock or mulch. This must be freshed up as necessary to keep a “like new” appearance and to keep the beds free of weeds.

5.2.11. Small garden areas will be permitted. Plants must not exceed 4 foot at full growth. Planting beds must be same as regular landscape beds. At end of growing season a ground cover such as mulch must be placed to prevent soil erosion into neighbor’s property. No scarecrows are permitted.

6. SOUTHGATE CONSTRUCTION GUIDELINES

GENERAL

6.1.1. Preferred exterior colors are earth tone. The use of vivid or bright colors or pastels is not permitted. Gutters should be white. Roof penetrations should be painted the same color as the roof. The ARB or HOA representative must approve all exterior colors.

6.1.2. Carports are not permitted. Garages with doors are required. Garage Door screens have to be constructed so that when the Garage door is closed, the screen cannot be seen.

6.1.3. Solar devices as well as other forms of Green Energy sources must be approved by the ARB. Devices should be compatible with the site and integrated into the architecture.

6.1.4. Chimney construction should blend with the architectural theme of the dwelling.

6.1.5. Windows should be compatible with house design and be of quality materials.

6.1.6. Skylights should match roof color and blend with the architecture. Skylights must be placed so as not to be viewed from predominate street.

6.2. GUIDELINES

6.2.1. Following final drawing approval and obtaining all necessary permits, the contractor must submit the construction application with deposit. The deposit is held for any necessary site maintenance; damage to streets, road shoulders and common areas; and to ensure compliance with approved plans.

6.2.2. A construction sign may be placed on building sites. The sign must be approved by the ARB and may contain only the name and information of the contractor and architect/designer.

6.3. REGULATIONS

6.3.1. Inspection of construction progress will be conducted periodically to ensure conformance with approved drawings. Revisions or improvements will be implemented only after ARB approval. The Owner assumes full liability for failure of construction to comply with approved drawings.

6.3.2. Contractors are responsible for the actions of their employees while at Southgate. Contractor must provide toilet facilities on job site in a discrete and unobtrusive location.

6.3.3. Contractor must be licensed in the State of South Carolina.

6.3.4. Contractor must keep the building site reasonably clean and free of debris. Burning of debris is not permitted. Southgate reserves the right to clean the site as needed due to noncompliance. The Owner will be charged for the cost of such work. Cost may be deducted from landscape deposit.

6.3.5. Construction will be permitted between the hours of 7:00 A.M. and 7:00 P.M. No construction will be permitted on Sundays or holidays.

6.3.6. Any damage to planting, fixtures, fencing, landscaping, streets, curbs, etc., during or after construction shall be repaired or replaced by the Owner. Cost may be deducted from landscaping deposit.

6.3.7. Construction of each individual residence, site clean up, and landscaping must be completed within 9 months of the completion of the foundation.

7. FORMS

Forms can be acquired by calling Management Company or see below. Reminder any and all exterior modifications must be submitted for approval even when complying with the regulations enclosed within this document. Modifications made without ARB approval are subject to removal.

Information needed for Fences: be as specific as possible. If you have questions, please call a member of the ARB Committee.

- 1- Copy of plot plan- this shows boundaries and set back requirements along with drainage issues.
- 2- Mark on plot plan placement of fence. Remember fences can not come forward rear of home without a variance. Please state exact nature of requested variance.
- 3- Style of fence: picture or brochure with fence style marked would be most helpful.
- 4- Type of fence: vinyl height, color
- 5- No board on board fences will be allowed. Fences must have all posts concreted into ground per county code. Please state if your fence will follow all these conditions.
- 6- Location of gates must be marked. Must have a front & rear gate.
- 7- Homeowner is required to maintain behind all fences. If fence will not attach to a neighbor fence, then homeowner is required to maintain the space between the fences.
- 8- Contractor or homeowner project.
- 9- Estimated start & completion dates.
- 10- Good side of fence must face outward to neighbor.
- 11- If fence will attach with a neighbor fence-a written approval from the neighbor must be attached to the ARB request when submitted.
- 12- If bordering a pond – fence must not block neighbors’ view of pond. In this case a 4 ft fence may be all that is permitted.



Universal



Picket



Traditional



Decorative



Semi-Privacy

Information needed for Sheds & Additions: be as specific as possible. If you have questions, please call a member of the ARB Committee.

- 1- Copy of plot plan- this shows boundaries and set back requirements along with drainage issues.
- 2- Mark on plot plan placement of shed or addition.
- 3- Style of shed or addition: picture or brochure
- 4- Type of shed or addition: vinyl or wood, height, measurements, color (paint or stain)- How this fits with current home.
- 5- Color of roof shingles & how this fits with house colors.
- 6- How it will be attached to ground. Sheds must be attached with hurricane strapping or other method to ground.
- 7- Contractor or homeowner project
- 8- Estimated start & completion dates
- 9- If this is an addition, you will need to get a county building permit which must be posted during construction.

Information needed for decks: be as specific as possible. If you have questions, please call a member of the ARB Committee.

- 1- What type of material you will be using to construct your deck
- 2- What are the dimensions? Length & width
- 3- Include a drawing of the deck with dimensions
- 4- How far off the ground will the deck be
- 5- Will you have any steps or railings
- 6- Posts must be cemented into the ground & What type of posts will you be using
- 7- How will the deck be attached to the house
- 8- Plot plans / drawing may be needed showing placement of the deck
- 9- Color of deck: stain natural, painted, etc

Information required for satellite dishes:

The CC&R's allow for 1 satellite dish not to exceed 24" in diameter. Please see below for approved locations and screening requirements.

Location: 1st choice: Rear corner roof of home either side
 2nd choice: Rear corner of home on a pole
 3rd choice: Rear gable roof of home
 4th choice: Up to 5 feet from rear of home located on the side of a home
 5th choice: Rear of property on a pole
These locations were based on allowing resident to gain a clear signal from a satellite dish.

Additional screening requirements:

If the dish is placed on a pole, then appropriate screening must be placed to screen the dish from view on the rear side of the dish such that it will not interfere with a signal. Appropriate screening would be a shrub or could also include a white picket or white lattice fence up to 4 feet tall.

Variations will be granted for the addition of a 2nd satellite dish for the following reasons only:

- 1 – Need for a 2nd dish to allow for both English & foreign language programming.
- 2 – Need for a 2nd dish to allow for both satellite channels as well as local programming.

These variations will be granted with the understanding once technology allows to streamline the programming within 1 dish that the resident must within 60 days convert back to 1 satellite dish.