

WILLBROOK PLANTATION

Architectural Review and Design Guidelines

WILLBROOK PLANTATION ARCHITECTURAL REVIEW AND DESIGN GUIDELINES

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History of Willbrook Plantation

From colonial times when the local Native American tribes, the Waccamaws, Winyahs, Yauhannahs and others roamed and inhabited the area, the Waccamaw River was important. The upland Willbrook areas, where golf courses and homes have replaced plantation fields and structures, can be described as an Atlantic Coast flat woods ecosystem bordering a broad riverine system. The land form is part of an ancient coastal barrier system of the Pleistocene age. The Waccamaw Neck probably results from an extension of Horry County's Myrtle Barrier and the Sangamon Interglacial period. Soils typically offer a thin leaf mold and humus zone with sand underlayment. Vegetation patterns reflect cultural activities, especially the clearing of forested marshes for tidal zone rice cultivation in the 18th Century. These "fields" were the most productive element of the plantations and the upland areas were of secondary importance.

One of the area's most impressive archaeological discoveries was made at the mouth of Willbrook's Oatland Creek when a partially completed dugout canoe was recovered. The vessel was still attached to the roots of a cypress tree from which it was hewn. In the prehistoric period, the creeks and rivers supplied food and functioned as the primary transportation routes. Living focused on the river. Today the river system is largely ignored by residents except for drainage and irrigation for the upland area and the abundant wildlife the river supports.

Forward

This guide has been prepared to help property owners, their residential design consultants and builders to create site, home and landscape plans that are appropriate to the Willbrook Community. The objective: excellence in community planning, to establish and maintain value, comfort and pleasure for each owner in concert with the other residents of the community.

The Willbrook community capitalizes on the Plantation's history as the site of three Colonial rice plantations by featuring generously sized homesites frequently interspersed with open spaces. Designs strongly reflecting the traditional and stately architectural forms and details of Colonial times will compliment the community plan. Each homesite is unique in size, shape vegetative cover, location and similar factors. Accordingly, each plan should reflect the unique factors that differentiate each homesite. It is the intent of the Architectural Review process to provide property owners with the assurance that Willbrook Plantation will reflect continuity and enduring quality through the homes and amenities of their community. To this end, the Architectural Review Board offers a free conceptual review to any homeowner early in the decision making process. Ultimate approval of any plan, particular form, material, detail, color, and/or similar design aspect does not constitute a precedent.

Introduction

Willbrook Plantation is a special place, shaped by natural forces for hundreds of years and linked by human habitation to the formative years and events of our country. Today, it offers homeowners the natural beauty of the Carolina Lowcountry in a magnificent blend of ancient oaks, open meadows and impounded fresh water systems. Willbrook sits astride the Waccamaw Neck, a unique place in the geography of the Carolina coast. Willbrook's past and present are connected to the mighty Atlantic Ocean on one side and the dark fresh waters of the Waccamaw River on the other. Colonial planters, seeking fortunes in the New World, risked life and resources to capitalize on the same natural qualities of Willbrook that attract residents today. It is from this rich heritage related to the magnificent Waccamaw River rice plantations that these architectural guidelines take their cue. Just as the natural elements determined the constraints on development in the 1700's, these contemporary guidelines seek to respond to Willbrook's climate, topography, and history.

In one word, the architectural theme considered most appropriate for Willbrook today is "Traditional". Further amplification of the style envisioned by Willbrook's planners would be Traditional – with forms, materials, colors and details influenced by the best of European and colonial American's gracious, classic and hospitable homes along the Eastern Seaboard. For a more complete discussion of the history of the Willbrook area please see the section entitled "History of Willbrook Plantation".

Authority

The authority for the creation and enforcement of the Willbrook Plantation Architectural Review Board Guidelines is seated in the Declaration of Covenants and Restrictions of Willbrook Plantation Community Association, Inc. This document is recorded in the Georgetown County Courthouse, book 240; Page 78 was updated on April 16, 1987. Article VII is entitled Architectural Control and established the following objectives for the Architectural Review Board:

Architectural and design review shall be directed towards obtaining the following objectives for Willbrook Plantation:

- a) Preventing excessive or unsightly grading, indiscriminate earth moving or clearing of property, removal of trees and vegetation which could cause disruption of natural water courses or scar natural land forms;
- b) Insuring that the location and configuration of structures are visually harmonious with the terrain and vegetation of the Residential Lots and Dwelling Units and with surrounding Residential Lots, Dwelling Units and structures and does not unnecessarily block scenic views from existing structures or tend to dominate any general development or natural landscape;
- c) Insuring that the architectural design and structures and their materials and colors are visually harmonious with Willbrook Plantations' overall appearance, history and cultural heritage, with surrounding development, with natural land forms and native vegetation, and with development plans officially approved by the Joint Venture, or any governmental or public authority, if any, for the area in which the structures are proposed to be located;
- d) Insuring the plans for landscaping provide visually pleasing settings for structures on the same lot and on adjoining or nearby lots, and blend harmoniously with the natural landscape;
- e) Insuring that any development, structure, building or landscaping complies with the provisions of these covenants;
- f) Promoting building design and construction techniques that respond to energy consumption and environmental quality consideration such as heat loss, air emissions and run-off water quality.

Please refer to the Covenants and Restrictions for further explanation of the Architectural Review Board and the Architectural Review process.

Architectural Review Board

The Architectural Review board (the ARB) is the committee of the Willbrook Plantation Property Owners Association that has been delegated the responsibility and authority to develop a process for reviewing and enforcing the Community Protective Covenants and Restrictions pertaining to site, structural and landscape design. The ARB includes Willbrook property owners who volunteer their services and design professionals. The makeup of the ARB is intended to reflect the Willbrook Plantation community standard.

Architectural Style

Style is not a simple definition because style is frequently in the eye of the beholder and means different things to different people. Architectural style, as related to the homes of Willbrook Plantation, can be best described by intent and example.

While it is not the intent of the Review Board to limit design creativity, it is the Board's intent to monitor, approve and disapprove structures so that the overall result is a sense of community in harmony with Willbrook's natural setting and each structure compliments its neighbors. When all homesites have been built upon, the Willbrook Community should represent a collection of elegant homes that relate architecturally and as a whole that is stronger than its parts.

As previously noted, the developers of the Willbrook Plantation community intended to recapture the best of the plantation's past with improvements in materials, technique and technology. The past is expressed in a physical sense in the Gate House, the Golf Clubhouse and Residents Clubhouse. For homesites, the preservation of significant vegetation and privacy should be combined with a plan that takes advantage of individual site character and respects the constraints and opportunities offered by each home site. The resulting combination of a thoughtful Site Plan, Elevations and Landscape Plan should create a pleasing home with a personality in harmony with its neighbors.

Examples of gracious traditional home styles with personalities that have endured include English Country, Williamsburg, French country, Carolina Lowcountry and Louisiana Cottages. Many of these styles might be described under the general theme of Colonial Revival. Other styles such as modified New England Saltbox may be appropriate on selected homesites with the careful addition of traditional details, materials and colors. Significant attention should be paid to the style, color and materials of the surrounding homes, in order to be complimentary, but maintain individuality.

Whatever path the homeowner's preference takes, the overall result should be the thoughtful interpretation of a classic style. This will usually be accomplished through detailing. Beginning with the driveway and terminating at the chimney cap, the details are important in implementing the community's theme related to its history and park-like streets and open spaces. Some basic details that require attention include roof overhangs and trim, entrances and steps, windows and window trims, chimneys, venting, the combination and finish of materials. Main entrances require careful planning and should be considered as a system of entry walk, steps, protection from the elements, lighting and

street view that move from parking area to front door. The result should be practical, inviting and with a sense of personality. How entry details such as sidelights, transoms, fan lights, pediments, recesses, panels, grills, storm doors, thresholds, etc. are used, require thought and should be related to the community style.

Windows, like the entry, are important basic elements. Heights, mullions and trim should be appropriately scaled and consistent throughout. How the drip cap and the sill are constructed make a difference. For brick homes, the bond or pattern and details provide the means for achieving a traditional feeling. Soldier courses, ledges, lintels, keys and quoins should be considered as traditional details. Similar details can be achieved in stucco homes. How and where expansion joints are used in stucco homes can make a statement. Chimneys, because of their height and usual mass, also require thought in creating a traditional exterior. Many traditional chimneys demonstrated the chimney builder's skill and artistry. Size, shape, trim and caps are important in today's design and construction.

Balconies can be used in connection with full length French doors to increase natural light in upper floor spaces. How dormers, dormer windows and balustrades are detailed, again provide an opportunity for the homeowner to express traditional styling and personality.

Climate

The climate has always been influenced by Willbrook's southern latitude, proximity to the ocean and low land elevation, producing a sub-tropical environment. Summers are long, hot and humid. Winters are relatively mild as the Upstate's mountains tend to block northern cold air masses. All of these elements have influenced or dictated the design of houses for centuries. Cross ventilation and high ceilings functioned as relief from summer heat. Wide overhangs offered shade and kept rainwater away from windows and foundations. Raised floor plans provided protection from rising waters. Shutters secured windows during hurricanes. All were practical responses to the same natural elements which today's Willbrook owners should consider in developing a comprehensive site, architectural and landscape plan.

Site Planning

Superior design solutions at Willbrook begin with a thoughtful analysis of the homesite and adjacent properties. The analysis should be based on a comprehensive survey of the property lines, topography, vegetation, existing improvements, and the location of utility lines at the street. The survey should be supplemented by a visual inspection noting views, sun angles, unique features, tree canopy spreads and similar site-specific information. The details of existing homes – height, setbacks, drive locations, size and front elevation, should also be factored into the very beginning of the design process. Size– 2,200 minimum square footage.

This research forms the basis for the Site Plan. At this point, the property owner is reminded that no clearing, grading, excavation, filling or tree removal is permitted without prior written ARB approval. Also, owners should note that setbacks are determined from the roof drip line of structures which should be clearly delineated on the Site Plan. Other items that should be depicted include drives, walks, decks, patios, pools, HVAC equipment, irrigation pumps, propane tanks and any other alterations and proposed

Improvements, to include swing sets, basketball goals and any other recreational equipment or construction. The ARB encourages propane tanks to be buried whenever feasible. A side entry garage is the standard for all homes in Willbrook.

The Site Plan should also indicate general drainage patterns, utility connections (water, sewer, telephone, electricity and cable), mailbox and similar details. Set back and “critical area” zones should also be indicated. If this information is not clearly provided, the review process can be delayed. The Site Plan must be at a scale of 1” = 20’ for final review. Any other scale will cause a delay in the approval of the plans.

The minimum setbacks for Willbrook Plantation are:

- Front: 25’
- Side: 15’ (except corner: 22.5’ from side street).
25’ adjacent to lake/wetland.
- Rear: 50’ adjacent to golf course.
25’ adjacent to lake/wetland.
40’ adjacent to another lot.

Architectural Planning

Elevated Residences

Most Colonial Revival or Traditional homes were constructed above a crawl space. This requires thought about foundation vent detailing, steps to entry doors and water table lines. These offer another opportunity to reinforce the traditional effect with careful detailing. Minimum first floor elevation (FFE) is 24” above ground level and forces the consideration of landings, stoops, porches and steps. Modern building codes require protective railings, another opportunity to reinforce traditional design. Oversize foundation vents, proportioned to the width of the window opening above, provide historic reference to the era. The ARB will approve elevations that do not exceed one foot above the minimum flood elevation of the main living level finished floor. Finished floor elevations in excess of this standard are subject to rejection if the total plan is incompatible with the community in the sole discretion of the ARB. Property owners attempting to achieve elevated plans for view purposes should avoid any design resembling a beach residence on raised piers.

The owner should submit a conceptual elevation sketch to the ARB for direction before incurring substantial design expense. Traditional Carolina Lowcountry and Louisiana plantation cottages generally will meet the owner’s objective and avoid extreme elevation issues. Adaptation of some elevated designs of historic Lowcountry plantation homes will be considered. Current County guidelines limit maximum height to 35’ above existing grade as measured to the highest roof peak.

Materials and Colors

All colors should reflect traditional color schemes. Gables should be trimmed as described above with thought and planning to overhangs, trim detailing, rakes and openings which usually are windows and/or vents. Here again is an opportunity to incorporate consistent traditional detailing.

Roofs

Roof shapes should tend to steeper pitches (6/12 or greater) but with restraint so that generous overhangs are not eliminated. Generally, gable and hi roofs are preferred. Flat roofs, built-up roofs, mansards, low ranch, shed and oriental forms do not compliment traditional design. Most traditional designs incorporated a broken ridge and many feature dormers. Roof skylights are not common in traditional architecture and should be used with restraint. When skylights are used they should be low profile and positioned to the rear of the home, away from the street views. Piping vents should also be positioned to the rear elevation and should blend with the roof color. Roofs generally will appropriate when covered in an architectural dimensional. Asphalt or fiberglass shingle, machine wood shingle or shake; or some combination materials formed as shingles and standing seam metal. Barn tin and Spanish tile materials are inappropriate. Slate is seldom used because of cost, but would likely be considered appropriate.

Siding

For homes with wood siding (or contemporary siding products such as concrete board), care should be taken to select shapes, applications and widths that are appropriately scaled with the overall design. Siding details, such as corner boards, should be used in a traditional manner. As with brick or stucco siding, how roof overhangs and eaves are trimmed will make a major statement. The cornice, frieze, cornice returns and rake cornice details should be applied to reflect traditional detailing. Use of traditional crown and dentil moldings should be considered. In some cases where projections occur, the use of corbels may be appropriate and support superincumbent weight or used only for effect Vinyl and aluminum siding currently available will not be approved in Willbrook in large expanses.

Shingle, clapboard, and beaded board are generally accepted as traditional siding. Columns, posts, balusters, pickets, rails and similar carpentry should be used to express the traditional details of the house. The same thought should be applied to metal work such as wrought iron. Victorian details such as scroll brackets are inappropriate. Shutters, which can protect windows and doors if operable, should be latched or restrained with traditional shutter “dogs” when not used to close openings.

Checklist of opportunities for traditional details:

- Foundation vents with wood trim and louvers.
- Water table trim.
- Steps.
- Post and doorway lights in lantern shapes.
- Door architrave.
- Sidelights.
- Entry doors. Panel, French and half-light.
- Fan lights and transoms.
- Shutters.
- Pilasters, columns and posts.
- Cornice trim, returns and rakes.
- Quoins, soldier course, window/door/arch keystones.
- Full dormers, half dormers and kick dormers.
- Chimney mass, top detail and cap.
- Tabby and stucco.
- Multiple gables.
- Multiple ridge lines.
- Brick walks.
- Driveway edging, patterns and materials.
- Vents.
- Colors.
- Terraces and patios.

Storms Shutters

The ARB recognizes the merits of operable shutters for windows and doors. The ARB encourages the use of operable conventional and Bermuda shutters for storm protection and as traditional elements.

Metal tambour design storm shutters and similar institutional shutters may be approved on a case-by-case basis if the design professional can demonstrate the system is concealed when not in use. Retrofit metal storm shutters are difficult to conceal and present a challenge to the designer. Property owners should not incur significant expense for this system prior to ARB approval of the specific application.

Auxiliary Site Structures

The ARB recognizes fine traditional homes occasionally included separate structures, usually not intended as living units. Today, these structures may function as a greenhouse, pool equipment building, cabana, gazebo, shade structure (such as a trellis or arbor) and similar auxiliary structures. Approval of structures of this type will be governed by applicable governmental codes; restrictions and PUD development standards as well as the ARB process.

If the governmental restrictions are met, the ARB will consider two major aspects before approving such structures. First, the structure will be considered as part of the overall Site Plan and residential design and must appear as such. The auxiliary structure must relate to the main structure in scale, form, materials, detailing and colors. In general, the auxiliary structure should blend into the total improvement plan. Structures that appear to stand out or stand alone are inappropriate. Secondly, the auxiliary structure will be considered in relation to its impact on adjacent existing and future residences. Auxiliary structures may not encroach in established setbacks.

Landscape Planning

The Architectural Review Board encourages all owners to use the services of a Professional Landscape Architect in planning landscaping of your home. The existing trees and character of the homesite should be the starting point for the landscape plan.

Plant Material

Plant material that is indigenous to the area will generally have a much greater survival rate than others. Again, it is important to work with a professional who is very familiar with what plants will work well in our climate. The ARB does require a minimum size of seven (7) gallons on all plant material to be installed. If plants are to be used as sole screening of a mechanical area (HVAC units, irrigation pumps) the plants should be of sufficient size to completely screen the area within one (1) growing season. Foundation plantings should be used on all elevations.

Front lawns are required to be sodded. On fairway homesites, the rear yards must also be sodded in lawn areas. Front lawn sod should continue to the street edge.

Natural Areas

Natural areas must be neatly maintained and not allowed to overgrow or become unattractive or unkempt. Natural areas should be planned very carefully to insure this. Any existing vegetation to be included in a natural area should be identified as to species and location on the landscape plan.

Driveways

Driveways should be studied as a major element of the Site Plan and the Landscape plan with emphasis given to layout, materials, visibility and minimizing expanses of hard surfaces. Objectives should be to provide reasonable off-street guest parking and the screening of vehicles from neighboring properties. The ARB encourages driveways to be set at least five (5) feet off the property line to allow for drainage and landscaping. The

ARB encourages landscape screening of backup and turn around areas from adjacent homesites.

The ARB encourages driveways that avoid reflective surfaces and appear to blend into the overall setting of the other site improvements. Driveways should compliment the architecture

of the house and materials used. The careful use of textures, edging, bands, expansion scores, tinting and similar techniques should be considered. Driveways require thought and should be considered as part of a comprehensive study of the residential plan.

Fences and Walls

Fences and walls will be subject to close scrutiny, in order to maintain the open feel and views that Willbrook provides. Fences, walls and hedges which follow lot perimeter boundaries will not be approved except in extreme circumstances when no other solution will solve a site-specific problem. Fences that are uninviting and exclusionary will not be approved. A fence must be complimentary to the Architectural style and materials of the home and placed in such a way to enhance the building in order to be approved. In selected situations, the ARB may require the use of solid or pierced vertical structures as screens. This use will not be considered a wall or fence. Privacy screens that are part of the residence will be considered on a case by case basis.

Fences, walls and hedges will be considered when required by governmental regulations, codes or ordinances such as surrounding approved swimming pools. In such cases the structure must be integral to and compatible with the total residential plan. The structure may not exceed the minimum required regulatory height and may not enclose an area greater than required for safety. Yard setbacks apply.

In order to afford golf course property owners with a measure of property protection from golfers and carts, the ARB will permit the installation of an approved low split rail fence (not to exceed 30 inches in total height) or low (12-18 inches in height) masonry wall, in conjunction with landscaping, adjacent to the golf course. Interested property owners should request approved specifications and submittal forms. The ARB will generally look with favor on low columns, low (12-18") masonry walls, open fencing and similar structures that define property lines when combining two or more lots into one homesite. The structures will be considered on a case by case basis in relationship to adjacent residences and uses and the size of the yard created by the combination.

Berming

The use of a berm (a shaped mounding of soil) is often a very effective landscape feature. Care should be taken not to impede any drainage. Berms should be shown on the landscape plan with contour lines and the slope of the berm must be noted on the plan.

Pools

The ARB will approve only swimming pools that are integrated into a comprehensive Site and Landscape Plan. Pools must blend into the existing grades of the homesite. Consideration will be given to how the total pool, deck, pool equipment and security/safety elements are managed and designed. Some homesites may not contain appropriate locations for swimming pools.

Garden pools such as “goldfish” or reflecting pools will be reviewed on a case by case basis. Integration within a total residential concept and appropriateness to the homesite and landscape plan will be considered. Fountains, garden statuary and similar water features will be reviewed in a similar manner.

Lighting

Landscape lighting is encouraged in moderation. Path lighting must be not taller than three (3) feet with low voltage lamps. Exterior light fixtures on houses must be of a baffled design and conservative in number. No colored lights or spot lights will be permitted. Flood lights will be considered on a case by case basis, depending on the orientation and direction. Please submit cut sheets for all fixtures to be used. Lamp posts will be considered on an individual basis by the ARB when submitted with cut sheets, layout and number to be used. Maximum height for lamp posts is six (6) feet, and they should be of a traditional character.

Satellite Dishes

Per a ruling by the FCC, Community Associations may no longer prohibit the use of satellite dishes within their communities. However, the Architectural Review Board must still approve the size, location, screening and color of any such dish. To include a Satellite dish on your initial landscape plan, please show two (2) alternate suggested locations your installer has identified as workable for reception. Also define the landscape screen material to be used.

To request an addition of a Satellite Dish into an existing landscape, please complete the Minor Change request application and submit it, along with three (3) locations your installer has identified as workable for reception to the Architectural Review Board. Also include any landscaping you plan to use as screening. The Architectural Review Board office has examples of satellite installations which are very well executed.

The Architectural Review Board wishes all property owners and designers to have a complete and full understanding of the requirements for submission and the design expectations within the plantation. All of the forms referred to in this guide are included in the back of this package. Additional forms may be obtained by calling the Architectural Review Board office at (843) 237-9551 Monday – Friday 9:00 a.m. – 5:00 p.m.

SOLAR PANELS

1. Location: A roof-mounted solar device shall be installed so as to minimize its exposure when viewed from the front of the residence or any street views. The preferred location of the device shall be on the back roof of the residence and below the peak of the roof. In no case will an installation on the front of the home or a pole-mounted or ground mounted be considered. Additional landscaping will be required if visible to adjacent views from the street.
2. Any and all roof mounted fixtures, features, equipment, and solar energy systems defined above not located on the roof shall be maintained in accordance with the setbacks as required for the subject property and concealed from the neighboring view subject to review and approval by the ARB. Where appropriate or possible, a fence or wall of sufficient height may be used to aid in screening the solar energy system from view upon determination by the ARB.
3. Any and all roof mounted fixtures, features, equipment and systems defined above located on a roof shall be within the wall line of the structure. However, the ARB may require additional distance between solar energy system and roof edge if the roof overhang is minimal. All solar devices shall be low profile, non-rack mounted panels, consistently following the roofline, secured so that they do not jeopardize the safety of residents or cause damage to adjacent properties, conform to local wind load requirements, and must comply with all applicable building codes and other governmental regulations.
4. All roof mounted solar energy systems and related construction shall be an integral part of the roof and have the appearance that they are "roof windows" serving the structure and should maintain the aesthetic nature of the existing structure. Solar energy systems shall be mounted flush with the roofing material and in the same plane of the roof on which the solar energy system is mounted. In keeping with community aesthetics, the color of the device and exposed pipes, panels, and other apparatus must be approved by the ARB. The device framing system will be dark in color, i.e. bronze. No white or aluminum frames will be approved. The device panels will have a dark back sheet and anti-glare glass. Wiring must be installed through the roof and routed inside the house or routed to the soffit nearest the home's electrical meter panel. All panel connectors, plumbing, electrical, and utility lines for the solar energy system shall be concealed from view. Connections to the inverter from the soffit will be encased in PVC and be installed through exposed soffits, not around or following the contour of the soffit. Exposed conduit (PVC) will be painted to match the adjacent roof and siding color. In no case will wiring be exposed. Inverters and disconnects will be installed as close to the electrical meter panel as possible.

5. The ARB may ask for alternative combinations in smaller groupings when large areas of grouped solar panels or the solar energy systems are found not to be aesthetically satisfactory.
6. Panel material for solar energy systems should be dark in color and/or be consistent with the existing character of the structure. A cover plate or the glazing for solar energy systems should be either transparent or consistent with the character of the structure.
7. All roofing materials, including portions underneath and/or abutting solar energy systems, shall be of materials compliant with within the CC&R's and at the final determination and confirmation by the ARB.
8. ARB may require alteration or substitution of the solar energy system based on CC&R requirements as well as any other state and Federal regulations.

Application Requirements:

1. Sample of the proposed solar energy systems and manufacturer's product literature shall be submitted with the application to the satisfaction of the ARB.
2. Professionally drawn construction drawings shall be provided with the initial application. Drawings shall be to scale and should clearly show all elevations, assembly, the attachment to the roof structure, and proposed location on the lot or building. Details that apply to the specific installation (plumbing, panels, attachments, etc.) shall also be provided.
3. Calculations shall be provided with the initial application verifying the number and/or area of panels required for the proposed solar energy system.
4. Photographs shall be submitted showing the location of the proposed solar energy systems and their visibility from neighboring structures and street(s).
5. Final approval will be made when all legal licenses have been approved and copies sent to the ARB.

The Review Process

There are several steps in the review process, which when followed will enable the process to function smoothly. This process is intended to protect the continuity of consistent development quality for all property owners and to insure that development within Willbrook Plantation continues to respect the environment and historical significance of the property. All of the forms referred to in this guide are included in the appendage as exhibits. Additional forms may be obtained by calling the Architectural Review Board office (843) 237-9551.

Step One:

Review the Architectural Guidelines and the Covenants and Restrictions of the Willbrook Plantation Property Owners Associations, Inc.

Step Two:

Retain Professional Design Consultants

The Board strongly encourages property owners to retain a design professional to inspect your homesite, prepare a site design, design the house and other improvements and prepare the design documents. Your design professional should have experience in designing structures with a traditional character and be familiar with Georgetown County building codes and ordinances. **As a minimum, you are required to have an architect registered in the state of South Carolina review the design to assure compliance with design guidelines. **You are also required to provide a formal reproducible landscape plan at a scale of 1" = 10', preferably prepared by a landscape professional who is knowledgeable about the plant types indigenous to this area and who has experience in local residential landscape design.

Step Three:

Survey

A good Site Plan begins with a complete survey prepared by a professional surveyor. This step is important to preserving the unique aspects of your homesite.

The survey should include:

- a) All existing roads, utilities and other improvements.
- b) Property lines with dimensions and bearings.
- c) Locations of all trees over 4" in caliper measured 4 feet above the ground and any significant tree canopy (limbs which extend out more than 10 feet from the trunk.)
- d) Any other significant site features.
- e) North arrow, minimum scale shall be 1" = 20".
- f) Title with name of legal owners and name, address, phone and license number of surveyor.
- g) All setbacks, easements and rights of way.
- h) Any unusual grade changes.

Step Four:

Conceptual or "Sketch" Review

The ARB strongly encourages every property owner to submit a Conceptual sketch Plan of your proposed home and site plan. You may also submit pictures as examples of what you propose. The intent of this review stage is to provide guidance from the ARB before the expense of detailed plans are incurred by the property owner. No fees are necessary to request a conceptual review, but the ARB Conceptual Review application (Exhibit C) should accompany the submission.

Step Five:

Final Review

Submit two (2) copies of the Final Review Plans on Friday prior to the scheduled ARB meeting along with the following:

- 1) Application for Residential Construction (Exhibit E) accompanied by a check for all fees according to the then prevailing ARB fee schedule (Exhibit A).

2) Samples of all exterior colors and materials:

- Sample of actual siding material with paint or stain applied.
- Sample of trim color.
- Entry door cut sheets and colors.
- Identification of windows including manufacturer, literature or cut sheet.
- Sample of roofing material.

3) Site Plan

- At a scale of 1" = 20' to include:
- North arrow.
- Property lines with dimensions and bearings.
- Arrows indicating intended drainage directions.
- Location of all significant trees (see Exhibit D for definitions of significant trees). Trees to be removed should be noted.
- Footprint of house to be indicated as foundation plan with entry area and stairs shown – roof overhangs and deck lines should be shown as dotted lines.
- All setbacks, easements and rights of way shown.
- Building accurately located from the property lines.
- Drives and walks shown.
- Exterior mechanical areas should be shown and the intended screening noted.
- Should include driveway and walks and exterior mechanical area with screening noted.
- See the section labeled Landscape Planning for complete instructions for landscape plans.

4) Landscape Plan

- Two (2) copies of the Landscape Plan, with all plants correctly labeled as to location, species and size. Scale no smaller than 1" = 10'.

5) Complete Building Plans

- Elevations.
- Floor plans.
- Engineering.
- Foundation plan.
- All decks and porches shown with railings.
- All exterior detailing shown.
- No mirror image or reversed plans will be accepted.

NOTE: Most delays are the result of incomplete submissions to the ARB. Please make certain the ARB checklist is fully completed and the documents are legible and labeled.

Exhibit A**FEES & DEPOSITS**

Willbrook Architectural Review Board
ARB Fee & Deposit Schedule

Type of Review	ARB Review Fee	Community Impact Fee	Construction Deposit	Landscape Deposit
Single Family	\$1,000	\$1,100	\$2,000	\$3,000
<u>Construction Sign</u>	\$250			
Major Change or Modification	\$200	\$200	N/C	N/C
Minor Change or Modification	\$100	\$100	N/C	N/C
Basketball Backboards	\$50	N/C	N/C	N/C
Roof Shingle Replacement	\$100	\$100	N/C	N/C
Re-stain/Paint House	\$50	N/C	N/C	N/C
Concept or Concept Site Plan	N/C	N/C	N/C	N/C
Re-inspections caused by Owner or Builder	\$100	N/C	N/C	N/C
Landscaping Inspection	\$100	N/C	N/C	N/C

This applies to stakeouts and trash compliance inspections and will be billed to the owner.

Should actual review costs exceed \$1,000, owner will be billed additional costs on an hourly basis.

NOTE: All fees and submissions are to be received in full by noon on Monday before the Thursday meeting.

Please make checks payable to: THE WILLBROOK PLANTATION COMMUNITY ASSOCIATION

ARB Review & Sign Fee please make checks payable to: WACCAMAW MANAGEMENT

Exhibit B – Tree Protection Ordinance

Georgetown County has adopted a Tree Protection Ordinance which applies to all zoned property in un-incorporated Georgetown County. This includes all of Willbrook Plantation. The Ordinance reads as follows:

No significant trees may be removed from the border area of property without a Tree Removal Permit from the Georgetown County Building and Zoning Department. Significant trees are listed below.

<u>SPECIES</u>	<u>COMMON NAME</u>	<u>MINIMUM DIAMETER</u>
Quercus Virginiana	Live Oak	8"
Quercus Alba	White Oak	8"
Quercus Stellata	Post Oak	8"
Quercus Nigra	Water Oak	8"
Quercus Falcata	Southern Red Oak	8"
Quercus Lauifolia	Laurel Oak	8"
Quercus Phellos	Willow Oak	8"
Acer Rubrum	Red maple	8"
Liquidambar Styraciflua	Sweetgum	8"
Liriodendron Tulipifera	Yellow-Poplar	8"
Taxodium Distichum	Baldcypress	8"
Cercis Canadensis	Eastern Redbud	4"
Llex Opaca	American Holly	4"
Cornus Florida	Flowering Dogwood	4"
Fagus Grandifolia	American Beech	8"
Magnolia Grandiflora	Southern Magnolia	8"
Carya Tomentosa	Mockernut Hickory	8"
Carya Glabra	Pignut Hickory	8"
Carya Ovata	Shagbark Hickory	8"
Ulmus American	Elm	8"
Nyssa Aquatica	Tuplelo	8"
Nyssa Biflora	Black Gum	6"
Diospyros Virginiana	Persimmon	8"
Magnolia Virginiana	Sweet Bay	6"
Gordonia Liasanthus	Gordonia	6"

The Architectural Review Board is fully supportive of the Georgetown County Tree Ordinance. In order to remove trees from properties within Willbrook Plantation you must have the approval of the ARB as well as Georgetown County. If the ARB does not allow removal of a tree which the County has permitted removal of, the decision of the ARB shall prevail.

Exhibit C – Conceptual Review Application

CONCEPTUAL REVIEW APPLICATION
WILLBROOK PLANTATION
ARCHITECTURAL REVIEW BOARD

Lot Number: _____ Phase Number: _____

Street and Address: _____

Owner Name: _____

Address: _____

Telephone: (Day) _____ (Evening/Weekend) _____

Architect: _____

Address: _____

Telephone: _____

Contractor: _____

Address: _____

Telephone: _____ Fax: _____

Mobile: _____ Pager: _____

Please attach sketches, photographs, color samples and/or any other information and specifications regarding your proposed house.

A preliminary site plan is also extremely helpful.

For Office Use:

Comments: _____

Approved _____ Disapproved _____ Conditional Approval _____

Conditions: _____

**MINOR CHANGE
and
ADDITIONS or RENOVATIONS APPLICATION
Exhibit D**

Willbrook Plantation Architectural Review Board Date: _____

Lot Number _____ Street Name _____

Owner _____

Architect _____
Signature _____ Date _____

Landscape Architect _____
Signature _____ Date _____

Description of Request _____

Reason for change _____

(Please attach sketch/specifications of proposed change and applicable fees or deposits)

For WCA ARB Use

___ On-Site Inspection Conducted
Inspected by _____ Date _____

___ Approved ___ Disapproved
___ Conditional Approval: Reason _____

I understand and approve of this change:
Signed: _____ Date _____
ARB Administrator

CONSTRUCTION APPLICATION

Exhibit E

Contractor

Willbrook Plantation Architectural Review Board

Date: _____

_____ New Construction _____ Major Improvements to Existing Structure

Lot Number _____ Street Name _____

Owner _____

Contractor _____

Address _____

Telephone _____ Fax _____

Email _____

S.C. License Number _____

Previous Construction Experience

Have you built in Willbrook Plantation before? _____ Yes _____ No

Please attach a list of five (5) completed jobs of similar level.

Agreement

I, _____, as contractor for the construction project described above, do hereby submit this Construction Application deposit in good faith to the Willbrook Plantation Architectural Review Board for assurance that the construction will be implemented in accordance with the final plans as approved by the Architectural Review Board. I further agree that:

1. I have read the Architectural Standards and Guidelines, Construction Compliance Guidelines and Declaration of Covenants and Restrictions and do agree to follow these in full understanding.
2. I agree to construct and fulfill the plans and specifications as approved for this project in the final review by the Architectural Review Board. Any changes to these plans will be first approved by the Board prior to implementation.
3. I understand that the deposit submitted will be returned in full after a satisfactory inspection, unless a deduction is necessary to streets, road shoulders or common areas.
4. I am responsible for the behavior and actions of all workers contracted to do work on this job while they are in Willbrook Plantation.
5. I am responsible for maintaining a clean construction site at all times and understand that I am bound by the restrictions covered under the Architectural Compliance Guidelines.

This application, agreement and deposit made this _____ day of _____ 20____, by:

_____, Contractor _____, Witness

Amount Received _____ Check # _____

Approved By _____ Date _____

Architectural Review Board Representative

Attach a signed copy of ARB Review Fees, Deposits and Fines Schedule, (Form ARB - 8). After Final Review approval by the Architectural Review Board, a Final Approval letter will be forwarded to the applicant and signed by a representative of the ARB.

ARCHITECTURAL QUESTIONNAIRE

Exhibit E

Willbrook Plantation Architectural Review Board

Date: _____

To be completed by the architect submitting documents for approval at preliminary and final stages

____ Preliminary ____ Final

Lot Number _____ Street Name _____

Owner _____

Architect's name _____

Firm _____

Address _____

Telephone _____ Fax _____

Email _____

S.C. Registration Number _____

1. Has the architect visited the site? ____ Yes ____ No

2. If yes, date of last visit _____

3. Has the architect read the Declaration of Covenants and Restrictions, Lot Development Restrictions, and Architectural Standards and Guidelines and designed the house accordingly?
____ Yes ____ No

4. Are any variances from the Architectural Review Board standards being requested under this application?
____ Yes ____ No

If yes, please describe and give reason _____

5. Has the house been designed according to the Standard residential building code, especially in regard to wind resistant construction?
____ Yes ____ No

6. Has the architect attempted to minimize the removal or damage of existing trees or vegetation?
____ Yes ____ No

7. Is building pad elevated a minimum of 18 inches above surrounding grade?
____ Yes ____ No

8. First floor elevation (FFE) minimum 3 feet above finished grade?
____ Yes ____ No

9. Height of building (highest roof range) _____

10. Does the building(s) block the principal views from dwellings on adjacent properties? _____ Yes ___ No

If yes, describe: _____

11. Mean finished grade within this footprint _____

12. Total under roof area _____

13. Total Heated area _____

14. Total open porch/deck areas _____

15. Total screened porch area _____

16. Screening material _____

17. Describe the following:

a. Siding/Wall Material _____
Color _____

b. Trim Material _____
Color _____

c. Roofing Material _____
Color _____

d. Exterior Doors _____
Color _____

e. Windows Materials _____
Color _____

f. Exterior Lighting Fixtures _____
Color _____

g. Driveways and Paving _____

h. Fences _____
Color _____

i. Outbuildings/Other structures _____
Color _____

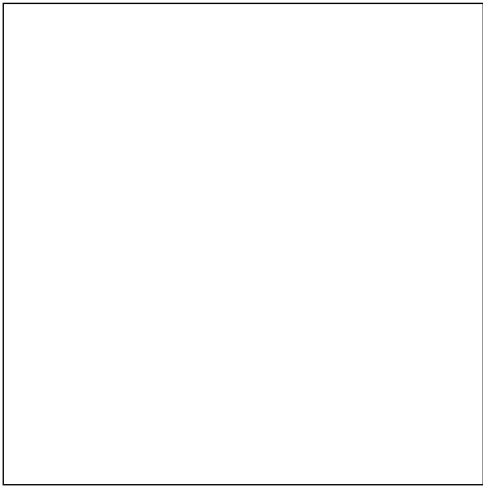
j. Other _____

To the best of my knowledge, the foregoing statements are true.

Architect's Signature

Date

Architect's Seal



Under Revision 11-2023

LANDSCAPE ARCHITECTURAL QUESTIONNAIRE

Exhibit E

Willbrook Plantation Architectural Review Board

Date: _____

To be completed by the landscape architect submitting documents for approval at preliminary and final stages

_____Preliminary _____Final

Lot Number _____ Street Name _____

Owner _____

Landscape Architect's name _____

Firm _____

Address _____

Telephone _____ Fax _____

Email _____

S.C. Registration Number _____

1. Has the landscape architect visited the site? _____ Yes _____ No

2. If yes, date of last visit _____

3. Has the landscape architect read the Declaration of Covenants and Restrictions, Lot Development Restrictions, and Architectural Standards and Guidelines and designed the landscape accordingly?
_____ Yes _____ No

4. Has the landscape/site improvement plan been designed according to the Architectural Design Standards and Guidelines?
_____ Yes _____ No
If no, please describe and give reason _____

5. Has the landscape architect attempted to minimize the amount of site to be graded?
_____ Yes _____ No

6. Percentage of site to be graded _____
This area should be kept to a minimum and generally include only the building footprint, driveway, parking area and walk area.

7. Have drainage requirements been addressed? _____ Yes _____ No
How? _____

8. Has the landscape architect attempted to minimize the removal or damage of existing trees or vegetation?
_____ Yes _____ No

9. *Attach proposed plant materials list.*

10. Will the Landscape Architect oversee the installation of plants and irrigation?
_____ Yes _____ No

If no, landscape installer's name _____
Firm _____
Address _____
Telephone _____ Email _____

To the best of my knowledge, the foregoing statements are true.

Landscape Architect's Signature

Date

Under Revision 11-2023

FINAL REVIEW APPLICATION

Exhibit F

Willbrook Plantation Architectural Review Board

Date: _____

Lot Number _____ Street Name _____

Owner _____

Address _____

Telephone _____ Email _____

Architect _____

Address _____

Telephone _____ Fax _____ Email _____

Contractor _____

Address _____

Telephone _____ Fax _____ Email _____

Surveyor _____

Landscape Architect _____

Address _____

Telephone _____ Fax _____ Email _____

For WCA ARB Use

<input type="checkbox"/>	Preliminary Review Approved	<input type="checkbox"/>	Final Site/Grading Plan	<input type="checkbox"/>	Final Floor Plan/Elevations
<input type="checkbox"/>	Final Outbuilding Plans	<input type="checkbox"/>	Final Construction Specifications	<input type="checkbox"/>	Final Sample Board/Materials/Colors
<input type="checkbox"/>	Final Landscape/Irrigation Plan	<input type="checkbox"/>	Proposed Time Schedule	<input type="checkbox"/>	Final Review Fee Paid
<input type="checkbox"/>	Private Well for Irrigation	<input type="checkbox"/>	Lake for Irrigation	<input type="checkbox"/>	Variance Requested

Approved Date _____	Disapproved _____
---------------------	-------------------

Comments _____

Exhibit G – General Contractor/Construction Site Rules

Please remember that you, as a contractor, are a guest of the Willbrook Plantation Community Association. We ask that you conduct yourself with good manners and require the same of your subcontractors and suppliers.

1. All contractors, subcontractors and suppliers must obtain a pass from the Guard House.
 2. Speed limit inside the community is **25 MPH**. Please inform all subcontractors and suppliers of this speed limit.
 3. Access is allowed **only** to the properties where you are currently working. Contractors are not allowed to use any of the facilities of the community, including lakes, pools and/or wildlife areas.
 4. **Do not feed or molest alligators** – maximum fine is \$200.00. If you have a nuisance alligator at your job site please contact Waccamaw Management immediately and they will contact the Wildlife Department.
 5. Construction site must be kept clear of trash at all times. **Dumpsters** are mandatory on site at all times during the construction process. Loose trash that may be scattered by wind must be contained.
 6. Construction site must be cleared of construction debris and policed before the crew leaves **each day**.
 7. **No burning** of trash on the property is allowed.
 8. No construction site signage is permitted without approval of the ARB. One approved sign may be placed on each site. Signs must be removed when the Certificate of Occupancy for the home is issued.
 9. Street right-of-ways are not to be used for storage of materials or parking.
 10. All portable toilets are to be located a minimum of 35 feet from the curb line. The toilets must be screened as much as possible from the street and/or adjacent neighbors.
 11. Parking must be contained to the construction site. If that is impossible, please contact the ARB office for a designated parking location.
 12. No parking or driving on pedestrian or golf cart paths.
 13. Walking, bike and golf cart paths must be kept clear, clean and unobstructed at all times.
 14. Radio noise must be kept to a minimum.
 15. **Hurricane Preparation (after a Hurricane Warning has been issued)**
 - a. Remove dumpsters from work site.
 - b. Remove portable toilets from work site.
 - c. Secure all materials and equipment which cannot be removed from work site.
 - d. Be prepared to leave when evacuation orders are given.
 16. **After storm clean-up**
 - Each contractor is responsible for cleanup of his work site – including neighboring lots where trash and materials might have been blown by the wind.
 - After an evacuation, you must contact Waccamaw Management for an emergency pass to enter the property.
- Construction hours are as follows:**
- | | |
|-----------------------|------------------------|
| Monday through Friday | 7:00 a.m. to 6:00 p.m. |
| Saturday | 8:00 a.m. to 5:00 p.m. |
| Sunday | NO WORK |

Failure to abide by these rules will result in the following actions:

1. **\$500 working past 6:00 p.m. weekdays / 5:00 p.m. Saturday**
2. First Offense: \$100.00 fine and/or suspension from property.
3. Second Offense: \$250.00 fine and suspension from property

These fines will be levied against the construction deposit for each property

Should the management company be forced to clean up a job site or contract with another firm to have a site cleaned up, the Contractor will be charged \$500.00 for the clean up fee.

The **Owner** of the property is ultimately responsible for the actions of his or her contractor with respect to the construction of the owner's residence. Should the contractor be in violation of any of these rules, the property owner will be contacted immediately for his assistance in bringing the construction site into compliance.

I have read and understand the above rules for Willbrook Plantation Community Association. I understand that I am responsible for the actions of my General Contractor, his subcontractors and vendors.

Signature of Property Owner

Date

I have read and understand the above rules for Willbrook Plantation Community Association. I will also make sure that my subcontractors and vendors are aware of the Community Association rules.

Signature of General Contractor

Date

Exhibit H – Construction Site Signage

Home builder or general contractor signature signs will be allowed if the sign meets the following standards:

1. Post should be a single 4x4 painted white. 60 inches in height above natural grade. Top should be beveled on four sides to form a shallow pointed top.
2. Sign shall be an 18 x 24 inch sign field with a white background and dark blue letters. The sign should be mounted 10 inches below the top of the post. Lettering style is the builder's choice. Sign may contain builder's standard logo, builder's name and telephone number and property identification (lot # or address), but no other copy.
3. Location must be a minimum of 10 feet behind the front lot line. No additional signage that is visible from the street, adjacent lots or golf course is permitted. No signs may be nailed or otherwise attached to trees.
4. Signs may be placed upon final ARB approval being given and must be removed when the Certificate of Occupancy is issued and before a final inspection for return of any deposits held can be requested.
5. No Real Estate "For Sale" signs are permitted.

Signs which do not meet the above guidelines will be removed by the ARB office or the Association.

WILLBROOK PLANTATION
Construction Site Signage Form

Homebuilder or general contractor signature signs will be allowed if the sign meets the following standards:

1. **Location** must be a minimum of 10' feet behind the front lot line. No **additional signage** that is Visible from the street, adjacent lots or golf course is permitted. No signs may be nailed or otherwise attached to trees.
2. No **Real Estate** "For Sale" signs are permitted.

Sign
information

Complete (Please print)

Location: Lot # _____ Street _____

Owner: _____

Designer: _____

Landscape Designer: _____

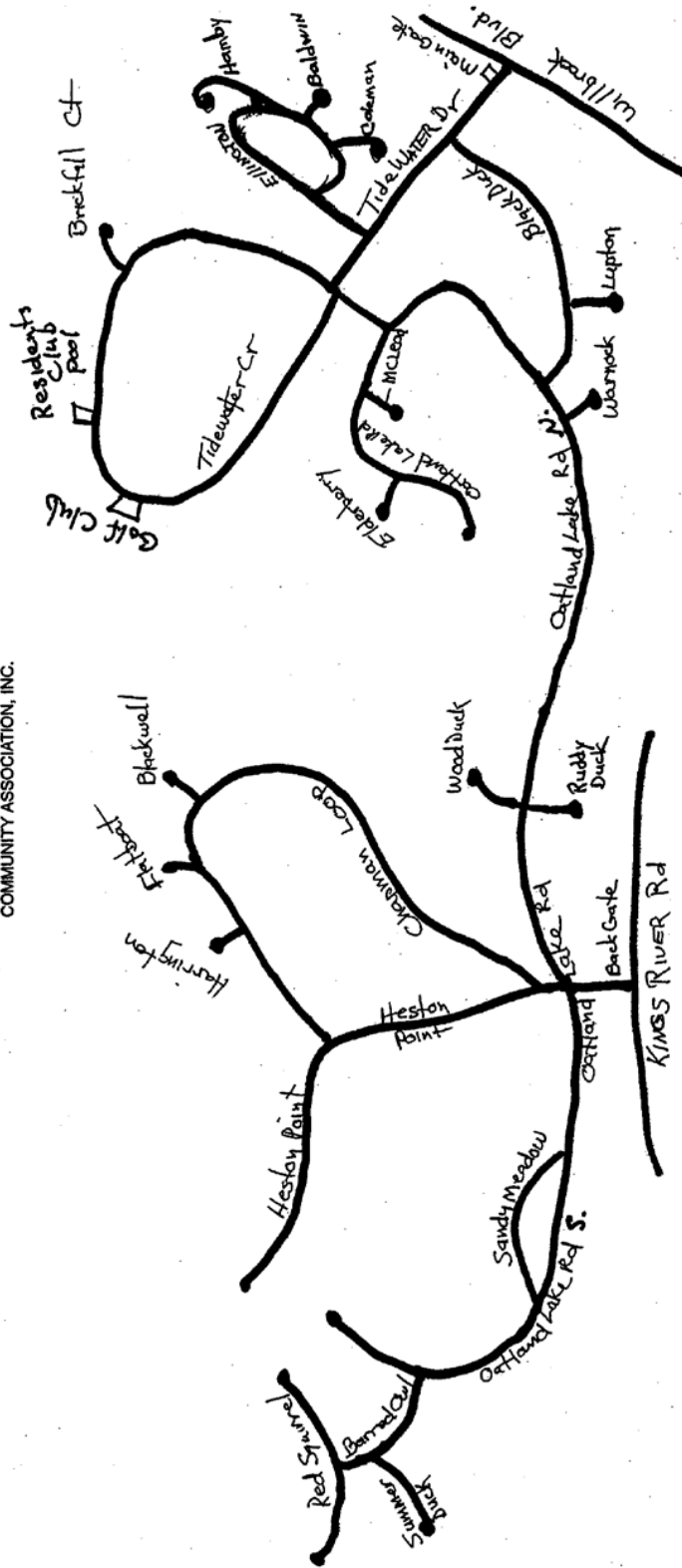
Builder: _____

Sign will be installed within five(5) working days. The total cost is \$250.00.

Please make check payable to Waccamaw Management

Willbrook Plantation

COMMUNITY ASSOCIATION, INC.



Jan. 2005

Under Revision 11-2023