



Grimball Gates



A private gated community in Johns Island, South Carolina

Architectural Review Board Guidelines & Standards

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These ARB Guidelines and Standards are adopted by the Board of Directors of the Grimball Gates Property Owners Association, Inc. ("Board") and the Grimball Gates Architectural Review Board ("ARB"), pursuant to authority granted in the Grimball Gates' Covenants. As set forth in Article XIII of the Grimball Gates' Covenants, every Owner shall ensure compliance with the rules and regulations set forth herein. This document, embodying the architectural standards, restrictions, covenants and the ARB guidelines for the Community, takes precedence when conflicting guidance is found in other Community documents or communications.

Section 1 Design Guidelines

A. Site Analysis

One of the goals of site design in the Grimball Gates community is to integrate each manmade structure with the landscape plans of the common areas and its surrounding natural environment. Since each building site will be unique, it will be necessary to have a thorough site analysis prior to the design of every project. The ARB will carefully review the overall design concept and how it relates to its surrounding environment.

One of the first steps in preparing a site analysis is to obtain a topographical and tree survey. This survey must be at 1"=20' scale and is required to show the legal description of the property, with all recorded easements and setbacks, utilities and drainage outfall locations, the topography of the Lot, the location of all the trees in excess of 8" in diameter at chest height, and any other prominent natural features of the site. Residences, garages, and driveways should also be located to support the orientation of areas of the design requiring maximal or minimal privacy.

In addition to detailed site data, more general information of the surrounding physical environment should be included. Consideration should be given to prominent and potential views, orientation for privacy from the street, neighbors, etc., in addition to the materials, scale and form of existing homes in the neighborhood.

The schematic design should also address the climate of the Sea Islands. The warm temperatures suggest every home have adequate cooling capabilities. Designs should take advantage of the cooling breezes by providing cross ventilation. There is a great potential for active and passive solar systems. Periodic heavy rains occur during the summer months, which suggest the covering of some outdoor spaces. Screened spaces should be considered because of the insect problem during the spring and fall months.

B. Homes

Residential home sites are conveyed to the individual buyers subject to deed restrictions and the Grimball Gates architectural covenants and guidelines, which are designed to establish strict control of land use and to insure that all residences are attractive in appearance and appropriate to their neighborhood. These restrictions and site analysis data are the basis for site development concepts. When developing a site, a concept must be followed in determining site utilization. The best access to the site, as shown in the site analysis, should be the beginning of auto circulation areas including

driveways, parking, garages, and turnarounds. The functional areas of the home should be related to the most suitable areas of the Lot. Particular attention should be given to entry areas.

1. **BUILDABLE AREA.** The buildable area of every lot must be delineated to determine the portion of the lot upon which the house may be constructed. This area is specified by the easements and setbacks as recorded on the legal description of the Lot. The building setbacks, excluding decks and porches, are as follows**:

Building setback	Feet
Front	25
Side yards	30

10' minimum with a 30' combined minimum, eg.: Side yards may be split 10 feet on one side and 20 on the other, 15' on one side and 15' on the other, etc.

Rear	Feet
Lots continuous with OCRM critical line*	30
All other lots	25

Porches and Decks	Feet
Front	10
Rear	20

**Per the requirements of the Johns Island Overlay Zone, all buildings are required to maintain a minimum building setback of thirty (30') feet from the Office of Ocean and Coastal Resource Management (OCRM) critical line adjacent to waterways and saltwater wetlands.*

***Variances may be permitted to save prominent trees, or in the case of irregular shaped Lots; however, approval must be obtained from the City of Charleston and any other controlling governmental authority, eg., OCRM. Grimball Gates Property Owners Association Inc. shall have the right to relocate specimen trees that are to be removed from any Lot.*

2. **ARCHITECTURAL DESIGNS.** The architectural design concept for Grimball Gates is that buildings should be consistent with the classical low country style of architecture which includes but is not limited to, large porches, pale colored clapboard, brick, stucco and bond siding, dormer windows and lattice work. This style of architecture was heavily influenced by the geography, climate, and historical references of the Sea Islands of South Carolina. Porches, balconies, and verandas are encouraged to increase shaded areas, shelter open windows and doorways and enhance cross-ventilation.

3. **BUILDING SIZE.** As stipulated in the Grimball Gates' Covenants, the minimum size of a house built on any Lot, shall be no less than 1,800 square feet of heated area. The minimum size of the first floor may be regulated in two story homes on some Lots. Building heights shall be determined by Lot location, tree cover, and neighboring homes with the maximum being 42 feet from existing grade level. Homes shall generally be from one to two and one half stories in height. Particular attention should be given to the first floor elevation required by flood regulations adopted by Charleston County.

4. **BUILDING FORM.** Building shapes should provide interest and be compatible with neighboring homes. Large homes can be made to appear smaller and smaller homes to appear larger by manipulation of shapes and forms, and by the effective use of decks, garages, and screened porches. The roof-scape of each home should complement the design of the home, the natural surroundings, and neighboring designs. No mobile homes are permitted.

5. **ARTICULATION.** The aesthetic appearance of a residence depends greatly upon the articulation of the siding, soffits, fascia, porch ceilings, roofing, details, fenestration, walls, and fences. Windows should be selected and located to provide for views, light, and natural ventilation. Walls, fences, and screens should be used to provide privacy, enclose service areas, HVAC units, and to reduce the scale of large masses. Details of the soffit, fascia, base corners, windows, and decks should have common elements of material and detail that help unify the appearance.

6. **MATERIALS AND COLORS.** All exterior materials and colors must be consistent with the low country and architectural theme. Color samples for new construction and re-coloring of existing buildings must be submitted to the ARB for approval. Roofing materials should be wood shakes, wood shingles, asphalt architectural design shingles, slate, tile, concrete, or metal. Roof vents and accessories must be located away from the front elevation and painted to match the roof color. Sloping roof pitches are recommended to be a minimum of 1/12 for functional and aesthetic reasons. No exposed metal chimney stacks will be allowed.

7. **SUPPORT FACILITIES.** Electric meters are to be installed on the side or the back of the home. Air conditioning units must be screened from view. Television and radio antennas are not permitted on roofs, but can be installed in attics.

8. **APPURTENANCES.** The proposed building of a dock or bridge into or across any natural or man-made water body must receive prior approval from the ARB. Exterior lighting requires ARB approval and must be installed so as not to disturb neighbors or nearby traffic. The construction of game and play structures as well as swimming pools and tennis courts are considered improvements and must be submitted to the ARB's formal review process. The approval of such structures generally depends upon their location, appearance, and related landscaping. Each home is required to have a mailbox. The design, color, construction and installation of every mailbox is standardized in the Grimball Gates community and must be in compliance with the ARB requirements set forth herein.

9. **LANDSCAPE.** Proper landscape design in planning new buildings is very important. Berms and plants may be used to create outdoor spaces. Care should be used in the selection of plants for size, tolerance of coastal environment, and resistance to drought and wildlife. Because of the rapid drying rate of the soil, it is required that irrigation systems be included in landscaping plans to protect the sizable investment of initial landscape planting.

Lawns: Lawn areas are encouraged for the front of homes as they greatly enhance the appearance of the yard and residence. These areas require only slightly more maintenance than natural areas that must be constantly pruned, weeded, and re-mulched.

Lighting: Also included in the overall landscape development should be the use of exterior lighting. An endless variety of effects may be achieved by using low voltage lighting, up lighting, down lighting, stair lighting, wall lighting, and gas lanterns. However, the use of exposed spotlights on the front of homes will generally not be approved.

Tree planting: Each Owner at Grimball Gates will be asked to add a minimum of three or four grand trees totaling 24” or more caliper to compliment the extensive tree planting program in the common areas of Grimball Gates.

Fencing: With the exception of chain link fences, fencing is allowed when integrated with the architecture. Examples of acceptable fencing styles may be found on neighboring properties in the Community. Refer to Section 4 (Architectural Standards) for fencing requirements.

10. **PARKING.** Homebuilders are encouraged to integrate rear or side entry garages on attached garages, detached, or semidetached garages. Screening of direct views toward garage openings is preferred. Parking plans for onsite locations of at least four (4) cars (including those located inside garages and/or carports) is desired to assure homeowners convenience and to preserve the ambiance of the streets of Grimball Gates.

11. **FINISHED FLOOR ELEVATIONS.** All heated area of homes in Grimball Gates must be at least 40” above finish grade of the Lot.

Section 2 Review Process

Explanation of Process

The ARB is an entity established by the Grimball Gates Property Owners Association, Inc. to review and approve all new buildings and exterior improvements to existing homes and properties, as may be proposed in the Grimball Gates community. It is the desire of the ARB to encourage good quality architectural design and characteristics, which will be appropriate to the surroundings and the special conditions of climate, and other environmental factors.

A three (3) step review process has been set up to establish a systematic and uniform review of proposed new construction.

1. Preliminary Review (Optional)
2. Conditional Review (Required)
3. Final Approval (Required)

Home designs should strive to develop a strong sense of identity within the framework of the low country style to create an attractive and harmonious addition to the community. It is not the intention of the ARB to stifle creativity in producing a strong identity, provided the design conforms to the Grimball Gates’ Covenants and these ARB Guidelines & Standards. The ARB, however, through its Architectural Review procedures, may disapprove any proposed construction or other improvement on purely aesthetic grounds, where in its judgment, such action is required to protect the enduring natural beauty and attractiveness of an area.

The ARB will generally preview a project before acting on a submission for Conditional Review and Approval and granting Final Approval. The ARB will verify the Lot stakeout and the submission of acceptable working drawings, specifications, landscaping plan, and color samples. The project will not

be formally undertaken by the ARB for review until all of these items have been completed and submitted to the ARB, unless otherwise specified by the ARB.

No site clearing, material deliveries, or construction may begin without first obtaining ARB Final Approval, which requires all requisite approvals and permits from the City of Charleston or other controlling authority. The review process must begin early enough to obtain ARB approval that will coordinate with the construction schedule. All normal procedures set up by the City of Charleston Building Department and any other controlling authority must be followed as well.

In accordance with the "Declaration of Restrictions and Protective Covenants for Grimball Gates" (the "Grimball Gates' Covenants"), the ARB requires a nonrefundable fee for undertaking review of an application and will require an additional, refundable fee as a security deposit prior to granting ARB Final Approval. The deposits are used to insure timely corrective actions on the part of the Owner and Contractor on specific construction-related issues during the construction process.

Typical (refundable) deposit requirements are as follows:

New Home/Lot Construction	\$3000
Existing Home/Lot Renovations	\$1500
<i>Painting of the house with the same colors</i>	<i>no charge</i>

The following are non-refundable fees:
ARB Review Fee--(Conditional Review & Approval
[eg. new home construction, major renovations, etc.]

New Home Construction:	\$600
Major Renovations to Existing Homes:	\$350
Design Change Order to granted Conditional Approval:	\$150
ARB Review Fee (Minor Review [eg: fencing, color change, screened porches, etc.]	\$ 75

The ARB shall make deductions from any required deposits for instances of noncompliance, such as damage to the roadways and other common areas, and adjacent properties if corrective action (pre-approved by the Board) is not taken by the Contractor or otherwise by the Owner within 15 days of written notice. In its sole discretion, the Board may elect to take any such corrective action itself using vendors and materials of its own choice, and may make deductions from the deposit for this purpose.

THE PAYMENT OF THE SECURITY DEPOSIT DOES NOT RELIEVE THE OWNER OF THEIR RESPONSIBILITY FOR THE FULL AMOUNT NECESSARY TO RECTIFY ANY DAMAGE OR OTHER NONCOMPLIANCE.

The entrance of the ARB, the Board, or the duly authorized designee of either of them, onto properties for the correction of nonconforming situations does not constitute trespassing. Such entrance will not be made until after the property Owner has been advised in writing.

The ARB reserves the right to change the fee (including the security deposit) requirements as authorized by the Grimball Gates' Covenants, and may, in its sole discretion, reduce the amount of a fee (including the security deposit) or waive the requirement altogether in particular cases.

The ARB reviews applications before it periodically. Submittals satisfying the requirements hereunder will generally be reviewed and responded to within **fourteen (14)** days of submittal date.

The ARB will not undertake review of any submittal until all requirements are completed and submitted with the request for ARB review. Submittals must be accompanied by the appropriate Architectural Review Form completed in full and accompanied by all required documentation, drawings, plans, site analyses, deposits, fees, and the like, unless otherwise specified by the ARB. The ARB also allows personal presentations of submittals by Architects/Designers and/or Owners.

Preliminary Review (Optional)

Preliminary plans may be submitted for review as early as the Owner and/or Owner's agent are able to identify design objectives in enough detail to permit submission of tentative drawings that reflect the general form, spatial relations, materials, articulation, and circulation patterns. Schematics, sketches, dimensioned drawings, models, and perspectives are appropriate for preliminary submittals. Regardless of which form of presentation is used, all preliminary submittals must contain the following:

1. Request for Preliminary Review. Request for Preliminary Review must be on the form provided by ARB and as shown on Exhibit 1.
2. Dimensioned Site Plan. The site plan drawn at 1"= 20' scale must show the roof plan of the house and contain dimensions demonstrating conformity with all required easements and setbacks. Driveways and walks must be located along with the proposed service yard, HVAC unit, and electric meter.
3. A site analysis shall be presented at 1"=20' scale depicting the site data gathered. The site analysis should be drawn on a copy of the tree and topographical survey, showing the location of all trees over 8" in diameter at chest height, property lines, easements, setbacks, contour lines, and other prominent natural features. The analysis should include but is not limited to sun analysis, breeze directions, drainage, views, homes, site access, driveways on adjoining Lots, and areas providing minimal or maximal privacy. This plan must also show how site drainage is addressed with finished contour lines and with spot elevations at the corners of the buildings and driveways.
4. Schematic Landscape Plan (optional for Preliminary Review). A site plan at 1"=20' scale showing the location of the house, driveway and walks with proposed landscaping concepts as intended to help integrate the building with its environment and to provide for positive drainage. The schematic Landscape Plan must be submitted for Conditional Approval.
5. Floor Plans. Floor plans at 1/8" or ¼" scale must be presented depicting the layout of spaces for all levels of the proposed building.

6. Elevations. Drawings presented at 1/8" or 1/4" scale representing the view of all exterior sides of the proposed structure.
7. Preliminary Stake Out (optional for Preliminary Review). The house must be staked out on the Lot with stakes at least two (2) feet tall marking the corners. A string must connect all stakes outlining the shape of the house. The Lot line nearest the house shall be defined with string. All trees to be removed shall be tied with green surveyor's ribbon.

The ARB will either grant Preliminary Approval or state reasons for the rejection of the project and normally will offer suggestions for improvement. If the preliminary drawings are substantially changed, either by request of the ARB or desire of the Owner, they must be re-submitted with the application for Conditional Review and Approval. A Preliminary Approval is valid for twelve (12) months from the date of approval by the ARB.

Conditional Review & Approval (Required)

Prior to initiation of construction, Conditional Review and Approval must be sought from the ARB. The form provided by the ARB as shown on Exhibit 2, should be completed and submitted to the ARB and must be accompanied by all requisite ancillary documentation and otherwise be in compliance with the Conditional Approval Submittal Requirements as shown on Exhibit 3.

1. Construction Documents. The construction documents are prepared after changes are made, if any, from the review of preliminary plans that have already been submitted with a Request for Preliminary Review or are submitted with this Request for Conditional Review and Approval. A final stakeout, reflecting any changes from a Preliminary Stakeout or otherwise from the preliminary plans, must be completed before submitting for Conditional Review and Approval. The ARB will preview all submissions for Conditional Review and Approval, but will not undertake formal review and approve unless the following items (2 through 14) are completed and have been submitted.
2. Construction Commitment. The form provided in Exhibit 4 must accompany the Request for Conditional Review and Approval.
3. Final Stakeout. Any preliminary stakeout must be updated reflecting changes, if any, in the location of the house or driveway and any additional trees to be removed. If no preliminary stakeout has been done, the house footprint must be staked out on the Lot with stakes at least two (2) feet tall marking the corners. A string must connect all stakes outlining the shape of the house. The Lot line nearest the house shall be defined with string. All trees to be removed must be tied with green surveyor's ribbon.
4. All requirements of the City of Charleston pertaining to protected trees must be met and a tree removal plan approved. Non-protected trees less than 8" in diameter at chest height may be removed at any time without prior ARB approval.
5. Color Samples. Proposed colors of all exterior materials including siding, trim, brick, roofing, stucco and lattice must be submitted on actual samples of materials proposed for use. These sample submissions are most important to both the Owner and the ARB in evaluating the

eventual appearance of the house as color chips often vary greatly from actual applications. Color sample exceptions may be made by the ARB, in their discretion, if the proposed color is from the Sherwin Williams "Colors of Historic Charleston" paint palette or its equivalent.

6. Landscape Plan. Landscape plans drawn at 1"=20' scale must convey a scale representative of all planting material, identified as to size, common name, and variety. Plans must also show the location of landscape lighting with fixture catalogue cuts, sprinkler head locations, walks, fences, pools, decks, patios, play structures and mailboxes.

Adequate plant screening, and/or other decorative screening must be provided for HVAC units, water heaters, service yards, trash enclosures, electric meters, and the like.

7. Dimensioned Site Plan. This plan should be in compliance with the requirements of Section 2 (B) hereof (preliminary plan) and should include any changes and the proposed utility services.
8. Foundation and Framing Plan. This plan should be in compliance with the requirements of Section 2 (B) hereof (preliminary plan) and should include any changes and the proposed utility services.
9. Floor Plans. Floor plans must be drawn at ¼" scale containing all information necessary for construction.
10. Elevations. Drawn at ¼" scale, elevations shall accurately represent the view of all sides of the house. Floor elevations must be delineated and existing and proposed grade levels must be shown. All exterior materials must be labeled.
11. Building Sections. Drawn at ¼" scale as necessary for clarification of construction.
12. Details:
 - Typical Wall Section
 - Exterior Trim
 - Window and Door Details
 - Exterior Walls, Fences, or Screens
 - Rails
 - Screen Porch Section
 - Patio Wall, as appropriate
13. Specifications. A full set of specifications must be submitted defining the quality of all work and materials.
14. Owners Agreement. The Owner's Agreement as shown in Exhibit 5 must be completed and signed.

Final Approval (Required)

A request for Final Approval is made upon submission of the Request for Conditional Review and Approval form provided in Exhibit 2. Final Approval will not be granted until

- i). grant of Conditional Approval by the ARB;
- ii). receipt by the Owner of all other requisite permits and approvals from the City of Charleston, or such other controlling governmental authorities as may be relevant; and
- iii). submission of documentation to the Grimball Gates Property Manager (or other agent as may be designated by the ARB from time to time) evidencing that all necessary governmental and regulatory permits and approvals have been secured by the Owner.

OWNERS ARE RESPONSIBLE FOR ASCERTAINING DIRECTLY FROM THE RELEVANT CITY, STATE AND FEDERAL REGULATORY AUTHORITIES, ALL REQUISITE PERMITS AND OTHER APPROVALS NEEDED FOR THEIR CONSTRUCTION PROJECT, AND SHALL ENSURE THAT ANY SUCH REQUIRED PERMITS AND OTHER APPROVALS REMAIN IN FORCE FOR THE DURATION OF THE CONSTRUCTION PROCESS, WHETHER NEW HOME CONSTRUCTION OR RENOVATIONS/ALTERATIONS TO EXISTING HOMES AND PROPERTIES, AS THE CASE MAY BE, AND AS REQUIRED BY THE RELEVANT GOVERNMENTAL AUTHORITIES.

FINAL INSPECTION: At the completion of the construction project, Owners should request that the ARB perform a Final Inspection. For new home construction, the requirements set forth in this Section 3, “After Construction” must be satisfied before making this request. After the ARB has completed its Final Inspection, and if the ARB deems that construction has generally been in accordance with plans and specifications agreed to by the ARB, and any necessary repairs or adjustments have been made, the remaining portions of the deposit will be refunded.

Additions and Exterior Changes to Existing Homes or Property

Review and Approval for Improvements. Approval must be sought and granted by the ARB for all renovations or other alterations to the exterior of existing buildings, or other improvements to the property as more fully set forth in Section 4 (Architectural Standards) hereof. Except in the case of minor changes or additions to existing buildings, or other minor improvements to the property, the same Request for Conditional Review and Approval on the form shown in Exhibit 2 and referred to above for new home construction, must be completed and submitted to the ARB for review, accompanied by all ancillary documentation and other items as set forth in Exhibit 2 and 3 (but only as may be relevant to the proposed project), and as further set forth in this Section. For minor projects, a Minor Improvement Review and Approval should be sought from the ARB by completing the Request for Minor Improvement Review form shown in Exhibit 7 hereof and submitting such request to the ARB, together with the requisite ancillary documentation, items and fees, if any, a completed Construction Commitment and Contractor Guidelines from Exhibit 4 and a completed Owner’s Agreement from Exhibit 5. The ARB, in its discretion, may waive the requirement for submission of a form found on any Exhibit in a particular case, in connection with either of the aforesaid Approval requests.

Minor improvements may include additions of, or alterations to decks, patios, driveways, walks, major landscaping renovations, painting, fences, exposed dish antennas, energy conservation features or

structures (such as solar panels), fountains, statuary and other ornamental structures, lighting, game and play structures, firewood storage, docks, and the like. However, some proposed improvement projects (even from this list), may not be easily characterized as “Minor” improvements. These proposed projects might require Owners to follow the ARB submission route using the “Request for Conditional Review and Approval” forms found on Exhibits 2 and 3 rather than the “Request for Minor Improvement Review” submission route and form found on Exhibit 7. Examples of proposed improvement projects that might be considered more “major” than “minor” are: construction of an additional building on a Lot with an existing home; additions of rooms or other major exterior structures to existing homes; major renovations or restoration to the exterior of an existing building on a Lot; any proposed addition or alteration to an existing home or property that will require the use of heavy construction vehicles and other equipment and materials in the Community streets or that may impact other Common Areas; projects having architectural/construction plans/specifications/drawings associated with them; and the like. Guidance should be sought from the Grimball Gates’ Property Manager/ARB as to which ARB submission route to follow.

Statement of Intent. The Owner should inform the ARB as to the intent and purpose of proposed improvement.

Color Samples. Samples are most important when applying for improvement approval because of the necessity of matching existing materials.

Site Plan. A plan with dimensions of the property must be submitted showing the location of the proposed improvement.

Drawings. Sufficient plans and elevations or schematics must be submitted to adequately define and explain the improvement.

Guidance should be sought from the Grimball Gates’ Property Manager and ARB to confirm the proper characterization of the proposed project as minor or not, and to determine the nature of the supporting documentation and information that will be required by the ARB to undertake its review.

After receipt of a properly submitted application for review of the proposed improvement (Conditional Review or Minor Improvement Review) and after it has had the opportunity to undertake review of the project, the ARB will either suggest changes or grant approval. As with new construction, and relative to those proposed projects requiring Conditional Approval, the review fee and appropriate construction security deposit must accompany the completed application for review along with appropriate drawings. Documentation evidencing a City of Charleston Building Permit and/or any other permit/approval as may be required by any other controlling governmental authority, must accompany the submission to the ARB and as set forth below, be displayed before site clearing, material delivery, or construction may begin.

Section 3 Construction Guidelines

Before Construction

Several steps must be followed before any Lot clearing, material deliveries, or construction may begin.

BUILDING PERMITS. All City of Charleston permits required for construction, along with any additional permits that may be necessary from other agencies, architectural control boards, or any other controlling authority, must first be in place. Unless otherwise directed by the ARB, copies or other documentation of any such governmental permits must be submitted to the Property Manager (or other agent as designated by the ARB). If governmental permits are required, they are to be displayed for all renovations of the exterior of existing buildings and new construction.

DEPOSITS. Unless otherwise directed by the ARB, the Contractor/Owner must submit the required deposit for new construction and improvements. Deposits are required prior to the start of construction. Upon completion of construction, repair of any damage, and a satisfactory ARB Final Inspection, the remaining portion of the construction deposit will be refunded.

Note: Failure to comply with the ARB Guidelines & Standards may result in a deduction from the deposit.

SIGNS. Every Lot of record will be allowed one lot identification sign. Every new construction job site must contain a sign identifying the Contractor, Owner, and/or Architect/Designer. One additional sign identifying the construction lender is optional and must be attached to the construction sign. No other signs may be placed on the job site. All signs must be constructed and erected as specified by the ARB in accordance with the approved templates set forth in Exhibit 6. Individualized Contractor and Architect/Designer signs must be approved by the ARB. The front of the sign(s) must face the street. The rear of the construction sign is to be used for posting permits and other applicable information. The construction job site sign must be erected no closer than twenty-five (25) feet to the edge of the street and must be in place and the permits posted on the rear of the sign before any clearing or construction may begin or materials may be delivered. At no time shall a sign be nailed to a tree. No signs are to be erected before the requisite building permits are issued and must be removed upon issuance of a certificate of occupancy.

In summarizing, the following steps must be completed BEFORE construction may begin:

1. Ensure that approved construction drawings, along with completed Construction Commitment Form, Owner's Agreement, deposit and ARB fee have been submitted.
2. Obtain City of Charleston Building Permit and others if required.
3. Erect approved job sign for new home construction.
4. Post building permits.

During Construction

ARB SITE INSPECTIONS. All new construction in Grimball Gates, including in the discretion of the ARB, exterior renovations and projects, will be under continual observation by the ARB. Three (3) mandatory field inspections may be conducted by the ARB on every new residence under construction. Intermediate field inspections may also be conducted. The First Inspection should occur at the time the foundation is completed. The Contractor shall notify the ARB upon completion of the foundation and the inspection should be conducted to ensure conformance with the approved drawings as to the location of the structure within the site. *If the removal of additional trees over 8" in diameter at chest height becomes necessary, prior approval must be obtained from the ARB.* The Second Inspection

should occur upon notification by the Contractor of the substantial completion of the exterior of the residence. The Final Inspection should be conducted after the completion of the home.

SITE CLEANLINESS. Site cleanliness must at all times be maintained at an acceptable level. It is imperative that all sites be maintained in a clean and tidy manner. Absolutely no dumping of debris is allowed on Grimball Gates property. Those parties found guilty could be fined \$500.00 for each occurrence. Care should be taken when loading trucks hauling trash so as not to have it spill over while in transit. Contractors shall be held responsible for trash and debris falling from construction vehicles.

All construction materials must be kept within the property lines maintaining a neat street right-of-way. The storage of materials should be in an inconspicuous area of the site and should be neat and orderly. The use of adjoining properties for access or storage, without the written permission of the adjacent owner, is prohibited. Temporary storage structures, approved by the ARB, may be used to store materials provided the structure is no larger than 10' feet by 10' by 8' high. Storage structures may not be used as living quarters. Larger construction trailers will not be allowed on residential job sites.

A commercial dumpster must be placed on each job site and shall be dumped when necessary. At the end of each workday, the site is to be cleaned, including lunch debris. Materials must be stored neatly and all trash placed in the dumpster. No cans, bottles, or other debris are to be deposited on the ground and no trash of any kind may be strewn about the Lot or piled openly. No fires of any kind are permitted on construction sites under any circumstances. No burning of any materials is allowed.

As untidy sites present a negative image to visitors and property owners, and can also present a safety hazard, these requirements will be strictly enforced.

JOB TOILET. Each construction site (new construction and major renovations) is required to have a job toilet for the use of the workers. It must be placed at least twenty-five (25) feet from the street in an inconspicuous location with the door facing away from the street.

TEMPORARY UTILITIES. Temporary utilities must be installed in a neat manner. The temporary power pole must be installed plumb and shall not contain signs. A temporary water hook-up may be provided, but permanent water tap-in can be completed only after presenting a St. Johns water permit to the ARB.

UTILITIES. Before digging is started in the road or right-of-way of easements, information must be obtained on the location of all underground utilities. Before gravity sewer elevations are established, the sewer lateral for the Lot should be uncovered and the grade checked.

TREE PROTECTION. Contractors should avoid scarring trees. All scarred trees should be sealed to prevent disease. Filling around trees must be avoided.

SILT CONTROL. The Contractor is required to keep the road in front of the construction site free from silt, etc. Due to the problems associated with silt washing or being carried onto the roads by vehicles, the following recommendations must be followed for silt control at construction sites within Grimball Gates:

- a. Access to a home site must be limited to one location, which will be the permanent driveway to the house, prior to any activity on the Lots, such as clearing, filling, etc.
- b. A driveway of #57 stone may be constructed between the back of the road curb and the property line.

- c. Silt fencing must be installed and maintained along the curbing in front of the Lot, except at the one entrance noted above, to prevent silt from reaching the roadway surface.

Incorporation of the above silt control recommendations should minimize the street cleaning effort.

As explained above, residential construction sites must contain the following:

1. Commercial dumpster.
2. Job toilet.
3. Temporary utilities.
4. Job Sign conforming to ARB Guidelines & Standards.

After Construction

When the construction of a new residence has been completed, the Owner and Contractor must satisfy several requirements before requesting Final Inspection. The construction of the residence must be completed, conforming to the plans previously approved by the ARB. Any unauthorized changes or damages must be corrected before a Final Inspection will be conducted and the remaining portion of the deposit refunded.

Upon completion of construction, all building debris must be removed from the site and the surrounding area. The temporary power pole must be removed; and the approved standard mailbox installed. At this time, the Contractor should notify the ARB that the property is ready for the Final Inspection.

As a checklist, the following items must be completed PRIOR to the Final Inspection:

1. Complete construction.
2. Remove construction debris.
3. Remove Temporary Facilities and Utilities.
4. Install approved standard mailbox.
5. Request Final Inspection.

General Construction Regulations

BUILDERS. All builders of residences in Grimball Gates must be licensed by the State of South Carolina. Alternatively, an Owner may serve as their own general contractor, but must be available to the ARB as any responsible licensed contractor would be under similar circumstances.

CONSTRUCTION HOURS. THE MAXIMUM HOURS ALLOWED FOR CONSTRUCTION PERSONNEL SHALL BE FROM 7:00 AM TO 7:00 PM, MONDAY THROUGH FRIDAY AND 8:00 AM TO 5:00 PM ON SATURDAY. **NO RESIDENTIAL CONSTRUCTION WORK MAY BE PERFORMED ON SUNDAYS OR HOLIDAYS.**

CONDUCT OF WORKERS. The conduct of all workers, whether employees, subcontractors, agents or the like, is the responsibility of the Contractor. Construction workers are allowed access to and from the construction site only, and are strictly forbidden from riding about the community and its common areas or using Grimball Gates' facilities. Vehicles may be periodically searched to protect all contractors from theft of materials and equipment. Loud cars and speeding are not permitted. All construction vehicles must be parked on the construction site, and the Community streets and neighboring properties may not be blocked. No double-parking of construction vehicles; at least one lane of ingress and egress must be available at all times. Vehicles and equipment must enter the property in a manner so as not to damage trees or roadways. Adjacent Lots are NOT to be used as driveways, parking areas, material storage, work areas, etc. Workers are required to wear shirts and shoes when not on the job site. Loud music from radios and harassment of property owners are not permitted. Alcohol or firearms of any kind are strictly prohibited.

COMPLETION OF WORK. The construction of all new residences and other projects that are approved by the ARB are expected to be completed within one year of such approval. Any changes proposed to the home during construction, or any other deviation from original plans approved by the ARB, must receive approval by the ARB prior to implementation. The ARB discourages requests for major changes during construction.

*The above regulations are designed to enhance the appearance of Grimball Gates to our residents and visitors. They are not intended to restrict, penalize or impede construction firms who adhere to them while performing their duties in Grimball Gates. **Repeated violation of these regulations could result in the suspension of the ARB approval and/or fines for that residence until corrective action has been taken by the Contractor.***

Section 4 Architectural Review Board Standards

Applicable enforcement standards from the Grimball Gates' Covenants shall apply to the ARB Standards.

- All improvements, including, but not limited to, storage sheds, gazebos, fencing, pools, tennis courts, game and play structures, satellite dishes, exposed antennas, doghouses, decks, patios, firewood storage, energy conservation features (e.g. solar panels), and ornamental structures are to be approved by the Grimball Gates ARB.
 1. Attic or gable vents are to be of wood, not metal construction.
 2. Roof power vents, roof vents, rain diverters, skylights, and plumbing vents are to blend with shingles.
 3. Electrical and telephone service lines, cables and boxes are to be screened or painted to blend with adjacent surfaces.
 4. Masonry walls and foundations are to have approved surface treatment that complements the siding. Exposed concrete block is not permitted.

5. All driveways are to be of concrete, tabby, or brick pavers.
6. All accessories such as weather vanes, cupolas, and awnings are to be approved by the ARB.
7. The manufacturer, type, and color of stains or paints to be used on siding, doors, windows, and trim are to be submitted for approval by the ARB. The selected stain or paint should be applied to a piece of material to be used in construction and submitted together with a sample of the proposed material.
8. A final landscape plan to scale, including types, sizes and numbers of plants and trees must be submitted to the ARB. Minimum landscaping requirements must meet the City of Charleston Landscape Ordinances.
9. All Lot drainage must be designed and constructed in a manner suitable to prevent adverse drainage conditions on adjacent Lots.
10. A submittal of plans to the ARB, together with the requisite fees (per Section 2 hereof), is required before any site work will be authorized. All submittals to the ARB for Conditional Approval of new construction, are to include a site plan showing the topographic survey, building envelope, the drive, the walkways, and wooded areas. A construction dumpster and portable sanitary unit are required during the building stage for new home construction, and as appropriate, may also be required during major renovations to existing homes. Placement of either of these facilities in the street is strictly prohibited.
11. Setback requirements are controlled by the ARB, however, may not be less restrictive than those mandated by the City or County of Charleston.
12. All ducts, pipes, wiring, piers, etc., under the house or visible through open garage doors, are to have an approved enclosure, surface treatment, or screening.
13. The minimum square footage is 1,800 square feet of heated space.
14. The height restrictions are a maximum of 42 feet above existing grade level.
15. Driveways are to be no greater than twelve feet wide where driveway meets right of way and are to be of approved materials and design. Provisions required for off street parking of at least two cars outside the garage or carport must be made.
16. Approved Materials:
 - Facades: Wood (no plywood), hardiplank, hardi shingle, stucco, and approved types of brick.
 - Roofing: Wood shake, architectural grade asphalt/fiberglass shingles, slate, concrete, or metal.
 - Soffits and Fascia: Wood, hardi soffit, plywood (soffits only).
 - Porch Ceilings. Hardi Soffit (4x8 sheets), plywood, wood, & approved vinyl (beaded type).
 - Other materials will be considered on an individual basis.

- All exterior lighting should be in keeping with the theme of the project and receive the approval of the ARB.

17. Landscaping Requirements:

- An irrigation system is required.
- The front lawn should be sodded or sprigged. Back and side may be seeded. See Section 5., “Plant Material Minimum Requirements” for approved types of grass.
- Walks, drive, parking area, exterior lighting, etc., should be shown in the landscape plan. Docks and their walkways are required to be in keeping with Grimball Gates’ standard design seen on neighboring properties, receive ARB approval prior to construction, and are subject to approval by all governmental agencies as may be required.
- Site work and any cutting of live trees 8” in diameter at chest height or greater in size requires ARB approval (see Grimball Gates Covenants).
- Fencing:
 - Yard fences are required to be approved by the ARB and shall not exceed 72” in height (6 ft.)
 - No fence will be allowed that will intrude on the view and enjoyment of Common Areas.
 - No chain link fences will be permitted on any Lot or any part thereof.
 - No wall or fence may be located further forward than the rear corners of the residence located upon any Lot, nor may it be placed in a location which may obstruct or retard the flow of water through drainage channels in an easement.
 - Solid walls should fall within the same rear property setbacks as porches and decks and within (3) feet of interior side property lines;
 - Fences must fall within the Lot survey property lines, with solid fences to be generally restricted to within three (3) feet of interior side and rear property lines.
 - Trellis latticework used as a screen or as a support for climbing plants can be integrated into a fence or wall, but must be specifically approved by the ARB.
 - The appropriate governmental authorities should be consulted for specific fencing/wall setback requirements, if any, for property lines that abut OCRM Critical Lines.
 - Walls and fencing on Lots whose property lines abut Critical Lines, ponds, or Common Areas, must allow for easy access to these areas by all government officials, Community maintenance workers, and all those authorized to access and use such areas under the Grimball Gates Covenants.

18. Improvements

Unless otherwise directed by the ARB, no alteration, including painting or staining, affecting the exterior appearance of any structure or landscape shall be made without prior approval of the ARB. A request for approval must be submitted to the ARB including all drawings necessary to define the proposed improvement, color samples, and site stakeout, and otherwise in accordance with the provisions of Section 2 hereof. Just as in the case of new residence construction, requisite approvals and permits must be obtained prior to commencement of any clearing, material delivery, or construction.

19. Mailbox and Signage

The use of any sign, other than approved Lot identification signs described in Section 3 hereof, including those for the purpose of identification, renting, or selling the property, is prohibited unless approved by the ARB. Single family homes shall be identified only by the graphics included on the standardized community mailbox. Owner's names and house names should not be placed on the front of homes or on signs placed in Lots (other than on the above-mentioned Lot identification sign).

20. Exterior Lighting

All exterior lighting must be installed so as not to disturb neighbors or impair vision of traffic on nearby streets. Diffused lighting, gas lanterns, and ground level lighting is recommended.

Section 5 Landscaping Standards

Landscape Design

Landscapes should be designed to extend beyond the front property line to the street pavement, except along designated through-roads. No shrubs or trees may be planted within 10 feet of curbs if they will interfere with utilities. All landscaping must be in compliance with the County and City of Charleston's Landscaping Ordinances.

Any service structure or yards and any external HVAC equipment, water heaters and the like, should be screened from view with appropriate plant material, and additional decorative screening as appropriate.

A landscape plan should be submitted with the following items:

- A list stating the name, quantity, and size of all plants.
- A planting plan indicating the location of proposed plant material, existing trees, shrubs, site drainage, and any other information pertinent to the overall landscape design.
- A drainage plan that includes provisions to prevent runoff water from flowing onto adjacent property.
- The plan must be drawn to scale and include property lines, street, and driveways.

Conditional Approval is required for landscape work on a new residence construction site and Minor Improvement Review and Approval may be required for major work at existing residences. If required, no landscaping may start until such approval is received from the ARB and the requisite permits, if any, are posted on site.

Minimum required landscape plant materials.

- Sod or sprig for all front lawn areas. Seed or sprig for all side and rear lawn areas.

- At least 3 trees characterized as grand trees at maturity and totaling 24" or more caliper to complement the tree planting in the common areas of of Grimball Gates.

All trees designated by a landscape designer or the Contractor as trees to be saved must have barriers erected around them. Barriers should be erected prior to any clearing or grading and remain intact until final landscape operations. No material storage or parking will be allowed within the barriers. Barriers must consist of the following:

Three (3) foot high fencing should be held in place by stakes (barrier must not be attached to saved trees). Barrier must be erected at the outermost edge of the saved trees' canopy with the exception of where construction is to take place.

Trees designated as saved trees will become the Contractor's responsibility so that they remain alive and in good shape. Roots, bark, and canopies must not be damaged. If damage occurs, it will be reported to the City of Charleston.

Final grades around saved trees must not exceed 3" of fill. Fill materials should only be topsoil or 50/50 topsoil/sand mix. Cutting grades around saved trees are not allowed.

General Site Preparation

- As much native vegetation as possible should be left intact.
- All forest litter, dead trees, noxious weeds, and noxious undergrowth should be removed.

Plant Material Minimum Requirements

- St. Augustine, Centipede, Bermuda, or Zoysia grass is suggested for lawn areas. NO BAHIA GRASS PERMITTED.
- Pine straw, shredded wood chips or other organic mulch materials should be used as a ground cover in planted areas and areas to be left natural.

A final landscape plan to scale, including types, sizes, number of plants and trees, must be submitted to the ARB and approved by the ARB prior to any work being implemented on a new construction site. Landscaping must be installed in conformity with the approved Landscaping Plan, which must also incorporate any changes required by the ARB.

Section 6 Docks

Dock and Boardwalks

All docks and boardwalks designed to provide access to wetlands, marshes, or water must be designed in accordance with standard practices of the South Carolina Department of Health and Environmental Control/Office of Ocean and Coastal Resource Management (DHEC/OCRM), constructed in accordance with these ARB Guidelines & Standards and such other guidelines as may be established by the ARB, and receive prior ARB approval. Every effort should be made to locate docks in the center of the lot, equidistant from the two side property lines.

Owners are responsible for obtaining all required approvals from governmental regulatory agencies, such as DHEC/OCRM, and per Section 2 hereof, must provide documentation thereof to the ARB.

Section 7 Architectural Review Board Appeal Procedures

Any action by the Grimball Gates Architectural Review Board may be appealed to the Board of Directors, provided all parties involved comply with the decision of the ARB until such time, if any, as the Board amends or reverses the ARB's decision. Owners must exhaust this avenue of appeal prior to resorting to a court of law or equity for relief. The following are the procedures for such appeals.

1. The initial appeal is required to be in writing, signed by the Owner, and must include a full explanation of the grounds for the appeal, including supporting drawings, plans, etc., and submitted within (3) days of the decision of the ARB. If the appeal is submitted by the Contractor or Architect/Designer, it is necessary that it be countersigned by the Owner.
2. The appeal will be considered by Members of both the Board and ARB. The ARB will first review the appeal and make its recommendations. The results of the ARB review will be forwarded to the Board, Owner, Contractor, and/or Architect/Designer within fourteen (14) days of the ARB's receipt of a properly submitted appeal. The Board will review the ARB recommendations for a period no longer than thirty days (30) from the date that the properly submitted appeal was received by the ARB, and provide its decision in writing to the ARB and Owner. The Board may uphold, reject, or change the ARB recommendations, and its decision will be by majority vote.
3. If a second appeal is desired, or reconsideration of the Board's decision, it must be submitted in writing, in accordance with the provisions in Paragraph 1 above, and must include new information as a basis for such second appeal/reconsideration.
4. The second appeal/reconsideration will be evaluated by the Board within one week of receipt of a properly submitted second appeal/reconsideration. The Owner, Contractor and/or Architect/Designer may be invited to make a personal presentation before the Board. After reviewing the grounds and supporting documentation for the second appeal/reconsideration,

and, if applicable, hearing the presentation, the Board will make a decision by majority vote, which will be transmitted to the Owner, Contractor, and/or Architect/Designer within one week of receipt of a properly submitted second appeal/reconsideration or such meeting, whichever is later.

5. The Owner, Contractor, and Architect/Designer are required to promptly abide by any Board decision. Failure to comply promptly with a decision could result in forfeiture of all or part of the deposit and initiation of any and all legal remedies available under the provisions of the Grimball Gates' Covenants.

All communications relative to ARB matters including submittal of plans, applications for ARB review, request for meetings with the ARB, etc., should be made in writing and addressed to:

**Ms. Cameron Leyh
Ravenel Associates
C/O Grimball Gates ARB
3730 Betsy Kerrison Parkway
Suite 2
Johns Island, SC 29455
843-768-9480**

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