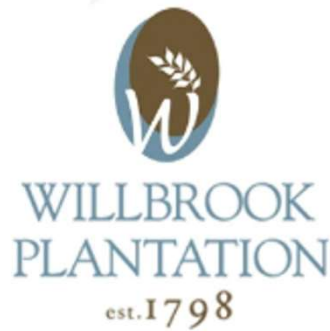


# ARCHITECTURAL REVIEW BOARD GUIDELINES AND PROCEDURES

UPDATED APRIL 30, 2025



ALL EXTERIOR CHANGES TO HOMES OR LOTS, INCLUDING BUT NOT LIMITED TO ROOFS, WINDOWS AND LANDSCAPING, REQUIRE ARB APPROVAL BEFORE WORK BEGINS. ANY WORK PERFORMED WITHOUT PRIOR APPROVAL MAY BE SUBJECT TO FINES AND/OR FURTHER LEGAL ACTION. ***"WHEN IN DOUBT, FILL AN APPLICATION OUT"***

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## 1. OVERVIEW

### 1.1 FORWARD

This guide has been prepared to help property owners, their residential design consultants and builders create and present for review plans that are appropriate to the Willbrook community. Now that Willbrook has transitioned into the status of a mature community, there is considerable focus on modifications and enhancements to existing properties in addition to new site builds. The objectives are to maintain excellence in community planning, as well as to maintain and enhance property value, visual harmony, comfort and pleasure for each owner in concert with the other residents of the community.

The Willbrook community honors the Plantation's history as the site of three colonial rice plantations by featuring generously sized homesites frequently interspersed with open spaces. Designs strongly reflect the traditional and stately architectural forms and details of Colonial times in the Lowcountry that complement the community plan.

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 (ARB) offers a free conceptual review to any homeowner early in the decision-making process. Ultimate approval of any plan, elevation, particular form, material, detail, color, and/or similar design aspect does not constitute a precedent.

### 1.2 INTRODUCTION

Willbrook Plantation is a special place, shaped by natural forces for hundreds of years by human habitation dating 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 and impounded fresh water systems. Willbrook sits astride the Waccamaw Neck, a unique place in the geography of the South Carolina coast. Willbrook's past and present are connected to the Atlantic Ocean on one side and the dark fresh waters of the Waccamaw River on the other. It is from the heritage related to the magnificent Waccamaw River rice plantations that these architectural guidelines take their cue.

The developers of the Willbrook Plantation community intended to recapture the best of the Plantation's past, from the gatehouse and clubhouse to individual properties. We are now honoring its history and making improvements with materials, building techniques and technology. As the community transitions into a mature phase in its development, the preservation of this aesthetic and each homesite's individual character are paramount in the decision-making process for modifications and enhancements to existing properties. Each site offers different constraints and opportunities within the community. 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, maintaining a thoughtful interpretation of a classic Lowcountry style.

The architectural theme considered most appropriate for Willbrook today is "Traditional" – with forms, materials, colors and details influenced by the best of European and Colonial America's gracious, classic and hospitable homes along the Eastern Seaboard. For a more complete insight into the history of the Willbrook area, please visit the [www.willbrookplantationsc.com](http://www.willbrookplantationsc.com) page entitled "History of Willbrook Plantation".

### 1.3 HISTORY OF WILLBROOK PLANTATION

From Colonial times to when the local Native American tribes, the Waccamaw, Winyaw, Yauhannah, and others journeyed and inhabited the area, the Waccamaw River was important. The upland Willbrook areas, where golf courses and homes have replaced rice and indigo 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. 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 forms a backdrop to the Lowcountry beauty of Willbrook Plantation.

## 2. ARB RESPONSIBILITY AND AUTHORITY

The ARB serves in a volunteer capacity at the convenience of the HOA Board. In order to create a congenial and dignified residential atmosphere, the Board of Directors has adopted Rules and Regulations for the guidance of all owners, their families and guests that work in concert with the ARB Guidelines. In general, the Rules and Regulations and ARB Guidelines are the result of Willbrook Plantation's well-established experience and the experience of other comparable associations. These Rules and Regulations and Guidelines may not please everyone entirely, nor were they designed to satisfy individual personal desires. This would be an impossible task. From our experience, they will meet the approval of a large majority of property owners, and this is the only means of achieving success in a homeowner's association.

### 2.1 THE ARCHITECTURAL REVIEW BOARD

The Architectural Review Board (the ARB) is the committee of the Willbrook Plantation Community Association (the HOA) that has been appointed by the HOA Board of Directors and delegated the responsibility and authority to develop a process for reviewing and enforcing the Community Covenants and Restrictions pertaining to site, structural and landscape design and enhancement. The ARB is comprised of Willbrook property owners who volunteer their services as well as design professionals. The ARB may consult engineers, architects, attorneys, designers and other professionals as needed. The makeup of the ARB, which includes a Chairman and Vice Chairman, is intended to reflect the Willbrook Plantation community. The HOA Board of Directors reviews the membership of the ARB on an annual basis.

### 2.2 RESPONSIBILITY

The ARB is responsible for reviewing all architectural site builds and modification requests made by residents for unimproved lots and improvements, including **the entire exterior of the property and/or lot**. The ARB also reviews Architectural Review Board Guidelines and recommends changes and/or additions to the Guidelines for adoption by the HOA Board of Directors.

The ARB evaluates all submissions based on the individual merits of each application. Besides evaluation of the particular design proposal, this includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance may not be in another. Design decisions made by the ARB in reviewing applications are based on the validity of concept, design compatibility, location with impact on neighbors, scale, color, materials, workmanship, and timing.

To the extent that any government ordinance, building code or regulation requires a more restrictive standard than that found in these Guidelines, the applicable governmental standard shall prevail. To the extent that any government ordinance, building code or regulation is less restrictive than these Guidelines and any standards contained herein, or the Declaration, these Guidelines and/or the Declaration shall prevail.

Nothing contained in these Guidelines shall obligate any agency, governmental or otherwise, to approve plans submitted, nor shall the approval of any plans by the ARB be construed as meeting the requirements for approval by either Georgetown County or any other governmental agency. As per Article VII, Section 6 of the Declarations and Covenants "Approval Not a Guarantee or Representation of Proper Design or Good Workmanship."



The ARB has the right to modify, revise, add, delete or make any changes to these guidelines at any time only by joint resolution with the HOA Board of Directors.

### 2.3 AUTHORITY

The original developer determined the overall land plan and infrastructure and prepared the basic regulations and covenants used to control development. The covenants protect the community from unattractive and irresponsible construction, thus enhancing the overall beauty and cohesiveness of the development, maintaining property values, and protecting the natural environment. The older and more developed the community is, the more important these covenants become.

Each purchaser of a platted lot (Lot) in Willbrook Plantation receives a copy of the Declaration of Covenants, Conditions, and Restrictions (CCR) for Willbrook Plantation. These documents are also available on [www.willbrookplantationsc.com](http://www.willbrookplantationsc.com). 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. The ARB and their Guidelines are subject to all applicable components of this documentation and its' specific design restrictions. This document was recorded in the Georgetown County Courthouse in Book 246 at Page 778 on May 2, 1987. Article VII, entitled Architectural Control, established the objectives for the Architectural Review Board.

As Willbrook Plantation matures and existing homes undergo exterior renovations and additions, it is of utmost importance that the ARB ensures all renovations and additions to an existing property are externally complementary to both the existing property, as well as adjacent properties. It is additionally crucial that any modifications are compliant with all design, aesthetic and lot build requirements.

While it is not the intent of the ARB to limit design creativity, it is the ARB's intent to monitor, regulate, approve and deny structures to effectuate a sense of community in harmony with Willbrook's natural setting and each structure complements its neighboring structures.

Each homesite is unique in size, shape, topography, vegetative cover, location and other characteristics. Accordingly, each plan must reflect and maintain the unique features that differentiate each property. Plans are approved or disapproved based upon the total design solution for the particular Lot or existing property under review. **As such, approval of any specific design or improvement does not set a precedent for other Lots or properties.** No single property or improvement should stand apart in its siting, elevation, design or construction so as to detract from Willbrook's overall environment or appearance.

***The refusal by the ARB of plans, location or specifications may be based upon any grounds which are consistent with the objectives set out in the Declarations of Covenants, Conditions and Restrictions.***

### 2.4 HISTORICAL ARCHITECTURAL DESIGN INFLUENCES

Willbrook Plantation's design influences create a theme of consistency, with an emphasis on quality of design and compatibility within Willbrook for all construction and Improvements. ***No one Property or other improvement should stand apart in orientation, design, or construction as to detract from the overall appearance of Willbrook.*** Through the faithful adoption and enforcement of our Guidelines, Willbrook Plantation assures preservation of the aesthetic values and traditions of the Lowcountry. Lot

Owners and builders must comply with all guidelines set forth in this document. Any and all variances must be specifically approved, in writing, by the ARB.

### 3. ARB APPLICATION PROCESS

The ARB wishes all property owners and designers to have a complete and full understanding of the requirements for submission and the design expectations within Willbrook Plantation for new builds, renovations and additions.

All ARB submissions require you to review these Guidelines and the Covenants and Restrictions of Willbrook Plantation Community Association, Inc. prior to submission.

No submissions will be reviewed without the submission of the appropriate fees and deposits as identified in Exhibit A.

***NOTE: Most delays are the result of incomplete submissions to the ARB. Please make certain the required documents and samples are legible and labeled as the per Exhibit E Checklist for Major and Minor Change Application for modifications and enhancements and the New Construction Application Checklist Exhibit NC-D.1 for New Construction.***

#### 3.1 ARB APPLICANT'S RESPONSIBILITIES

The ARB assumes no liability for the applicant's responsibilities, which include but are not limited to the following:

- Homeowners must submit detailed plans and specifications outlining the proposed changes.
- Homeowners must ensure compliance with Willbrook Plantation's CCR's and ARB Guidelines criteria.
- Homeowners must receive approval in writing from the ARB Administrator of Waccamaw Management. The ARB Administrator is responsible for receiving requests from residents, dispersing them to the ARB for review and responding back to residents with the ARB's resulting decisions. This must be done prior to performing any construction or making any changes to the exterior of any home or Lot. Any work commenced without prior approval may be subject to fines and further legal action.
- Homeowners must remove any modifications that do not comply with the ARB's approval and/or the ARB Guidelines at their own expense.
- Proposed changes must maintain or enhance the overall aesthetic of the Willbrook community.
- Homeowners must ensure accuracy of all stakeouts and surveys throughout the entire construction process.
- It is the homeowners' responsibility to ensure the performance of quality of work for any contractor or subcontractor in accordance with ARB Guidelines.
- It is sole the responsibility of the homeowner to comply with all laws, local building codes, ordinances and regulations of any government agency or body and obtain all necessary permits for the proposed changes.
- It is the sole responsibility of the homeowner to identify and communicate any environmental restrictions, drainage and grading requirements and all surface and subsurface soil conditions.

- Structural, mechanical, electrical and all other technical aspects of proposed design can only be determined by competent architects, engineers, contractors and other similar professionals.
- As per General Covenant section 4, homeowners must ensure the completion of the property improvement within a reasonable amount of time, which may not exceed one year unless extensions have been approved in writing by the ARB.

***Georgetown County Tree Removal permits must be secured PRIOR to submitting an application to ARB.***

***For any project that requires a Georgetown County Building Permit, the ARB application and review process must be completed, and Final Review Approval granted, prior to submitting the application for the County Building Permit. Any required permits must be granted and copies provided to the ARB before any work begins.***

***A copy of permits should be sent to: [ARB@willbrookplantationSC.com](mailto:ARB@willbrookplantationSC.com).***

### 3.2 SUBMITTING A MINOR OR MAJOR REQUEST TO THE ARB

Review Exhibit E and gather all information identified as required information. Complete Exhibit F Major Change or Exhibit G Minor Changes, along with your checklist in Exhibit E Minor, prior to submitting for ARB review.

No requests will be reviewed until the associated fees and deposits have been received by Waccamaw Management. Missing items will delay your request and could result in possible denial. Please refer to the Fee Schedule delineated in Exhibit A.

Once you have all of these items ready, for new builds, submit your application to Waccamaw Management. For Major or Minor Changes, email [ARB@willbrookplantationSC.com](mailto:ARB@willbrookplantationSC.com) attaching all required Exhibits, samples and documents.

All of the forms referenced in these Guidelines are included under Exhibits. Forms, guidelines, fees, processes and procedures may also be accessed on the Willbrook Plantation website at [www.willbrookplantationSC.com](http://www.willbrookplantationSC.com) under the ARB section or by calling the ARB Administrator in Waccamaw Management at (843) 237-9551. Office Hours are: Monday – Thursday 9:00 am – 5:00 pm; Friday 9:00am – 2:00pm.

### 3.3 FEATURES NOT ALLOWED

To protect and maintain the overall aesthetic of Willbrook Plantation, the following features, alterations and additions are not permitted:

- Detached garages that are not connected to the house via a minimal attached enclosed breezeway
- Carriage houses
- Detached pool houses
- Screened in pool covers / lanais
- Solar panels on any front facing roof or on any other area of a property not constituting a back or side facing roof
- Tree houses

- Skate ramps
- Chain link fences
- Greenhouses
- Tool or potting sheds
- Wind turbines
- Retrofit permanent storm shutters
- Any other auxiliary structures to the main Property
- Small pebbles in landscaping beds or surrounding mailboxes instead of mulch or pine straw.

### 3.4 ARB SUBMISSION REVIEW SCHEDULE

Applications for Minor Changes are reviewed in real time as soon as the necessary information has been submitted for review. Applications for Major Changes are reviewed on the second Wednesday of each month. You will be notified of all decisions via the email address provided on your application(s).

### 3.5 APPEALS PROCEDURES

If the plans submitted are found not to be in compliance with the Guidelines, or if they are found to be otherwise unacceptable to the ARB, one set of the plans will be returned to the Lot Owner marked "Disapproved," accompanied by a written statement of items found not to be in compliance with the Guidelines or otherwise deemed unacceptable.

The Lot Owner may make appropriate adjustments to their plans and resubmit the revised plans for another review. The ARB may charge an additional administrative fee for each re-submittal of final plans to the ARB.

If a Lot Owner believes that their application has been misunderstood or additional information may impact the Disapproved decision, additional documentation for further consideration may be provided: ***The HOA Board and ARB Board will review the appeal. After the appeal is reviewed, and responded to in writing to the applicant(s), all decisions are final.***

### 3.6 ENFORCEMENT PROCEDURES

If a Lot Owner is found to be in violation of ARB Guidelines and requirements set forth, fines are due upon notice. Late payments are subject to interest at five (5)%. Deposits held in escrow are not refunded until the deduction of all fines and/or all fines are paid in full. Refer to Exhibit B for a full Enforcement Fine Schedule. The HOA Board of Directors hold responsibility and authority for sending out notices of non-compliance through Waccamaw Management. Associated fines and possible legal action will be taken if corrections are not made within the identified timelines.

## 4. MAJOR CHANGES PLANNING

When planning a renovation or addition to your landscaping or property that impacts the external appearance, the ARB process must be followed before any work may be commenced. All design elements need to match or complement the existing structure and surrounding homesites. This includes but is not limited to windows, roofing and architectural details. Overall Lot size is a key consideration in approving major changes.

Setback requirements (see Section 4.3) need to be met at the roof drip line of any extensions. If you do not have access to a property survey, one must be obtained and submitted with architectural plans identifying continued compliance with setbacks. If additional air conditioning units are being installed, screening requirements are the same as for a new build.

All appropriate Exhibits and Forms must be completed along with site plans and fees prior to consideration by the ARB. Please refer to Exhibit H for rules that your contractor needs to sign off on and abide by when working in Willbrook.

### 4.1 MAJOR CHANGE PARAMETERS

Major Changes are those which are structural in nature and impact the square footage under roof or external elements of the Lot, including all exterior remodeling and structural changes. All Major Changes require a Lot survey depicting the location of the house; setbacks, draining; driveway; rights of way; tree survey; wetlands; and any exterior structures. All building should be sited to minimize disruption to the existing natural setting and drainage and should complement line-of-sight views from neighboring properties.

Major Changes, as defined above, include but are not limited to adding, modifying or remodeling the following:

- Changing footprint of decks and patios
- Changing footprint of driveways
- Chimneys
- Expanding roof coverage
- Extensions under roof
- Garage additions
- Outdoor kitchens
- Solar panels
- Swimming pools

Plans must note elevations on all sides and a typical wall section if involving additional property walls.

### 4.2 BUILDING ADDITIONS

Owners desiring to increase the square footage of an existing property must comply with the ARB Guidelines pertaining to New Construction. All requirements set forth within the ARB Guidelines pertaining to New Construction Planning and Architectural Features which govern the site location, grading and excavating, structures, roofs, landscaping, and aesthetics shall apply to additions to the same extent as they do to New Construction. Please refer to ARB New Construction Guidelines thoroughly.

#### 4.3 SETBACKS

Setbacks are determined from the **roof drip line of structures**, which must be clearly delineated on the Site Plan. The minimum setbacks for Willbrook Plantation are:

Front	25'
Side	15'
Side Corner	22.5' from side street
Side adjacent to lake / wetland	25'
Rear adjacent to golf course	50'
Rear adjacent to lake / wetland	25'
Rear adjacent to another lot	40'

#### 4.4 MAJOR CHANGE PROCESS

Retain a design professional to inspect your homesite and prepare a site design for your renovation / addition.

At 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.

Site Plans need to follow the survey requirements delineated under New Construction.

Collate samples and summary spec sheets of all primary materials and products proposed (e.g., windows, decking, paint colors, etc.).

All submissions must include a Certificate of General Liability Insurance from the lead contractor or builder.

Refundable deposits will be held in a non-interest-bearing account and will be refunded, without interest and less any enforcement fines imposed, to the Property Owner after all conditions and approvals are fulfilled, to include completion of all work within the earlier of: 1) 90 days following receipt of a Certificate of Occupancy from Georgetown County or 2) twelve (12) months following initiation of construction. New Construction timeline extensions will extend the hold of all refundable deposits until a Certificate of Occupancy has been issued.

If construction is not commenced within twelve (12) months following the date of approval of the Plans, such approval shall be deemed rescinded unless a different expiration time is specified in the approval. If the Major Changes are planned to commence after the twelve (12) month approval window, a review and re approval of submitted plans by the ARB is required before work can commence on the Lot in question. An additional Administrative Fee may be required for heavily revised plans.

Any proposed modification or change to "Approved" Plans must be submitted, in duplicate, to the ARB for its review and written approval. An additional review fee may be required.

The ARB may, in its sole discretion as authorized by the Declaration, disapprove Plans, upon any ground which is consistent with the objectives of these covenants, including purely aesthetic considerations, so

long as such ground is not arbitrary and capricious. Any questions regarding the application or submittal process should be addressed via email to the ARB at [ARB@willbrookplantationSC.com](mailto:ARB@willbrookplantationSC.com).

ARB approval does not relieve the Property Owner or the builder of the responsibility to be in compliance with the ARB Guidelines. If, during construction, a compliance issue is discovered that was not expressly approved as a documented variance, the issue must be rectified so that construction is wholly in compliance with the ARB Guidelines in effect at the date on which the ARB originally issued its approval.

#### 4.5 MODIFICATION TO EXISTING INSTALLATIONS

All modifications to existing installations (including but not limited to the location, size, shape, setting, color or materials used), such as driveways, patios, pools, as well as existing and proposed variances, must be clearly identified on submitted site plans.

## 5. MINOR CHANGES PLANNING

Minor Changes are considered nonstructural in nature and include any improvement not falling under the definition of a Major Change or New Construction, including (but not limited to):

- Doors / Windows / Garage doors
- Driveway replacement
- Enclosing an existing porch
- Fence / Knee wall / HVAC screening
- Fencing and walls
- Flagpoles
- Gutters and downspouts
- Hot tubs / Jacuzzis
- Landscaping / Plantings
- Outdoor lighting
- Painting / Staining / Coating
- Permanent fire pits
- Gazebos
- Play equipment
- Propane tank replacement or addition
- Removal of any tree after construction
- Shutters / Awnings / Canopies
- Window replacement

### 5.1 MINOR CHANGE PROCESS

Review the Checklist for Major and Minor Changes (Exhibit E).

Collate samples and summary spec sheets of all primary materials and products proposed (e.g., plantings, shingles, paint colors, etc.)

Complete the ARB Application Form for Minor Changes (Exhibit G) and pay the appropriate administration fee.

Once the ARB has approved the Minor Change, it should be commenced within six (6) months following the date of Approval. If the change is not commenced within twelve (12) months following the date of Approval, such Approval is considered rescinded.



## 6. CONSTRUCTION & ARCHITECTURAL CRITERIA

These construction and architectural criteria **(in alphabetical order)** are applicable for all new builds, extensions and additions. If there are other changes a homeowner wishes to make that are not covered in these Guidelines, homeowners are advised to contact the ARB at [ARB@willbrookplantationSC.com](mailto:ARB@willbrookplantationSC.com)

### 6.1 ACCESSIBILITY RAMP

Occasionally it becomes necessary for a homeowner to add an accessibility ramp to make their property more accessible. A resident does not need ARB permission to add such a ramp; however, the resident should notify the ARB that a ramp is being installed meeting the requirements of the American Disabilities Act (ADA).

It is understood that an accessibility ramp is considered to be a temporary addition to a residence and therefore must be removed prior to the sale of the house or in the event it is no longer needed.

### 6.2 ATTIC VENTILATORS AND METAL FLUES

All attic ventilators and metal flues should blend into the exterior finish of the wall or roof.

### 6.3 AWNINGS, SUN CONTROL DEVICES, CANOPIES AND TENTS

Metal shade awnings are prohibited. Fabric window awnings may be approved if compatible with the house design and if they are of a single muted solid color that blends with the house color(s). Stripes shall not be approved. Awnings to cover patios must be submitted and will be considered provided the awning is cantilevered so as to be self-supporting. Drop down braces are not approved. Deck, patio, and terrace awnings may be approved if the above conditions are met.

For tents and four posted shade devices, please refer to the Willbrook Plantation Rules and Regulations.

### 6.4 BASKETBALL AND TENNIS BACKBOARDS

Tennis backboards are prohibited. Basketball backboards may not be attached to a building. Only mobile, freestanding, easily removable basketball backboards are acceptable. The freestanding backboard may not face the road. A cut sheet of the free-standing backboard and a description of its location and sighting must be submitted to and specifically approved, in writing, by the ARB.

### 6.5 BERMING

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

### 6.6 CHIMNEYS AND CAPS

Chimneys are an integral and important architectural element. As such, their location and massing should be in keeping with the historical theme of the property. Interesting, appropriate, and historic detailing at the chimney peak is required. Chimneys should be full foundation based and made of brick, stucco, or other approved material and of a design and location appropriate to the house. Metals and wood chases are discouraged. If a metal flue is approved by the ARB, it must be installed with an appropriate shroud.

Chimneys that include a visible vent pipe(s) and/or termination cap(s) must have an approved chimney topper.

## 6.7 CUPOLAS

A cupola must be of a size that meets engineering guidelines of one (1") inch for every one (1') foot of roofline. A cut sheet of any proposed cupola topper must be submitted to the ARB for approval.

## 6.8 DOCKS

A limited number of Lots are amenable for the addition of a dock. If applicable to the Lot, an application to **add, repair or replace** a dock must include the following:

- Design drawings showing an elevation as viewed from the exposed (water) side(s) and a detailed section showing the assembly of the dock and pilings.
- Site plan location drawing, which may be submitted as an overlay of the site plan, or of a site plan accurately depicting the current topographical conditions.
- A current tree and topographic survey for the affected area, which may be submitted as an overlay.
- If rip rap is being placed in surrounding areas to the dock, all state and Federal regulations must have been reviewed and approved PRIOR to the commencement of any work.

**No building or replacement of a dock may commence after ARB approval until the property owner has secured the required SCDHEC-OCRM, US Army Corps of Engineers and Georgetown County Building Permits and provided copies of permits to the ARB Administrator at Waccamaw Management.**

## 6.9 DRIVEWAYS AND WALKWAYS

The ARB may establish a recommended driveway location for each Lot. The ARB may also establish particular areas of the Lot in which the driveway, walkways, and utility lines must be located. The driveway location will vary within each Lot depending upon the Lot size, location, shape, topography, vegetation, placement of the Lot Building Envelope, sight distances at the entry to the public street, and the locations of other buildings and access driveways in the vicinity.

**A side entry garage is required for all homes in Willbrook with a lot size over .22 acres.**

Driveways should be studied as a major element of the site plan and the landscape plan, with emphasis given to layout, materials, and visibility and to minimizing expanses of hard surfaces. Objectives should be to provide reasonable off-street guest parking and the screening of vehicles from neighboring properties. Screening of backup and turn around areas from adjacent Lots is required. Both driveways and walkways should be curved where practical between existing trees to avoid unnecessary cutting or tree loss and should complement the architecture of the house and materials used. The careful use of textures, edging, bands, expansion scores, tinting and similar techniques should be considered. Driveway width should flare twenty-four (24") inches at the street and at home access.

The ARB requires driveways to be set at least five (5') feet off the property line to allow for drainage and landscaping.

The ARB encourages driveways that avoid reflective surfaces and appear to blend into the overall setting of the other site improvements. Driveways and walkway surfaces may be coated subject to ARB approval, please refer to 6.9.2. Removing the curb or any section of the curb is prohibited. The ratio of concrete to plantings and grass in overall plans is reviewed by the ARB.

The ARB encourages builders and prospective homeowners to consider planning for the insertion of a 4-6 inch PVC tunnel under the driveway and walkways for future landscape lighting and/or irrigation plumbing needs.

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#### 6.9.1 MATERIALS

Materials should be traditional, understated, and incorporated into overall landscape design. Driveways shall be of a pervious surface or of hard paving such as concrete, textured concrete, brick, or concrete pavers, or shall be constructed of crushed stone, or other aggregates approved by the ARB. Gravel, or other similar loose aggregates, if used, must be contained by a fixed and appropriate solid border or permanent edge such as a ¼" metal edging or a 1x4 or 1x6 treated wood border.

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#### 6.9.2 MAINTENANCE AND REPAIRS

Existing driveways can be repaired provided materials are traditional in nature, example: pavers, brick, cement and gravel (must have an apron on to the street to prevent gravel from spreading). When making repairs on a driveway, care must be done to ensure the new section blends with the existing. Painting of driveways is permitted with the correct paint types for concrete driveways. The following colors are approved from the Sherwin Williams pallet SW 7551 Greek Villa; SW 7009 Pearly White; SW7010 White Duck; SW7637 Oyster White. Epoxy or any other coating material cannot be utilized on new or existing driveways. It is required that ongoing maintenance is performed on a regular basis for all painted driveways.

#### 6.10 EXTERIOR MATERIALS

Exterior materials should be brick, stone, stucco, wood, or cement fiberboard, all as approved by the ARB. A maximum of three materials may be used on the exterior. Exterior Insulation Finish Systems (EIFS), untreated wood, concrete bricks, masonry block and exterior wainscoting are prohibited. Some of these materials may be approved for trim and accent features, on a case-by-case basis, by the ARB. Natural weathered wood materials, imitation or brick-like materials, and vinyl siding or a mix of vinyl and other allowed materials, are prohibited. Horizontal siding (wood and cement fiberboard) must be fully back supported to maintain a straight and even outer surface and must be fully and properly finished. Vinyl, as approved by the ARB, is allowed only for fascia, soffits, windows, and shutters. Aluminum may only be used for gutters, down spouts and fascia board on straight surfaces.

#### 6.11 EXTERIOR COLORS - PAINTING

The exterior materials and colors proposed for a building should blend together to create a harmonious look and seamlessly blend with the landscape and existing homesites. As such, samples of proposed exterior materials and paint colors must be submitted with the Plans.

Exterior color schemes are subject to the approval of the ARB and should reflect the Colonial Revival period with the selection of **muted tones in the Sherwin Williams Historic Colors of Charleston paint**

**color series.** The ARB may request that sample colors be submitted on a six (6") inch by twelve (12") inch piece of wood stock that has been primed and has a minimum of two coats of the requested paint color. The color of a masonry foundation should complement the exterior wall color.

## 6.12 FENCES AND HEDGES

All fences, including privacy screens, must be approved by the ARB. Fences and walls will be subject to close scrutiny, in order to maintain the open feel and views that Willbrook provides. Chain link fences will not be approved. Traditional four (4')-foot tall black aluminum replica "wrought iron" fencing styles are recommended. A fence must be complementary to the architectural style and materials of the home and placed in such a way to enhance the building to be approved. In selected situations, the ARB may require the use of solid or pierced vertical structures as screens, not as fences. The standard maximum height of forty-eight inches (48") will be upheld for such structures. 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. The ARB may require landscaping to screen a fence.

Fences 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, not exceed the minimum required regulatory height of forty-eight (48") inches (excluding perimeter fencing between properties in Allston Point, where a maximum of sixty (60") inches is acceptable where existing privacy fences are in place), and may not enclose an area greater than required for safety. Yard setbacks apply (See Section 4.3).

In order to provide golf course adjacent 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 and patio plans as a knee wall or bench wall.

The ARB will generally deem favorable low columns, low (12-22") masonry walls or lattice brick walls, open fencing and similar structures that define property lines when combining two or more Lots into one homesite. These structures will be considered on a case-by-case basis in relation to adjacent residences and uses, as well as the size of the yard created by the combination.

Fencing requests must include the following:

- An as-built site plan showing all Lot lines, setback boundaries and proposed location of fence;
- A cut sheet describing style, color, and dimension of the fence; and
- A cut sheet describing style, color, and dimension of any gate(s).

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### 6.12.1 ALLSTON POINT FENCES

Allston Point has specific privacy fencing within the patio home area of the Willbrook Plantation community. **All fence replacement requests will require a mandatory scaled and sealed surveyors' site survey with Plat and a written agreement between all impacted neighbors prior to demolition and construction. Only a single pre-selected fence style for this area of the community may be erected.**

## 6.13 FIRE PITS AND HARDSCAPES

Installed masonry structure firepits and hardscapes must be built a minimum ten (10') feet from the roofline and property line with consideration for larger trees in the vicinity in accordance with Georgetown County Code. Lots adjacent to the golf course must have a minimum of ten (10') feet from the golf course Lot line and a fire pit.

Ground level hardscape areas can be flagstone, concrete or small pebbles for areas that have additional drainage considerations. Ground level hardscape paving is not restricted to setback requirements.

Raised hardscapes and knee walls over twenty-four (24") inches must comply with Lot setback requirements (See Section 4.3). Drainage solutions must be marked on submitted plans.

## 6.14 FLAGS AND FREE-STANDING FLAGPOLES

Lots Owners with a Lot large enough that a freestanding flagpole can be located ten (10') feet away from either side elevation or rear elevation, and twenty-five (25') feet away from any Lot line, may be permitted, with specific ARB approval, to install a freestanding flagpole to display the United States flag. The flagpole should not be the architectural focal point of the property or detract from the its architectural presentation. The flagpole must blend with the landscaping and environmental features of the Lot. Flagpoles are limited in height to fifteen (15') feet. If a flagpole is illuminated, the lighting may not visually infringe on any nearby Lot owner.

If a freestanding flagpole has not been installed, a maximum of two (2) wall mount flag brackets and poles may be installed. The bracket must be mounted no higher than the height of the front door. Installing flag brackets on mailbox posts and trees is prohibited.

## 6.15 FOUNDATIONS

Both structural and design elements of foundations must be compliant for ARB approval.

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### 6.15.1 PIERS AND PILASTERS

Piles can only be utilized in a FEMA flood zone VE or greater. A concrete pilaster pier will be used in an AE zone or less.

Both structural features must complement the overall structure of the property and existing homesites in scale, design, size, number and color. Refer to Section 6.16, Front Doors, Portico's, and Entries, for additional architectural requirements.

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### 6.15.2 FOUNDATION TREATMENTS

In the case of a framed floor system, the space between the finished bottom on the main floor framing and the finished grade, between foundation piers or support posts, and between all openings in masonry foundation walls shall be visually closed. This includes open spaces under decks and outside stairs unless the overall design integrity provides an allowance for open piers and columns such as a loggia.

The following are acceptable methods:

- Lattice panels with closely spaced slats, 1-1/2" maximum openings and a minimum of 3/8" thick x 1-1/2" wide slats
- Lattice brick
- Horizontal wood louvers
- Limestone veneer
- Other methods reviewed on an individual basis

All exposed raw concrete or masonry surfaces that are eight inches (8") or more above finished grade shall be finished with stucco or other suitable material. Painted exterior raw concrete surfaces are prohibited.

#### 6.16 FRONT DOORS, PORTICOS, AND ENTRIES

Covered entries, porticos, and front porches were very dominant in Lowcountry historic design. Porticos that are integral with the property present a formal, simple elegant arrival location and must be a minimum of one hundred (100') square feet. Columns, cornices, exterior trim, and handrails of compatible traditional detailing are historically appropriate detail elements for the entrance. Appropriate detailing around door openings must be presented on the elevation drawings. A cut sheet of the entry door must be provided.

If the property has a single front entry door, the single door must be complemented by a sidelight on each of its sides. The sidelight must contain at least fifty percent (50%) glass. Exterior lighting adjacent to the front porch should also be considered. A cut sheet must be provided for exterior lanterns. All doors must have caps of soldier course brick, jack arches, wood caps or other approved decorative treatment. Running bond brick over any door of any elevation is prohibited. No door casing or decorative treatment may abut any frieze board.

Use of storm doors must be specifically approved, in writing, by the ARB. Only full clear glass storm doors without screens that match the door trim will be considered for approval. Screen doors are prohibited on the front entry door.

**When considering door colors, on Lots under .22 acre with a smaller street frontage, accent colors are limited to two colors other than window frames and eve trim.**

#### 6.17 GABLES

Gables must be trimmed planning overhangs, trim detailing, rakes and openings, usually windows and/or vents. Gable and cornice rake overhangs shall not encroach into a setback area (See Section 4.3) and shall be appropriate for the proportions and style of the house and consistent throughout the design. Major gable rakes should be no less than eight inches (8").

#### 6.18 GARAGES AND GARAGE DOORS

Each property must have an attached garage that houses no fewer than two (2) motorized vehicles. Commercial vehicles are required to be under roof; therefore, the garage constructed must properly account for these vehicles. Carports are prohibited.

**Garages must be side loading and may not face the street unless the Lot size is under .22 acres.**

The ARB will only grant approval for any variances when a particular hardship would otherwise result because of Lot size, configuration, topography, or other circumstances deemed sufficient by the ARB. Garage doors must be wood or painted metal raised panel. Operating remote controls are required.

If a double stall garage is constructed, each stall should be a minimum of nine (9') feet wide. All garage interior walls and ceilings must be finished. All ducts, pipes, and wiring must be concealed from view above the level of the finished ceiling. Garage door exterior color must be in a complementary **muted tones from the Historic Colors of Charleston color palette of Sherwin Williams**.

Side loading garages must be properly screened to neighboring Lots by landscaping. The garage turnaround area must provide for a minimum twenty-six (26')-foot back up distance, with an additional five (5')-foot buffer between the edge of the driveway and the Lot line, for a total minimum of thirty-one (31') feet. Driveway slope should not normally exceed a fourteen percent (14%) grade. Considerations may be for a garage addition connected to the property by an attached enclosed breezeway in keeping with the property design. No carriage houses will be allowed.

#### 6.19 GREENHOUSES

Greenhouses are not permitted structures within Willbrook Plantation. Seasonal protection for plantings is acceptable if disassembled outside of the Winter season.

#### 6.20 GUTTERS, DOWNSPOUTS AND RAIN BARRELS

Gutters and downspouts should be the same color as the fascia and soffits. All materials used must be approved by the ARB. Roof gutters should be conducted by down spouts to drain onto the subject lot.

Rain barrels are allowed and must be placed in the side or rear of the property. No front facing rain barrels will be approved. The rain barrel must be approved by the ARB before installation.

#### 6.21 HOUSE NUMBERING

Each property must be identified by numerals on the house in accordance with the 911 national emergency numerical system listing. Additional house numbering plates in front yard landscaping are permitted, but must be traditional in style and complement the homesite.

#### 6.22 HVAC EQUIPMENT AND GENERATOR SERVICE YARDS

No air conditioning, heating apparatus, or generator may be installed on the ground in front of, or attached to, any front elevation wall of any building. Air conditioning, heating apparatus, and generators must be screened from street view by a suitable service yard structure and/or landscaping. Structures must be constructed of an approved foundation building material and must be of a height that totally screens the equipment. Brick or brick lattice is recommended for brick homes. Stucco or painted wood lattice is approved for other exterior finishes. At a minimum, the structure must be thirty-six (36") inches in height and have a design that is acceptable to the ARB. If the height of an HVAC unit or generator exceeds thirty-six (36") inches, the structure must be of a height that will conceal the equipment.

A vegetative plant screen may be presented as an alternative in the Landscape Plan. If using only plants for screening, all plants must be a minimum of thirty-six (36") inches above ground at the time of planting and must offer foliage screening throughout all seasons.

The following is a list of recommended plants and the number required for adequate screening:

- Dwarf Burford Holly 5 - 7
- Compacta Holly 5 - 7
- Cleyera 7 - 9
- Tea Olive 5 - 7
- Ligustrum 5 - 7

## 6.23 IRRIGATION SYSTEMS

Irrigation systems are essential for maintaining lawns and landscaping. Wells are encouraged by the Georgetown County Water District to minimize the drain on community treated water supplies. However, a chemical addition system may also be required to minimize rust deposits. Please note when selecting your irrigation system, required periodic removal of rust on siding, driveways, sidewalks, gutters, streets, electrical transformers and mailboxes is the homeowner's responsibility.

All irrigation pumps are to be placed inside the garage or service yard. Any exception to a rear or indoor location will require appropriate dense vegetation screening.

## 6.24 LIGHTING

Willbrook Plantation's theme for exterior lighting within the Building Envelope is very conservative. Lighting cannot result in excessive glare or light intrusion on neighbors' properties and must not interfere with the privacy of nearby dwellings. Light pollution is a consideration for wetlands and local wildlife behavior. Accent lighting or floodlights must be hooded to prevent bulbs from being visible from the street and by neighbors. Lighting holders must be in a non-obtrusive color/finish such as black, Charleston green, copper, or burnished brass so as to blend into the landscape. No colored lights or spot lights will be permitted.

House mounted lights should be conservative in number and may only be mounted at a height that ensures the light emitted remains within the Lot footprint. The lighting must be subtle and understated, emitting light that is a soft white or warm yellow color, not bright white. Timers or motion sensors are required for all house mounted lighting. Cut sheets of all exterior fixtures must be submitted to the ARB.

Path lighting must be not taller than three (3') feet with low voltage lamps. Subtle tree uplighting is encouraged for key trees and taller bushes on a property, but cannot result in excessive glare and must not interfere with the privacy of surrounding properties.

Strings of lights attached to poles installed on the property will not be approved.

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### 6.24.1 LAMP POSTS

Lamp posts will be considered on an individual basis by the ARB when submitted with cut sheets, layout, and the proposed number to be used. Maximum height for lamp posts is six (6') feet and the posts must be of a traditional character. Lighting in driveway entrance columns must complement other external house light fixtures.



#### 6.25 MAILBOXES

Mailboxes are ordered through Waccamaw Management. There is only one approved mailbox post option available for Willbrook Plantation. There is a Mailbox Fee which covers the cost of the mailbox, mailbox post, and installation on the Lot. The Mailbox Fee must be paid by check made payable to Waccamaw Management, LLC. No commercially bought mailboxes will be approved.

If the paint on a Mailbox Post needs refreshing, the color to be used is Willbrook Mailbox Gray from Sherwin Williams. See Exhibit J for color code specifics. Required periodic maintenance of mailboxes is the homeowner's responsibility, and replacements can be ordered from Waccamaw Management.

#### 6.26 OUTDOOR SHOWERS

Outdoor showers must be screened in or enclosed on all sides with entry access. If possible, the outdoor shower should not be visible from the street. Outdoor showers shall be enclosed and attached to the house. The enclosure material must match or complement the exterior walls of the property. ARB approval is required for any outdoor shower installation. A vegetative plant screen must also be provided as an enclosure and presented in the Landscape Plan.

#### 6.27 OUTDOOR KITCHENS AND PERMANENT GRILLS

The ARB has no specific requirements for an outdoor kitchen that is integrated within a screened in sunroom.

If an outdoor kitchen has roof protection, this structure must fall within approved setbacks (See Section 4.3) and must be attached to the existing property. All exposed outdoor kitchen equipment should be integrated with landscape screening where possible.

#### 6.28 PATIOS AND DECKS

All patios must be of a size and design that complements the architecture of the property. Patios should blend seamlessly with the surrounding natural and introduced vegetation. These spaces can provide a high degree of privacy when bordered with appropriate landscaping. Samples of all proposed patio and/or decking materials must be submitted to the ARB for approval. Raised patios and decks must be constructed within setbacks (See Section 4.3). At grade patios do not have a setback requirement. If a knee wall is being added to an at grade patio, it must not be more than 22 inches (22") high. Proposed knee wall locations shall be shown on the Site Plan, Drainage Plan and Hardscape Plan filed for Final Review.

#### 6.29 PERGOLAS, ARBORS, GAZEBOS

Yard freestanding structures include, but are not limited to, gazebos, pavilions, front entry features, trellises, pergolas, and arbors. All materials must be wood, metal or composite, no fabric roof coverings are allowed. Any freestanding garden or yard structure that is movable shall be located within Georgetown County's required setbacks at the rear of the property and shall be harmonious in design, scale, materials, landscaping, and the color of the house.

## 6.30 PLAY AND RECREATION EQUIPMENT

The ARB has the authority to control the use and location of play equipment if it has a negative effect on the aesthetics and overall harmony of the neighborhood and adjoining common areas, including the golf course, if applicable. A planned playground that contains swing set, slides, and similar outdoor play structures and equipment must be approved by the ARB and located where it will have the least impact on the view of adjacent Lots, and where it can be best screened from view by the general public.

Unless otherwise approved by the ARB, such structures and play equipment must be located at the back of the property. The specific location must comply with Georgetown County's setback ordinances. Structures and play equipment cannot be attached to a building. If the Lot has an unusual shape, the Lot Owner should request that the ARB consider other options. The types of materials and colors to be used in the play equipment are subject to the approval of the ARB and should include only structures and play equipment that blend with the surrounding natural and introduced vegetation. Approval may be conditioned upon the placement of additional landscaping so as to provide a visual buffer.

## 6.31 POOLS, HOT TUBS AND SPAS

The ARB will only approve inground swimming pools that are integrated into a comprehensive Site and Landscape Plan. Above ground pools are prohibited. Pools must be at the back of the property and blend into the existing grades of the homesite within required setbacks (See Section 4.6.1). Consideration will be given to how the total pool, deck, pool equipment and security/safety elements are managed and designed. Screen enclosures or tubular birdcage structures enclosing a pool are prohibited. All outside pools must be completely surrounded by an approved four (4')-foot / forty-eight (48") inch minimum height fence or wall, as set forth in Section 6.12, "Fences Hedges," and must be in compliance with all governmental laws and regulations (both State of South Carolina and Georgetown County). Pool slides and diving boards are not permitted. Some homesites may not contain appropriate locations for swimming pools. The ARB has sole discretion to determine that a homesite does not have an appropriate location for a swimming pool.

Spas or hot tubs must be integrated into the landscape with privacy screening landscaping. If the height of the pump and filter equipment exceeds fifty-four (54") inches, a service garage structure must be installed of a height that will conceal the equipment. A vegetative plant screen at a minimum of thirty-six (36") inches above ground at the time of planting, to completely cover the height of the hot tub, must also be presented within the Landscape Plan. All spas or hot tubs must be in compliance with all governmental laws and regulations (both State of South Carolina and Georgetown County).

The pool filtration system may require disposal of backwash water if replaceable cartridge pool filters are not used. If so, a plan for the backwash drainage must be submitted to the ARB for approval. Backwash water may not be discharged into storm sewers, sanitary sewers, ponds, pond banks, grass surfaces or garden surfaces that would allow drainage into common areas, neighboring Lots, or above ground on the Owner's Lot. Acceptable backwash discharge systems include a French drain installed below the soil surface with the necessary gravel included, or a small pit or a sump pump with gravel below the shallow groundwater table.

Exterior spa, hot tub and swim spas must be located on the rear patio or deck and no larger than eight (8) feet by fourteen (14') feet (8'x14'). They must be screened by mature landscaping at planting to mitigate the view from the golf course, neighbors and street.

#### 6.32 PORCHES AND DECKS

Porches and decks should be designed with substantial, well-proportioned railings, flooring, and support posts that meet building code requirements. The size and design of porches and decks should be architecturally compatible with the property. Front porches must be at least one hundred (100 sq ft) square feet in size. Front porch and deck support columns constructed of masonry must be a minimum of twelve by twelve (12" x 12") inches, and when constructed of wood, ten by ten (10" x 10") inches. Wood columns must include base and capital detailing.

Decks below the finished first-floor elevation must be screened with vegetative plant material as presented in the landscape plan. All screening plants must be a minimum of thirty-six (36") inches above ground at the time of planting. Decking materials should be either concrete, pressure treated lumber, or composite products.

Rear porches may be screened, but must be detailed with columns that appear to have already existed prior to being screened. Porch and deck columns in the rear of the property must be a minimum of eight by eight (8" x 8") inches and of a design that aesthetically matches the existing or proposed property. Architectural drawings in a scale of 1 = 20 must be submitted and approved before permitted construction begins. Slender, metal tubular columns are prohibited.

All rear porches and covered rear decks must be constructed within setback requirements (See Section 4.6.1).

#### 6.33 PROPANE TANKS

All propane tanks in new homes, except those that are part of barbecue grills, free-standing fire pits, etc. must be constructed and installed according to Georgetown County's Building Code requirements.

All propane tanks of 125 gallons or fewer may be above ground but must conform to Georgetown County's Building Code requirements. They are required to be completely enclosed, with a gate for access, by an approved screening material or dense evergreen shrubs (see Exhibit D) planted at a minimum of thirty-six (36") inches' height. All new or existing, propane tanks greater than 125 gallons must be buried underground according to Georgetown County's Building Code.

#### 6.34 PUBLIC UTILITIES

A vegetative plant screen must be provided for the property's public utilities including electrical, cable, phone, gas etc. This must be approved by the local public utility service within the common right of way and may not block access for service of any public utilities. The vegetative screen must be presented in the landscape plan. All screening plants must be a minimum of thirty-six (36) inches above ground at the time of planting. **Approval must be given by utility providers prior to planting near or around the transformers.** Remember to call 811 for a utility location mark-out prior to breaking ground.

#### 6.35 RETAINING WALLS

All retaining walls must be specifically approved, in writing, by the ARB. Retaining walls may be permitted only in cases in which their omission would result in excessive slopes, erosion, excessive maintenance, or extensive clearing. Retaining walls visible from the street and from adjoining Lots must be constructed of,

or faced with, a foundational material used in the construction of the property or of a type approved by the ARB. All such walls must be designed to be structurally sound and offer proper drainage.

## 6.36 ROOFS

The roof profile is of great importance to the traditional Colonial Revival style. Roof shapes must ensure generous overhangs are not eliminated. Generally, gable and hip roofs are preferred. Flat roofs, built-up roofs, mansards, low ranch, shed and oriental forms do not complement traditional design. Most traditional designs incorporate a broken ridge and many feature dormers. Piping vents must also be positioned to the rear elevation and blend with the roof color. Standing seam roofing can only be utilized on front or rear porches.

### 6.36.1 PITCH

The main structure pitch or slope should not be less than eight: twelve (8:12). Porches, deck roofs, and other attached secondary structures may be proposed with a lesser pitch. Dormers in correct proportion and other historic roof elements are encouraged, provided that the proportions are in keeping with the proposed design. Roofs and roof pitches should be in proportion to the overall size and shape of the property. Roof eaves shall have a minimum depth of ten (10") inches and shall be enclosed. Eaves shall be required on all types of roofs.

### 6.36.2 MATERIALS

Acceptable roofing materials include wood shingles, wood shakes, shingle coated metal, natural or manmade slate with a minimum twenty-five (30)-year warranty, and architectural (sculpted) style shingles comprised of asphalt composites or fiberglass. Samples of all specific roofing materials must be submitted and approved, in writing, prior to construction. Metal roofing may be used as an accent with approval from the ARB. Solar shingles may be a roofing option that will require approval from the ARB.

Roof vents, roof power vents, plumbing vent pipes, and skylights are prohibited on roofs visible from any street. Roof vents, roof power vents, rain diverters, skylight housings, plumbing vent pipes and non-copper flashing must be painted to blend with the roof shingles, except when flashing is applied to vertical surfaces. When flashing is applied to vertical surfaces, the flashing may be painted to blend with the vertical materials. Any other roof treatments or features (i.e., ridge vents) must be noted on the architectural plans.

## 6.37 SATELLITE DISHES AND ANTENNAS

Per a ruling by the Federal Communications Commission ("FCC"), Community Associations may no longer prohibit the use of satellite dishes within their communities. However, the ARB 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 for one (1) primary and two (2) alternate sites.

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 ARB. The ARB Administrator has examples of satellite installations which are satisfactorily executed.

A property may generally have one (1) freestanding receiving satellite dish, antenna or disc not to exceed twenty-four (24") inches in diameter. Any such device must be located in the rear of the property as approved by the ARB, may not be visible from the street, and must meet FCC requirements.

#### 6.38 SKYLIGHTS

Roof skylights are not common in traditional architecture and should be used with restraint. When skylights are used, they must be low profile and positioned toward the rear of the home, away from the street views.

#### 6.39 SIDING

For homes with wood siding (or contemporary siding products such as Hardie Board), care must 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 will not be approved for siding materials.

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 design elements and will not be approved.

#### 6.40 SOLAR PANELS AND WIND TURBINES

Solar devices are discouraged but may be approved by the ARB. Devices should be compatible with the site and integrated with the architecture. Wind turbines for residential use are prohibited. Small wind energy systems are not permitted on a Lot in any location.

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##### 6.40.1 SOLAR PANEL LOCATION

Solar Panels are restricted to the side and rear portions of the roof. In no case will a solar installation (panel or tube) be permitted on the front slope of a roof. No solar panel is allowed on the front elevation, nor can solar panels be installed in a separate location such as the yard or pole mounted. Solar panels will not exceed the height of the roof peak. The size and number of solar panels should be limited to as small and as few as possible for efficiency.

Any and all roof mounted solar fixtures, equipment and systems located on the roof shall be within the wall line of the structure. However, the ARB may require additional distance between the solar energy system and the roof edge if the roof overhang is minimal. All solar devices shall be low profile, non-rack mounted panels, consistently following the roofline, and secured so that they do not jeopardize the safety of residents or cause damage to adjacent properties, and further must comply with all applicable building codes and other governmental regulations. ***Solar installations must be guaranteed to withstand wind***

***speeds up to 145 MPH. All solar panel features should be detailed on manufacturer spec sheet and submitted to the ARB with application.***

Any external equipment, including but not limited to power boxes and pumps, must be located within the service yard for HVAC equipment or separately screened from view and may not be located on the front of the house. Any tubing or wires must be concealed properly so as to blend with roof or siding.

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.

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.

Panel material for solar energy systems should be dark in color and/or be consistent with the existing aesthetic character of the structure. A cover plate or the glazing for solar energy systems should be either transparent or consistent with the aesthetic character of the structure.

All roofing materials, including portions underneath and/or abutting solar energy systems, shall be of materials compliant with the Willbrook Covenants, Conditions & Restrictions and these Guidelines. These materials are subject to the final determination and confirmation in writing by the ARB. The ARB may require alteration or substitution of the solar energy system based on requirements and any other State and Federal regulations.

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#### 6.40.2 SOLAR APPLICATION REQUIREMENTS:

- Sample of the proposed solar energy systems and manufacturer's product literature.
- Professionally drawn construction drawings to scale and showing all elevations, assembly, the attachment to the roof structure, and proposed location on the building. Details that apply to the specific installation (plumbing, panels, attachments, etc.) service yard.
- Calculations shall be provided with the initial application verifying the number and/or area of panels required for the proposed solar energy system.
- Photographs shall be submitted showing the location of the proposed solar energy system and its visibility from neighboring homesites, structures, the golf course and street(s).
- Final approval will be made when all legal licenses have been approved and the ARB has received copies thereof.

#### 6.41 STORM SHUTTERS AND SCREEN DOORS

The ARB recognizes the merits of operable shutters for windows and doors. The ARB encourages the use of operable conventional shutters (and in some designs, Bermuda shutters) for storm protection and as traditional elements.

Shutters, which can protect windows and doors if operable, must be latched or restrained with traditional shutter “dogs” when not used to close openings. If shutter dogs are on storm shutters, garage doors must have matching shutter dogs.

Screen doors are only acceptable on the rear of a property. Please refer to Section 6.16 for storm door requirements on your front door.

Retrofit metal storm shutters are prohibited. Storable, removable pin mounted storm shutters are acceptable. ARB approval must be given prior to any installation.

#### 6.42 TRASH CONTAINERS

Trash containers cannot be placed in the front elevation of a home. Trash containers should be placed in the garage whenever possible. Trash containers which are stored outside must be enclosed in a service yard with an entry. The service yard must be constructed of an approved foundation building material and be of a height that completely screens the trash containers. A vegetative plant screen must also be used as screening and should be presented in the Landscape Plan. All service yard screening plants must be a minimum of thirty-six (36”) inches above ground at the time of planting.

Dumpsters or storage containers can only be used on a temporary basis during construction or remodeling refer to Section 9.9.

#### 6.43 WINDOWS, WINDOW SCREENS AND SHUTTERS

Windows should be thermal paned and of the same type and style on all exterior elevations. All windows must be representative of the Colonial Revival style with mullions, and give consideration to neighboring properties. An exception for requiring divided lights in windows may be given for sunrooms in the rear of the house. Existing properties may replace window design “like for like” when upgrading windows.

All windows must have caps of soldier course brick, jack arches, wood caps, or other approved decorative treatment. Running bond brick over any window of any elevation is prohibited. No window or decorative treatment may abut any frieze board. Vinyl clad windows will be considered upon submittal of actual window cut sheet or window samples. All-vinyl glazed windows are discouraged.

During an initial build or window replacement, it is the recommendation of the ARB, within the overarching traditional style of Willbrook Plantation, to install full screens on all windows where screens will be present. Colors of shutters and doors should complement each other.

Permanently affixed exterior storm windows are prohibited. If shutters are being utilized in the property design, providing space is available, all shutters on windows visible from the street must fit the proportion and shape of the window, or expanded window treatments of stacked brick, brick headers, and brick sills.

When considering shutter colors, on lots under .22 acre with a smaller street frontage, accent colors are limited to two colors other than window frame and eve trim.

## 7. LANDSCAPE DESIGN

Landscape design should complement the natural elements and vegetation within Willbrook Plantation. Various hardwoods, flowering trees, and oak and pine trees are plentiful within the community, and the ARB intends to maintain this landscape integrity when reviewing and approving landscape designs. Landscape design should always complement and account for the architecture and location of the property and garage. When reviewing a specific Landscape Plan, the ARB considers the relationship of the buildings to the site, and to the location of the buildings on adjacent Lots. The ARB also considers primary views, prevailing breeze, solar orientation, ponds, as well as other amenities.

### 7.1 DESIGN CRITERIA

Fundamental design criteria require that gardens and lawns blend in with the native vegetation, terrain, and natural beauty of Willbrook Plantation. Lot Owners are encouraged to retain as much of the existing vegetation and natural amenities as possible. The Landscape Plan must specifically identify all trees required to remain on the Lot as agreed to by the ARB representative. The design must include foundational plants on the front and side elevations of the property and garage. Foundational plants must be a minimum of thirty-six (36") inches above ground at the time of install. The landscape design must also include a minimum of three mature trees, each having a minimum DBH (Diameter at Breast Height) of four (4") inches, located in the front yard. The entire Lot must be uniformly sodded from the street to every mulched bed.

The landscape design must include mulching of the area that is within ten (10') feet of the property and garage and for all planted areas. Pine straw, and dark brown or black bark are acceptable types of mulch.

***Gravel, stone, and rubberized mulch products are prohibited within landscape beds.***

Trellises visible from the street are prohibited unless integrated into a service yard structure or used to stabilize landscaping. Trellises of an ornamental nature are allowed over garage doors.

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#### 7.1.1 PLANT MATERIAL

Plant material that is indigenous to the area will generally have a much greater survival rate than others, and will also complement Willbrook's traditional, gracious style. 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, propane tanks, generators, irrigation pumps), the plants must be of sufficient size to completely screen the area within one (1) growing season. Foundation plantings must 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 must continue to the street edge.

Please refer to Exhibit D for a listing of recommended plants to be used in planning the landscape design. The recommended plants are indigenous and traditional in design influence in South Carolina. Due to its native habitat, grazing deer are prevalent. Owners are encouraged to integrate deer-resistant plants in their landscape designs.



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### 7.1.2 NATURAL AREAS

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

## 7.2 IRRIGATION

Each landscape design must include an irrigation system that uniformly waters all planted and natural areas of the Lot. The irrigation system must be connected to the Georgetown Water & Sewer Authority water system or on a well installed on the Owner's Lot.

If considering the use of well water to maintain landscaping and other outdoor uses, the community recommends usage of stain limiting treatments for well water systems. Regular rust removal of rust-colored stains on and around the property resulting from the use of well versus city water is the sole responsibility of the homeowner.

## 7.3 LANDSCAPE PLAN

The Lot Owner must submit two (2) copies of the Landscape Plan to the ARB for approval. A formal reproducible landscape plan at a scale of 1" = 20', 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.

The Landscape Plan must be submitted within sixty (60) calendar days from the issuance of the site inspection approval authorizing construction to begin. The Landscape Plan must show all proposed site buildings and features, including driveways and turnarounds, walkways, patios, decks, fences, pools, spas, mailboxes, utility boxes and any other site features. Utility, trash, air conditioning/generator, and other services yards and visual screens should also be noted.

The Landscape Plan must contain a complete list of proposed plantings, including the location, type, size, quantity, and proposed spacing of each. The Landscape Plan must also show all beds and mulched areas, including the type of mulch. The location and type of any well must be clearly shown on the Landscape Plan.

Landscaping plans for New Construction must be submitted with New Construction application. Changes to existing landscaping or redesign should be submitted to [ARB@willbrookplantationSC.com](mailto:ARB@willbrookplantationSC.com) with a Minor Change request form Exhibit G.

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### 7.3.1 CORNER LOT PLANTINGS

When preparing a Landscape Plan, plantings may not obstruct the site lines at a roadway corner. Plantings within ten (10') feet of a roadway corner must consist of plants that can be maintained at a maximum height of three (3') feet for visibility. Trees whose branches overhang the roadway must be kept trimmed to a height of thirteen (13') feet six (6") inches above the road surface and twenty (20') feet in roadway width. This provision is in compliance with Midway Fire and Rescue of Georgetown County Fire and Rescue equipment height clearance requirements.

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### 7.3.2 GARDEN PONDS

Garden pools such as “goldfish” or reflecting ponds 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.

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### 7.3.3 FOUNTAINS AND STATUES

Fountains, garden statuary and similar water features will be reviewed on a case-by-case basis as they relate to integration into the Lot overall and surrounding properties. Placement of fountains is preferred on the rear of the homesite. Pictures of the fountain or statue with all dimensions must be submitted with a Minor Change request. Any fountain or statue lighting must also be submitted with the approval request and be compliant with exterior lighting requirements per Section 6.24.

## 7.4 LANDSCAPE PLAN REVIEW AND APPROVAL

During its review process, the ARB will take into consideration all elements of the individual Landscape Plan, the plant materials selected, and their integration into the Lot’s natural vegetation. The ARB will notify the Owner if the Landscape Plan is approved or if any revisions are required. At the time of ARB’s Final Inspection, the ARB reserves the right to require additional plantings or replacement of existing plantings, as deemed necessary.

## 7.5 VEGETABLE GARDEN GUIDELINES

When installing a vegetable garden, the following criteria need to be met:

- The garden shall not be visible from the street or sides and only at the rear of the property.
- Movable pots may be used in lieu of a garden and placed in a sun area for optimum growth.
- The appearance shall be in accordance with the surrounding landscape, to include supports, which shall be green stakes or similar materials.

## 7.6 TREE PRESERVATION ACCOUNT

All tree removal fees, penalties and fines collected pursuant to these Guidelines shall be recorded and maintained in a special account known as the Willbrook Plantation Tree Preservation Account. These funds are to be used at the discretion of the Willbrook Board of Directors for installation and maintenance of trees on common property of Willbrook Plantation in its ongoing effort to maintain the natural appearance and property value of the community.

## 8. CONSTRUCTION PROCESS

All Improvements must start construction within six (6) months of receiving approval and be completed within twelve (12) months from the issuance of the written site inspection approval authorizing construction to begin. Time extensions for starting a project may be granted by the ARB if written requests explaining the cause of delays, and future timeline plans are received by ARB Administrator at Waccamaw Management 15 days prior to the expiration of approval. Written approval of the extensions must be provided prior to work commencing. Refer to Exhibit A for fees and deposits.

Should construction exceed twelve (12) months and/or any approved extension thereof, a fine of \$200 per week will be issued. The fine will be deducted from the Construction Deposit.

### 8.1 CONSTRUCTION RULES

The Construction Rules for all construction on Unimproved and Improved Lots are attached as Exhibit K.7 or Exhibit H and apply to all Owners and builders within Willbrook Plantation. The ARB reserves the right to amend such Rules from time to time in its sole and absolute discretion.

### 8.2 ZONING AND OTHER GOVERNMENTAL REGULATIONS

In addition to complying with the requirements imposed by the ARB, the Lot Owner must comply with all zoning and other applicable governmental laws, rules and regulations. Approvals issued by the ARB shall in no event be construed as representations or warranties that the Lot Owner's plans or improvements comply with any such governmental requirements. As per Article VII, Section 6 of the Declarations and Covenants "Approval Not a Guarantee or Representation of Proper Design or Good Workmanship."

### 8.3 VARIANCES

The ARB may occasionally grant variances from the setback requirements subject to the approval of the HOA Board of Directors.

A Variance Request Form Exhibit M completed by the applicant who must establish by the following requirements in narrative form the substantial justification of the request.

The applicant, in a separate narrative, must state and provide substantial evidence that:

- A unique hardship described by the applicant exists preventing the design or construction of a residence and/or other improvement(s) on the subject property;
- Extraordinary and exceptional conditions described by the applicant exist preventing the design or construction of a residence and/or other improvement(s) on the subject property;
- Such hardship and conditions are peculiar to the particular piece of property; and
- The requested relief, if granted:
  - Would not cause substantial detriment to the Willbrook community nor to owners of adjoining property,
  - Would not impair the intent of the ARB Guidelines, Covenants and Restrictions, and
  - Shall not constitute a precedent.

The ARB Administrator shall notify in writing all owners of property adjacent to and/or in line of sight of the property owned by the applicant requesting the variance. The notice shall include a brief description of the variance requested and shall give each owner ten (10) business days to respond as being in favor of or opposed to the variance requested. The ARB and HOA Boards of Directors shall consider each response, but shall evaluate the appropriateness of the request based primarily upon the proof offered by the applicant to the issues denoted above.

The ARB and HOA Boards of Directors must find in favor of the applicant on each of the above requirements and must also opine that such findings constitute a valid justification for granting the variance requested. The ARB Administrator cannot grant a variance. All decisions relating to a variance will be provided in writing with the reasoning for approval or denial of the request. All decisions are final.

The ARB cannot grant a variance to a provision such as applicable CCR's, setbacks and easements established by an instrument recorded in the office of the Georgetown County Register of Deeds including the indenture deed, covenants, by-laws, restrictions and plats without written approval of the HOA Board of Directors. ***The ARB can grant a variance to a provision of the Guidelines, but shall notify the HOA Board in writing prior to the granting of any such variance.*** No variance can be granted which does not comply with codes, ordinances, rules or regulations of any governing authority. If, during a design review, the ARB discovers a variance that has not been requested, the ARB shall determine whether a submittal must be resubmitted or disapproved.

#### 8.4 CONSTRUCTION SIGN

An ARB-approved construction site sign must be installed on the Lot during the construction process. No other signs or advertising are permitted. This sign must be ordered and purchased from Waccamaw Management Exhibit K.6. The grading and building permits must be attached to a post on the Lot in such a manner as to protect the permits from the elements. Under no circumstances, may the permits or other signage be attached to trees.

#### 8.5 CONSTRUCTION HOURS

Construction hours for all construction and landscaping work are as follows:

Monday through Friday: 7:00 am. to 6:00 pm.

Saturday: 8:00 am. to 5:00 pm.

Sunday / Public Holidays: NO WORK

#### 8.6 TREE AND VEGETATION PROTECTION

Lot Owners, their builders, and their contractors must preserve the existing trees not approved for removal on the Lot during the course of construction. Notwithstanding any other provision herein, no trees may be cut or removed on any Lot, and no Lot may be cleared, unless first approved, in writing, by the ARB. No trees may be removed from any Lot in violation of Georgetown County ordinances and regulations. Owners are encouraged to save as many trees as possible on each Lot and especially trees at the front, sides and rear that help form a natural canopy. Lot Owners and builders are prohibited from covering tree roots with large amounts of fill or soil that could cause damage to any tree. Any tree with a DBH of ten (10") inches or more must be protected during construction with a tree barricade, constructed of two by four (2x4)-inch orange lattice fencing. Equipment used for removing trees must be operated in

such a manner as to avoid damage to vegetation outside the designated clearing area. The ARB may recommend that the property footprint be shifted in order to save a prized tree.

#### 8.7 EROSION AND SEDIMENT CONTROL

During any clearing, grading, and construction activity on a Lot, all run-off, erosion, and sediment, beyond that which occurs in a natural, undisturbed condition, must be contained. Individual trees, or tree groups located within that are designated for preservation, must be protected from run-off, erosion, or sediment damage.

#### 8.8 LANDSCAPING

A Lot's landscaping must be completed prior to the Lot Owner occupying the property. If the landscaping is not completed at occupancy, the ARB has, in its sole and absolute discretion, the authority to assess monetary penalties against the Owner of up to \$100.00 per day from date of occupancy until the date the landscaping is completed. If the landscape design includes plants that, due to seasonal conditions, cannot thrive until a later time, the Owner may request approval of a variance from the ARB. The request for variance must include the list of plants and a time schedule for their planting. If the ARB specifically approves the variance in writing, all planting must be completed by the agreed upon date or monetary penalties may be assessed.

#### 8.9 DUMPSTERS

External Storage and dumpsters are only allowed during the construction process. During any construction, a dumpster approval from the ARB is required for each month in use until final removal. Dumpsters are only allowed at the front of the Lot or existing driveway area.

Pods for use before or during construction may be delivered for loading and unloading for a maximum of 72 hours. If an extension is required, please immediately contact Waccamaw Management on [ARB@willbrookplantationSC.com](mailto:ARB@willbrookplantationSC.com) for approval.

#### 8.10 CONSTRUCTION INSPECTIONS

Throughout the process of construction, the ARB and Waccamaw Management will complete the following inspections:

- Site Clearing - A reviewing of protective fencing around remaining trees over 10" DBH, trees to be removed marked, site stakes clearly visible, staking plan laid out indicating house location on the Lot.
- Mid Construction - When property is vertical and under roof the Mid Construction Survey must be requested by the Lot owner. This will Cross check materials being used, site plan accuracy to build, ongoing protection of landscaping, all General Contractor construction requirements are being met.
- Final Construction - Ensure approved plan matches final build and landscaping will be completed within approved timelines. Assess damages (if any) incurred through the construction process.

## 9. EXHIBITS

EXHIBIT A	Fees and Deposit Schedule.....	Page 34
EXHIBIT B	Enforcement Fine Schedule .....	Page 36
EXHIBIT C	Tree Removal .....	Page 37
EXHIBIT C.1	Tree Protection Ordinance .....	Page 37
EXHIBIT C.2	Tree Removal Request Form .....	Page 38
EXHIBIT D	Suggested Deer Resistance Plantings List .....	Page 39
EXHIBIT E	Checklist for Major and Minor Change Application .....	Page 40
EXHIBIT F	Major Change Application Form .....	Page 41
EXHIBIT G	Minor Change Application Form .....	Page 42
EXHIBIT H	Construction Rules for General Contractors / Contractors and Owners .....	Page 43
EXHIBIT I	Application for Mailbox Replacement Willbrook Plantation .....	Page 45
EXHIBIT J	Mailbox Repairs Application Willbrook Plantation .....	Page 46
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EXHIBIT L	Willbrook Plantation Overview Map .....	Page 48

# EXHIBIT A FEES AND DEPOSITS SCHEDULE



**No plans will be accepted for review by the ARB until receipt of the application fee(s) and the completed applications for Construction / Modification or Removal Projects.**

Please make Community Impact Fee and Construction Deposit checks payable to: THE WILLBROOK PLANTATION COMMUNITY ASSOCIATION.

For ARB Administrative Fees, Mailbox & Sign Fees please make checks payable to: WACCAMAW MANAGEMENT.

TYPE OF REVIEW	Admin Fee	Community Impact Fee	Construction Deposit *	Landscape Deposit *
	Payable Waccamaw Mgt.	Payable Willbrook Plantation	Payable Willbrook Plantation	Payable Willbrook Plantation
<b>Major Change or Modification</b>				
Building Addition (Increase in Sq. Ft Under Roof) +	\$200	\$200	\$2,500	
Driveway / Patio / Masonry ( <u>Over</u> 250sq ft.) +	\$200	\$200	\$1,000	
Landscaping, including ponds (excluding trimming and maintenance) +	\$100	\$100		
Outdoor Shower	\$100	\$100		
Solar Panels	\$200	\$100		\$500
Swimming Pool +	\$200	\$200	\$2,500	\$2,000
<b>Minor Change or Modification</b>				
Add Shutters / Awnings / Canopies	\$-			
Driveway / Patio / Masonry ( <u>Under</u> 250sq ft.) +	\$-			
Exterior Lighting	\$-			
Fence / Wall / HVAC Screen additions or modifications	\$-			
Flagpole	\$-			
Gazebo	\$-			
Gutter and Downspout Addition / Replacement	\$-			
Outdoor Lighting	\$-			
Play Equipment	\$-			
Propane Tank Replacement	\$-			
Re-inspection caused by Owner or Builder – Stakeouts and trash compliance inspections and will be billed to the owner	\$100	\$100		
Replace or Change doors / Windows / Garage Doors	\$-			
Re-stain / Paint House / Doors / Shutters	\$-			
Roof Shingle Replacement	\$-			
Tree / Planting Removal	\$-			

**\* Impact and Landscape Deposits:** Portions of the deposits may be refunded after completion of the project, final inspection and Certificate of Occupancy is obtained by Georgetown County (If appropriate). These deposits cover any damages or heavy use of Willbrook Plantation common areas from contractors, vendors, etc. during construction. Deposits are also the property owners guarantee of compliance with the rules and regulations for all stages and elements of construction. Deposit refund amounts may vary according to the scope of the project, i.e., utilization of heavy equipment, including but not limited to, trucks with more than two axels, track-driven

equipment, front-end loaders, backhoes, concrete trucks, dumpsters, etc. Please pay Deposits with a separate check made payable to WILLBROOK PLANTATION.

**\*\* Subject to change based on Waccamaw Management Sign Pricing**

+ Site Survey and Legal Plat to Scale required with Application to review request.

If an Owner commences any work or causes any work to commence that is deemed to be in violation of the Covenants, Rules and Regulations and Guidelines Bylaws then the Owner shall be subject to a fine See Exhibit B Enforcement Fine Schedule, plus the cost required for any corrective action.

All work approved by the ARB shall require the Owner to obtain all applicable government permits and provide a copy of these permits to the ARB for their records. If an Owner undertakes work that has been approved by the ARB without obtaining and submitting to the ARB for file, the appropriate government permit, the Owner shall be subject to \$100 fine in addition to any government fines and the costs of any corrective action deemed appropriate by Georgetown County and Willbrook Plantation.

Should the actual review costs exceed fees, owner will be billed additional costs additional charges may apply.



## EXHIBIT B ENFORCEMENT FINE SCHEDULE

Fines are due upon Notice. Late payments are subject to interest. **Fines do not include the homeowners' costs for resolving the issue.**

Deposits held in escrow are not refunded until all fines are paid in full.



Infraction	Fine
Non-confirming Building Site Sign (after warning)	\$100/Day
Severe Damage to a Protected Tree ( <i>health/viability of tree is severely threatened</i> ) Assessment Plus cost of replacement if necessary.	\$500/Tree
Unauthorized Tree Removal (fee & replacement) In addition to any fines levied by Georgetown County and cost of replacement if deemed necessary	
Canopy Tree	Up to \$5,000/Tree
Non-Canopy Tree	Up to \$1,000/Tree
Unauthorized Change in Approved Plans ( <i>Placement of property, Height, Roof material, Windows, or other changes as determined by the ARB and stipulated in The Guidelines or Rules and Regulations</i> )	Up to \$5,000
Vehicles Parked on Adjacent Property (After Prior Warning)	\$100/Day
Unauthorized Burning on Lot	\$500/Per Occurrence
Unauthorized Major Change	\$2,500/Per Change + \$250 per week until resolved *
Unauthorized Minor Change	\$250/Per week until resolved *
Poorly Maintained Improved Property ( <i>Property with existing structures per first 90 days, then monthly thereafter</i> ):	
Exterior of Building	\$500
Lawn, landscaping and natural areas	\$500
Damage to roadways and community property not repaired after 10 days	Up to \$500/Day
Unapproved removal of vegetation, brush or trees from Willbrook Common property, Founders Club property or outside of Lot lines	\$ Unlimited dependent on offence
Dumping of yard debris on common land	\$500 per offence
Unapproved extension in construction timeline	\$200/week*
Other contractor/construction miscellaneous violations after prior warning: ( <i>Example: Temporary sanitary facilities unscreened, littered construction site, dumpster or materials on right of way, materials on adjacent property, overflowing dumpster, failure to use gravel at curb cut, etc.</i> )	\$100/Day or Occurrence
Other Violations of Guidelines and Procedures After Warning	\$250/week*

\* Weekly fines are charged for violations incurred Saturday to Friday a full week will be charged each Saturday.



## C.1 TREE PROTECTION ORDINANCE

The HOA Board is fully supportive of the Georgetown County Tree Ordinance Section 13.1.1 of the Georgetown Ordinance which applies to all zoned property in un-incorporated Georgetown County. This includes all of Willbrook Plantation. The tree canopy within Willbrook Plantation is a historic and fundamental visual foundation of the community.

A licensed arborist should submit a report including any tree disease and overall condition. **In order to remove trees from properties within Willbrook Plantation you must have the approval and necessary permits from Georgetown County for protected trees AND approval from the ARB.** If the ARB does not allow removal of a tree which the County has permitted removal of, the decision of the ARB shall prevail.

Georgetown County tree ordinance, including trees protected by the county, can be reviewed in full at <https://www.gtcounty.org/DocumentCenter/View/1346/ARTICLE-13-Tree-Regulations-PDF>

The list of trees below are “significant trees” considered protected within Willbrook Plantation in addition to all protected trees in the Georgetown County Tree Ordinance.

SPECIES	COMMON NAME	MINIMUM DIAMETER (DBH)
Quercus Virginiana	Live Oak	10”
Quercus Alba	White Oak	10”
Quercus Stellata	Post Oak	10”
Quercus Nigra	Water Oak	10”
Quercus Falcata	Southern Red Oak	10”
Quercus Lauifolia	Laurel Oak	10”
Quercus Phellos	Willow Oak	10”
Acer Rubrum	Red maple	10”
Liquidambar Styraciflua	Sweetgum	10”
Liriodendron Tulipifera	Yellow-Poplar	10”
Taxodium Distichum	Baldcypress	10”
Cercis Canadensis	Eastern Redbud	4”
Ilex Opaca	American Holly	4”
Cornus Florida	Flowering Dogwood	4”
Fagus Grandifolia	American Beech	10”
Magnolia Grandiflora	Southern Magnolia	10”
Carya Tomentosa	Mockernut Hickory	10”
Carya Glabra	Pignut Hickory	10”
Carya Ovata	Shagbark Hickory	10”
Ulmus American	Elm	10”
Nyssa Aquatica	Tupelo	10”
Nyssa Biflora	Black Gum	6”
Diospyros Virginiana	Persimmon	10”
Magnolia Virginiana	Sweet Bay	6”
Gordonia Lasianthus	Gordonia	6”

C.2 TREE REMOVAL & TRIMMING REQUEST FORM

New Construction: Please complete form below and add to your new Construction Packet.

Lots with an Existing Property: Please submit request to [ARB@willbrookplantationSC.com](mailto:ARB@willbrookplantationSC.com)



Requesting Applicant: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Tree Species/Name: \_\_\_\_\_

Basis for Tree Removal / Trimming Request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Contractor / Arborist:

\_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone#: \_\_\_\_\_

Business Address: \_\_\_\_\_

**FOR TREE REMOVAL ONLY**

Georgetown County Permit Acquired: ☐

Georgetown County Permit Attached: ☐

**For Internal Use by Waccamaw Management ARB**

ARB Site Visit Conducted by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Georgetown Permits Received and on File: Yes ☐

Date of ARB Approval Letter for Removal: \_\_\_\_/\_\_\_\_/\_\_\_\_ and / or Mitigation: \_\_\_\_/\_\_\_\_/\_\_\_\_

**EXHIBIT D SUGGESTED DEER RESISTANT TREES, SHRUBS, GROUND COVER & VINES**



To assist in planning your landscaping, please refer to the list below to assist you in your landscaping material suggestions.

\* Deer will eat new growth at times and will eat old growth when extremely hungry. Trees and shrubs should be large enough, or protected while growing larger, so that the deer cannot reach edible parts. Also, the lower bark should be watched for deer rubbing or gnawing which could damage the plant.

TREES	EVERGREEN SHRUBS & SMALL TREES	DECIDUOUS SHRUBS
Live Oak	Camellia *	American Beautyberry
Tulip Tree	Sasanqua Camellia *	Butterfly Bush
Red Oak	Reeve's Spirea	Chaste-Tree
Swamp Red Maple	Wax Leaf Ligustrum	
Cypress	Gardenia	
Dogwood	American Olive *	
Crepe Myrtle *	Banana Shrub	
Oriental Magnolia	Wild Azelia	
Crab Apple *	Elaeagnus	
Bradford Flow Pear	Dwarf Palmettos	
Cherry Laurel	Oak Leaf Hydrangea *	
American Holly	Pineapple Guava	
Red Birch	Nandina	
River Birch	Oleander	
Sweet Magnolia	Rosemary	
Gardenia	Savannah Holly	
Red Bay	Carissa Holly	
Loblolly Pine	Dwarf Yaupon Holly	
Japanese Black Pine	Yaupon Holly (Upright & Weeping)	
Long Leaf Pine	Foster Holly	
Bald Cypress	Fragrant Tea Olive	
Leland Cypress	Spring Bouquet Viburnum	
Southern Magnolia	Anise	
	Florida Anise	
	Glossy Abelia	
	Cast Iron Plant	
	Spanish Bayonet	
	Dwarf Gardenia	
	Heller Japanese Holly	
	East Palatka Holly	
	Thorny Elaeagnus	
	Dwarfed Horned Holly	
	Pampas	
	Azalea (Formosa & Southern Charm *)	
		<b>PLANTS &amp; PERENNIALS</b>
		Salvia "Victoria Blue"
		Dusty Miller
		Marigold
		Prostrate Podocarpus
		Trailing Lantana
		Plumbago
		<b>GROUND COVER &amp; VINES</b>
		English Ivy
		Fig Vine
		Wood Fern
		Algerian Ivy *
		Vinca (Big Periwinkle)
		Periwinkle
		Aspidistra
		Daylily *
		Trumpet Honeysuckle
		Muscadine Grape
		Confederate Jasmine *
		Carolina Jasmine
		Lady Banksiae Rose
		Asian Jasmine
		Liriope
		Monkey Grass

# EXHIBIT E CHECKLIST FOR MAJOR & MINOR CHANGE APPLICATION



Submittal requirements for additions, alterations or renovations may vary depending upon the nature and scope of the project. The ARB can permit the submittal of more or less information than outlined below as may be necessary for the review. Generally, the following will need to be submitted for review.

Prior to submitting your Major or Minor change request, please review the table below for the classification of Major or Minor and the required attachments.

Modification or Enhancement	Major Change	Minor Change	Site Plan w/elevations	Landscaping Plan	Demolition Specifications	Cut Sheets	Material Samples	Color Sample	Photograph of Existing structure	Georgetown Permit Forms	Ready to Submit
Changing Footprint of Deck / Patio	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Changing Footprint of Driveway	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Chimneys (Add / Remove)	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Expanding Roof Coverage	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extension Under Roof	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Garage Addition	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outdoor Kitchen (Covered)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Solar Panels	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Swimming Pool	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Doors / Windows / Garage Door		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Driveway Replacement		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Enclosing Existing Porch		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Fence / Knee Wall / Service Yard		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Fencing and Walls		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Flagpoles		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Gutters and Downspouts		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Hot Tub / Jacuzzi		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Landscaping / Plantings **		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Outdoor Lighting		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Painting / Staining / Coating ***		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Permanent Fire Pits		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Play Equipment		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Propane Tank Replacement / Add		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Shutters / Awnings / Gazebos		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Tree Removal / Canopy Trimming		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Window Replacement		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>

\* Above ground propane tanks only

\*\* Requires comprehensive Plant list cross referenced to landscape plan

\*\*\* Color selections muted tones from the Historic Colors of Charleston Sherwin Williams color palette

**EXHIBIT F MAJOR CHANGE APPLICATION FORM**

NO APPLICATIONS WILL BE PROCESSED OR CONSIDERED UNLESS FEES AND DEPOSITS HAVE BEEN PAID AND ALL REQUIRED ATTACHMENTS ARE INCLUDED. FAILURE TO PROPERLY SUBMIT DETAILS AND SPECIFICATIONS MAY RESULT IN DELAY AND/OR RE-SUBMITTAL OF APPLICATION. **PLEASE REFER TO EXHIBIT E – CHECKLIST FOR MAJOR & MINOR CHANGE APPLICATION AND EXHIBIT A FEES AND DEPOSITS SCHEDULE**



**Date:** \_\_\_\_\_ **Admin Fees Attached:** \$ \_\_\_\_\_

<b>Community Impact Fee:</b>	\$ _____	<b>Construction Deposit:</b>	\$ _____	<b>Landscape Deposit:</b>	\$ _____
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**Property Owner(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Description of Proposed Major Change:** (Supported by attachments required from Exhibit H)

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**Reason for Change:**

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**Name of ALL Companies Completing Proposed Work:** (Landscaper, builder, electrician etc.)

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**OWNER'S COMPLIANCE STATEMENT:** This is to verify that the appearance and condition of my home and yard are and will remain in compliance with ARB Guidelines and Willbrook Plantation Covenants and Restrictions and that I have read the ARB Guidelines. **ARB PERMIT WILL BE DISPLAYED IN FRONT WINDOW DURING ENTIRE PROJECT**

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Internal Use by Waccamaw Management ARB**

**Onsite Inspection Conducted by:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date Received:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Approved** ☐ **Denied** ☐ **Conditional Approval** ☐ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Conditions / Comments:** \_\_\_\_\_

EXHIBIT G MINOR CHANGE APPLICATION FORM

NO APPLICATIONS WILL BE PROCESSED OR CONSIDERED UNLESS FEES HAVE BEEN PAID AND ALL REQUIRED ATTACHMENTS ARE INCLUDED. FAILURE TO PROPERLY SUBMIT DETAILS AND SPECIFICATIONS MAY RESULT IN DELAY AND/OR RE-SUBMITTAL OF APPLICATION. **PLEASE REFER TO EXHIBIT E – CHECKLIST FOR MAJOR & MINOR CHANGE APPLICATION.**



Date: \_\_\_\_\_ Fees Attached: \$ \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Proposed Minor Change: (Supported by attachments required from Exhibit H)

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Reason for Change:

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Name of ALL Companies Completing Proposed Work: (Landscaper, builder, electrician etc.)

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**OWNER'S COMPLIANCE STATEMENT:** This is to verify that the appearance and condition of my home and yard are and will remain in compliance with ARB Guidelines and Willbrook Plantation Covenants and Restrictions and that I have read the ARB Guidelines. **ARB PERMIT WILL BE DISPLAYED IN FRONT WINDOW DURING ENTIRE PROJECT.**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Internal Use by Waccamaw Management ARB**

Onsite Inspection Conducted by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Approved ☐ Denied ☐ Conditional Approval ☐ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Conditions / Comments: \_\_\_\_\_

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EXHIBIT H CONSTRUCTION RULES FOR GENERAL CONTRACTORS /  
CONTRACTORS AND OWNERS



Please remember that all contractors, are guests of the Willbrook Plantation Community Association. We ask that you conduct yourself with good manners and require the same of your subcontractors and suppliers. **Please review these two pages, sign and return a copy to Waccamaw Management at [ARB@willbrookplantationSC.com](mailto:ARB@willbrookplantationSC.com)**

1. **All contractors, subcontractors and material suppliers must use the Willbrook Front Gate on Willbrook Blvd/Tidewater Drive to access the community. DO NOT ATTEMPT TO ENTER THE REAR OWNERS GATE.** It is possible to EXIT through the back gates.
2. All contractors, subcontractors and suppliers must obtain and display a Visitor pass from the Guard House.
3. Speed limit inside the community is **25 MPH**. Please inform all subcontractors and suppliers of this speed limit.
4. 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.
5. **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.
6. 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.
7. Construction site must be cleared of construction debris and policed before the crew leaves **each day**.
8. **No burning** of trash on the property is allowed.
9. 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.
10. Street rights-of-way are not to be used for storage of materials or parking.
11. 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.
12. Parking must be contained to the construction site. If that is impossible, please contact the ARB office for a designated parking location.
13. No parking or driving on pedestrian or golf cart paths.
14. Walking, bike and golf cart paths must be kept clear, clean and unobstructed at all times.
15. Radio noise must be kept to a minimum.
16. **Hurricane Preparation (after a Hurricane Warning has been issued)**
  - Remove dumpsters from work site.
  - Remove portable toilets from work site.
  - Secure all materials and equipment which cannot be removed from work site.
  - Be prepared to leave when evacuation orders are given.
17. **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 am. to 6:00 p.m.
Saturday	8:00 a.m. to 5:00 p.m.
Sunday / Public Holidays	NO WORK

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

**Working past 6:00 p.m. weekdays / 5:00 p.m. Saturday or at any point on Sunday or a Major Public Holiday**

First Offense: \$100.00 fine and/or suspension from property.

Second Offense: \$250.00 fine and suspension from property. These fines will be levied against the construction deposit for each property.

If damages to posts, landscaping or grass are incurred by attempting entry through the back gate repair costs will be charged against the construction deposit.

If the management company is 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. A violation of any of these rules results in the property owner being contacted immediately for their assistance in bringing the construction site into compliance.

**I have read and understand the above rules for Willbrook Plantation Community Association**

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**Signature of Property Owner**

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**Date**

**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.**

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**Signature of General Contractor**

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**Date**

**I have read and understand the above rules for Willbrook Plantation Community Association. I understand that I am responsible for my actions, all subcontractors and vendors.**

**For Internal Use by Waccamaw Management ARB**

**Date Received:**        /        /

EXHIBIT I MAILBOX REPLACEMENT APPLICATION WILLBROOK  
PLANTATION



**WACCAMAW**  
MANAGEMENT  
An Associa® Company

CRITERIA FOR MAILBOX INSTALLATION:

- **Area for installation should be cleared of debris**
- **Installation will replace existing mailbox in existing location**
- **Landscaping should be protected for replacement**
- **All irrigation should be marked prior to mailbox installation. If irrigation is not marked and damage results during installation – owner will be billed for repairs**

OWNER ACKNOWLEDGEMENT OF CRITERIA:

\_\_\_\_\_  
Signature

OWNER NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

INSTALLATION ADDRESS: \_\_\_\_\_

OWNER ACCOUNT NUMBER\*: \_\_\_\_\_ LOT#: \_\_\_\_\_

INSTALLATION INSTRUCTIONS: \_\_\_\_\_

- Check should be payable to Waccamaw Management **call 843-237-9551 for current market price.**
- Payment must be received when order is placed.
- Applications and payments may be:
  - dropped off at 41 Maintenance Road, Pawleys Island, SC 29585
  - OR
  - mailed to PO Box 2308, Pawleys Island, SC 29585
- Every effort will be made to install within 14 days, but please note that it may take longer.

**For Internal Use by Waccamaw Management ARB**

PAYMENT RECEIVED DATE: \_\_\_\_\_ CHECK #: \_\_\_\_\_

ORDER PLACED DATE: \_\_\_\_\_ INSTALLED DATE: \_\_\_\_\_

EXHIBIT J MAILBOX REPAIRS APPLICATION WILLBROOK PLANTATION



**WACCAMAW**  
MANAGEMENT  
An Associa® Company

**Mailbox component replacement MUST use the standard Willbrook Plantation mailbox post structure through Waccamaw Management. Any other mailbox post styles will need replacing with the standard Willbrook Plantation mailbox.**

OWNER NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER ACCOUNT NUMBER: \_\_\_\_\_ LOT#: \_\_\_\_\_

REPAIRS NEEDED: \_\_\_\_\_

Paint Post ☐  
Replace Box ☐  
Replace Post ☐  
Replace Logo's ☐  
Replace Numbers ☐  
Other: ☐

- Submit this application with the repairs needed and the owner will receive a call with the cost of the repair. Please allow up to a week for pricing. Payment must be received when order is placed.
- Payment must be received before work will be performed. Checks should be made payable to Waccamaw Management.
- Applications and payments may be:
  - dropped off at 41 Maintenance Road, Pawleys Island, SC 29585
  - OR
  - mailed to PO Box 2308, Pawleys Island, SC 29585

Mailbox post sanding and repainting that repairs aging damage or irrigation stains can be completed by the homeowner using the Sherwin Williams **Latitude Exterior Acrylic Latex Satin "Willbrook Mailbox Gray"** paint color.

Custom Color Match for One Quart:

CCC* Colorant	0Z	32	64	128
B1 – Black		11	1	1
N1 – Raw Umber		7	1	
R2 – Maroon				1
W1 – White		10	1	
Y3 – Deep Gold			1	

**For Internal Use by Waccamaw Management ARB**

COST PROVIDED TO OWNER: \_\_\_\_\_ DATE PROVIDED: \_\_\_\_\_

PAYMENT RECEIVED DATE: \_\_\_\_\_ CHECK #: \_\_\_\_\_

DATE GIVEN TO MAINTENANCE: \_\_\_\_\_ INSTALLED DATE: \_\_\_\_\_

EXHIBIT K VARIANCE REQUEST FORM



The undersigned Applicant requests a variance from the requirements of the Guidelines

**Section(s):** \_\_\_\_\_

**Description of Property:**

**Owner(s):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Requirements:**

The applicant must respond to each of the following in an attached document:

1. A unique hardship described by the applicant exists requiring the improvement(s) on the property;
2. Extraordinary and exceptional conditions described by the applicant exist requiring the improvement(s) requested;
3. Why, if applicable, such hardship and conditions are peculiar to the particular piece of property; and
4. The requested relief, if granted
  - a. would not cause substantial detriment to the Willbrook Plantation community nor to owners of adjoining property,
  - b. would not impair the intent of the ARB Rules and Regulations, and
  - c. shall not constitute a precedent.

**Notices:**

The ARB Administrator will send out notices to adjoining property owners briefly describing the request. The adjoining property owners have 10 business days to respond in favor or opposed to the request.

**The Applicant affirms** that all statements made on this Application and all attachments are true and correct to the best of the Applicant's knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

**For Internal Use by Waccamaw Management ARB**

**Date received:** / / **Approved:** ☐ **Denied:** ☐ **Conditional Approval:** ☐ **Date:** / /

**Conditions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

