

DESIGNING
WITH NATURE

ARCHITECTURAL
REVIEW BOARD
STANDARDS
AND GUIDELINES

Cassique

Dear Property Owner:

A neighborhood the caliber of Cassique can only be achieved with the utmost care in planning. The goal of Cassique's developers is to achieve an uncommon and visually pleasing blend of the natural beauty of some of the Lowcountry's most alluring landscapes, with distinctive and elegant man-made improvements. Tom Watson's Cassique course lies at the heart of the community, with most residential homesites interwoven amongst the fairways and greens, and others planned to be separate and very private.

This vision of development is embodied in a well-researched plan to guide home and homesite development, which has been implemented by Cassique's developers and will be administered through the Architectural Review Board.

Environmentally sensitive design can best be achieved through a careful, well-thought-out response to the configuration of your homesite, the Lowcountry climate, existing vegetation, and topography of the building site. Cassique's most outstanding features are its alluring landscapes and natural beauty. The Architectural Review Board is committed to protecting and enhancing these precious assets. Thus, one of our primary objectives is to assist you in your planning efforts, and we stand ready to do so.

These guidelines are intended to serve as your benchmark in the complex yet rewarding process of planning a new home. While similar guidelines have proven to be a helpful tool in planning homes on neighboring Kiawah Island, this document can neither provide all the answers nor guarantee ideal solutions for every situation. Nevertheless, as questions arise concerning your building plans, our staff and the ARB itself will be very pleased to assist you. We encourage you to participate when possible in presentations to the ARB, as they are made by your Architect, Builder, or Landscape Architect.

We hope also that you, your Architect, your Landscape Architect and your Builder will find these guidelines helpful, and we encourage your questions and comments. If we may be of assistance, please do not hesitate to call on us.

Respectfully,

A handwritten signature in black ink, appearing to read "Amanda Mc". The signature is fluid and cursive, with the first letter of the first name being a large, stylized capital 'A'.

for: The Cassique Architectural Review Board

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INTENT OF THE GUIDELINES

DESIGN OBJECTIVES

Cassique enjoys a moderate climate, breath-taking natural beauty, controlled accessibility, and the professional and financial resources necessary to create a very private retreat for both seasonal and year-round residents without compromise or parallel.

Cassique's developer, Kiawah Partners, Inc. (KP), is dedicated to the same fundamental philosophy toward the environment and man's additions as has worked successfully for many years at nearby Kiawah Island, which has been developed for over a decade by KP's affiliate, Kiawah Resort Associates, L.P. KP is dedicated to preserving, protecting, and enhancing this environmentally attuned community, and has the unique advantage of drawing upon years of accumulated development experience in establishing design and development guidelines for its new Cassique community.

The architectural design and construction philosophy of KP is that homes should generally be unobtrusive in form and color in order to complement their natural setting. No particular period, style, foreign or geographic influence, or traditional approach is specifically endorsed or discouraged. The chief concern is that the residential community be basically homogeneous with certain areas having more architectural diversity than others.

This philosophy suggests that each home be treated not as an individual creation or architectural entity arbitrarily placed on its site, but rather as a carefully planned addition to the natural setting which embraces the site and becomes one with it. Consequently, design solutions should extend beyond the building walls to include the *entire* site, varying in design to complement and enhance their natural surroundings.

Designs and colors appropriate for the mottled shade of forest areas might be inappropriate for open or unwooded sites. Colors and textures of exterior building materials should be compatible with the light reflecting properties of the natural elements such as tree bark, surrounding trees and shrubs, pine needles, natural grasses, and other vegetation.



FUNCTION OF THE ARCHITECTURAL REVIEW BOARD

The Cassique General Covenants delegate control of development at Cassique to KP (i.e., the "Declarant"). Article III, Section 3.02 (b) of the Declaration of Covenants and Restrictions for Cassique provides as follows:

"No building, fence or other structure shall be erected, placed, or altered nor shall a building permit for such improvement be applied for on any property within Cassique until the proposed building plans, materials, specifications, exterior colors or finishes, plot plan (showing the proposed location of such building or structure, drives, and parking areas), landscape plan, tree replacement/supplement plans, and construction schedule shall have been approved in writing by the Declarant, its successors or assigns.

One (1) copy of all plans and related data shall be furnished to the Declarant, which copy shall be retained in the records of the ARB. The approval or disapproval of plans shall be communicated by the ARB in writing, and disapproved plans and related data shall be accompanied by a statement of items found unacceptable. Refusal of approval of plans, location or specification may be based by the Declarant upon any ground, including purely aesthetic conditions, which in the sole and uncontrolled discretion of the Declarant shall seem sufficient.

No alteration in exterior appearance of any existing building or structure shall be made without approval by the Declarant."

The functions of the Cassique Architectural Review Board (the "Cassique ARB") shall initially be administered by and through the Kiawah Island Architectural Review Board. Should KP establish a separate ARB for Cassique, its composition shall be determined by KP. KP may likewise elect in the future to delegate full responsibility for architectural control at Cassique to the Cassique Homeowners' Association, Inc. The Cassique ARB would then be set up as specified in the Cassique General Covenants, and Section 4.03 of the Declaration of Covenants and Restrictions, and Provisions and ByLaws for The Cassique Homeowners' Association, Inc. (the "Cassique Association Covenants").

Architectural Review Board approval and the subsequent issuance of a Cassique building permit are the first steps in obtaining the necessary approvals for the construction of a home. Complete sets of construction documents displaying the stamp of approval of the ARB must be used in following all normal procedures administered by Charleston County for obtaining building permits. An Encroachment Permit from the Cassique Homeowners' Association will also be required.

The South Carolina Department of Health and Environmental Control (DHEC) Office of Ocean and Coastal Resource Management (OCRM) has jurisdiction over some elements of the building process at Cassique. The Owner and his Architect are responsible for compliance with OCRM rules and regulations that apply to homesites that border salt marsh and certain lagoons. These areas are deemed "critical areas," in legal terms and are subject to certain restrictions and guidelines that appear in the Cassique General and Association Covenants. In addition, all properties must comply with the OCRM Storm Water Management Act.

The approval of the ARB relates to the harmony and compatibility of external design and site design optimization. The ARB does not, however, assume liability for structural design, material sufficiency, nor damage to a neighbor's property during or after construction. ARB approval does not constitute any opinion or representation by the ARB that design plans comply with any municipal, state, or federal laws (e.g., local Charleston County building codes).

PURPOSE OF THE STANDARDS AND GUIDELINES

These *Standards and Guidelines* are meant to encourage construction of excellent architectural design appropriate to the surroundings, climate, and other environmental factors indigenous to Cassique. A strong sense of identity should be developed to create attractive and harmonious additions to the community.

These *Standards and Guidelines* are intended also to assist Cassique property owners during the design, construction, and improvement of their residences. The standards were adopted to enhance, preserve, and protect the property values of all owners throughout the community, and the review procedures are intended to provide a systematic review for all construction requiring Architectural Review Board approval.

These *Standards and Guidelines* called for by the Cassique General Covenants may be amended as necessary, so please be sure you are employing the latest version. The Board will adjust project review to accommodate the dynamic nature of regulations set by other entities with jurisdiction at Cassique, i.e. building code adoptions and revisions, flood plain requirements, etc.

DESIGN GUIDELINES

DESIGN ENVIRONMENT

One of the major goals of every architect designing at Cassique should be to integrate harmoniously every man-made structure with its surrounding natural environment. As each building site is unique, it will be necessary for all architects to prepare with a landscape architect, a thorough site analysis prior to the design of every project. The ARB will scrutinize closely, while reviewing for approval, the overall design concept and how well it relates to the surrounding environment.

In addition to detailed site data, more general information of the surrounding physical environment must be included. Consideration should be given to prominent and potential views, orientation for privacy from the street, neighbors, golf courses, etc., in addition to the materials, scale, and form of existing homes in the neighborhood. These factors will be very important in blending the proposed design with the existing neighborhood fabric.

The design of each home must also address the prominent climatic characteristics of the community. The warm temperatures suggest, of course, that every home have adequate cooling capabilities. Designs should take advantage of the cooling breezes by providing for cross ventilation and possibly avoidance of the western sun. With the majority of the days being sunny, there is potential for using passive and active solar systems.

After preparing the site analysis, the uniqueness of each site becomes apparent. Because of this uniqueness, a residential design that was appropriate on one site may not be equally appropriate for another site. Therefore, the repetitive use of residential designs or the purchasing and use of stock plans is inappropriate.

By following these design guidelines, the minimum Sustainable Sites points to achieve LEED for Homes certification are easily attainable and you are encouraged to pursue accreditation while undergoing the design of your home.



SINGLE FAMILY HOMES

Residential homesites at Cassique are conveyed to individual buyers subject to extensive deed restrictions and architectural covenants designed to establish strict control of land use and insure that all residences are attractive in appearance and appropriate to their neighborhood. These restrictions and the site analysis data form a basis for the beginning of 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 automobile circulation areas including driveways, parking, garages, and turn-arounds. In order to address access requirements that facilitate fire safety and rescue operations, careful evaluation of existing vegetation should occur prior to determination of the proper approach to the site. 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, living areas, sleeping areas, and service areas. Resident and visitor circulation patterns should be resolved as well. Sometimes (though not in every instance) driveways entering a collector street will be required to share ingress/egress for a limited distance with the adjoining lot owner.

Successful residential design solutions are those in which it is difficult to distinguish between elements that are a part of the building and those which are a part of the landscape design. Site utilization, interior spaces, exterior spaces, and landscaping concepts should always be integrated with the environmental features in the creation of a successful design.

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 sometimes specified by easements and setbacks recorded either on the subdivision plat, or on specific exhibits attached to your recorded deeds and/or homeowners' Association Covenants. The combination of lots or the modification of lot line locations may alter the setbacks. Any lot line change must receive prior approval from KP and will require review by the ARB.

All lot combinations on Cassique must first be approved by the Company, and then by the ARB, prior to submittal to the Register of Mesne Conveyance (RMC) office. During ARB review, setbacks will be determined and existing setbacks may potentially be altered. In particular, side setbacks are likely to be increased depending on the specific circumstance. Reduced massing in areas adjacent to side setbacks and reduced lot coverage may be required as well.

Of note, lots subject to square foot maximums are considered as one property once combined and therefore the maximum is not increased unless specifically addressed by deed or by ARB approval.

① BUILDING SETBACKS: Building Setbacks will generally be established by KP in compliance with applicable Zoning and other requirements, and generally will be designated in recorded supplements and amendments to the Cassique General Covenants. In the absence of such established setbacks, the typical setbacks required by the ARB are:

- Front or Side Yard adjoining a street25 feet
- Side or Rear Yard adjoining a golf course30 feet
- Rear Yard adjoining another yard20 feet
- Side Yard adjoining another yard15 feet
- Side or Rear Yard adjoining a lagoon30 feet
- Side or Rear Yard adjoining a marsh30 feet
- Rear Yard adjoining an open area.....20 feet
- Side Yard adjoining an open area15 feet

Setbacks are dimensioned from the property line or the OCRM “critical line,” using whichever is most restrictive. Larger, as well as irregular sites, may suggest to the ARB that these setbacks be altered. It is imperative that the owner/architect obtain from the ARB a reading on specific setbacks before proceeding beyond the conceptual stage.

② VARIANCES: The building footprint including cantilevered elements, decks, steps, and pools should be located within the buildable area and should not encroach on the setbacks. Rules on setbacks (whether on the subdivision Plat, in Covenants of record or not) are determined by KP, and slight variances may be permitted by the ARB to save prominent trees, minimize disruption to unusual topographic features, to accommodate an irregularly shaped lot, or when the ARB determines in its sole discretion that a variance is otherwise appropriate to the site. All such determinations are unique to the requested condition and as such are not precedent setting. Such determinations are final and binding on all concerned. If a variance is approved by the ARB, a variance from Charleston County may be required as well in order to proceed. When applying for variances, ample time for accommodation of review requirements from the Charleston County Board of Zoning Adjustments should be considered. Only variances specifically approved in writing shall be considered granted and valid.

③ ARCHITECTURAL DESIGNS: The architectural design concept for Cassique is that home structures should be generally unobtrusive in form and color in order to complement their natural setting. Homes are encouraged to reflect the vernacular of the Cassique development as outlined in the “Cassique Home Planning Guide” in both style and detailing. Only after extensive site information has been collected and site development concepts have been formulated giving due consideration to neighboring properties, can the building development be considered.

KP may determine that certain new development areas shall have specific guidelines that are unique and very different to that area. It is important the Owner and Architect verify the existence of such guidelines with the Architectural Review Board office.

- ④ **BUILDING SIZE:** The recorded Covenants, Contract of Sale, recorded plat(s), and/or Deed to your lot usually stipulate the minimum and/or maximum square footages that may be contained in a residence built on a lot. The minimum size of the first floor (also sometimes set forth in such documents) may be regulated by the ARB.

Building heights shall be determined by the ARB based upon lot location, tree cover, neighboring homes, covenants provisions, deed restrictions, County zoning and building regulations, and other factors affecting the site. Homes shall generally be from one to two stories in height with taller designs to receive approval from the ARB prior to Preliminary Review. Particular attention should be given to the first floor elevation required by Federal flood regulations adopted by Charleston County.

In addition, while maximum building sizes may not be specifically established in your Deed or recorded Covenants, the ARB may, at its discretion, disapprove a submittal that is felt to be inappropriate for the site due to size. The ARB will not approve any submittal that crowds the site and/or is out of context with other structures in the area.

In general, designs in which the amount of the site covered by the house, including raised decks, primary walkways, retaining walls, pervious and impervious required driveway elements, pools, contained areas raised more than 3' from existing grade, and other impervious elements, exceeds 33.00% of the total high ground lot area will be disapproved. Non-primary walkways, boardwalks, at-grade patios, uncontained areas raised more than 3' from existing grade, and ancillary driveway elements set in a pervious manner, along with the elements included in impervious coverage, may not exceed 40.00% of the total high ground lot area.

- ⑤ **BUILDING HEIGHT:** The overall height of the dominant roof structures shall be limited to no more than thirty-five (35') feet as measured from (i) natural grade (average elevation of a lot prior to development activity); or (ii) the minimum finished floor elevation as defined by the Federal Emergency Management Agency, whichever is higher. Building height does not include chimneys or ventilation pipes. When measured from minimum finished floor level, an allowance of freeboard height as determined by Charleston County plus 16 inches for structure above Base Flood Elevation should be used to determine minimum distance, or the actual finished floor level, whichever is more restrictive.

The ARB office should always be contacted to confirm height restrictions for individual properties.

6 BUILDING FORM: The eventual building form of every residence should be a carefully planned addition to the natural setting and embrace its site. Building shapes should provide interest and be compatible with neighbors. Large homes can be made to appear smaller and small homes to appear larger by the manipulation of shapes and forms, and by the effective use of decks, carports, garages, and screened porches. The roofscape of each home should complement the design of the home, the natural surroundings, and neighboring designs.

7 ARTICULATION: The aesthetic appearance of a residence obviously depends greatly upon the articulation of the siding, roofing, details, fenestration, walls, and fences. Windows should be selected and located to provide for views, light, privacy, and natural ventilation. Fenestration must be compatible with the architecture of the home and detailed with true mullions where divisions are proposed. Decorative glass for windows and doors is generally discouraged. Details and elevations must be submitted for review if decorative glass is proposed.

Walls, fences, and screens should be used to provide privacy, enclose service areas and HVAC units, and to reduce the scale of large masses. Details at the soffit, fascia, base, corners, windows, and decks should have common elements that help unify the appearance. Chimney hoods or pots are required to screen flue caps and/or spark arresters. Venting or louvers at foundations and gables should be detailed using substantial materials that indicate form and depth. Skylights and light tubes are rarely approved. When allowed, skylights and light tubes must be tinted to avoid nighttime "glow", and may only be located where not directly visible from neighboring properties or primary view corridors. Shutters should be consistent from elevation to elevation as applicable and must appear operational. Decks and stairs must have either louvers, lattice, or well-sized plants underneath. Porch columns should be proportionally consistent with the design style of the home. Columns greater than one story in height are generally considered inconsistent with the architectural context of the neighborhood. Solar panels may be incorporated into the roofscape or installed on an ancillary structure provided views are screened from neighboring properties. Solar panels may not be rack mounted unless integrated into the roof design using roof wells or parapets. External piping is not permitted. Finials must be approved in advance of installation.

8 MATERIALS AND COLORS: All exterior materials and colors should complement the surrounding environment. Color samples for new construction and restaining of existing buildings shall be presented to the ARB in the form of color samples onsite for approval in advance of painting or staining. Siding should have a matte finish. The use of garish and/or overly bright colors is uniformly prohibited. Unless otherwise approved in writing, corner trim elements and bay window projections are to be stained the same as the body color of the home. Bandboarding may be either the body color or foundation color as most appropriate. Trim color is usually applied to bandboarding only at porch

locations or in very limited situations deemed appropriate by the ARB. Trim color should be applied to windows, fascia, soffits, columns, balustrades, and pedestrian doors only. Downspout and gutter colors must match the surface to which they are attached except when copper. Garage doors and garage door trim should be the color of the foundation or fabricated of a high quality wood stained a dark color. Garage door trim may be the trim color only if the design of the garage doors is fully integrated with the architecture. Sufficiency of integration must be determined in writing at time of elevation review during the review process. Brick foundation homes should have dark colored garage doors. The use of natural woods, stucco, and brick is encouraged while the use of imitation or less than highest quality materials is discouraged. The use of plywood siding is never permitted.

Roofing materials shall be wood shakes, wood shingles, copper or painted standing seam metal (40 lb. Tin) or slate. Other roofing materials shall be held to a similar standard of quality. Roof vents and accessories should be located away from the front elevation and painted to match the roof color. Roof forms should have gables or modified gable ends with pitch ranges of 8:12 – 14:12 (12:12 is preferred). Roof pitches lower than that prescribed will be considered when the dominant roof form meets the pitch range noted above.

9 **SUPPORT FACILITIES:** Circulation patterns should be taken into consideration when designing to avoid conflicts between visitors, service areas, and the like. The Covenants require that every home have an enclosed service area suitable for garbage, bicycles, etc. Electric meters, air-conditioning units, water heaters, generators, above ground propane tanks and similar exterior equipment must also be screened from view and shown on elevations. Noise generating exterior equipment including but not limited to chillers, generators, pool equipment, and multiple unit air conditioning stands must also be baffled using both barrier and absorption components. Only residential grade units may be used. Television and radio antennas are not preferred on roofs and should be installed in attics, service yards, or well screened areas of the landscape. Personal weather stations and satellite dishes are discouraged in prominent locations. "Yard art" as defined in the Appendix shall be located within the privately used area of a property and screened from neighboring views. See Appurtenance Guidelines, for additional information.

LANDSCAPE GUIDELINES

Cassique's natural setting offers a unique environment that must be recognized and preserved as a framework for development. The community's special, natural environment is ecologically fragile and is difficult to replace once it has been disturbed. The Guidelines are intended to indicate the seriousness with which we approach alteration of Cassique's vegetation. These Landscape Guidelines are intended to protect the property values of all owners throughout the Cassique community, as Cassique's most outstanding feature is its natural beauty.

- ① **EXISTING VEGETATION:** Significant trees and areas of understory growth are essential natural and aesthetic resources. They play a critical role in purifying air and water, providing wildlife habitat, enhancing natural drainage, and erosion control. These trees and shrubs contribute to the quality of life at Cassique and are an inseparable part of its historical legacy. Consequently, the Architectural Review Board is most concerned with their well-being, and has established these Guidelines to assure their preservation.

The following are a few general guidelines that must be followed regarding existing vegetation:

- a. The removal of any tree or any area of understory growth without the notification of, and permission being granted by, the Architectural Review Board is prohibited. A certified arborist must be used for, and ARB approval obtained prior to, the removal of limbs that are 6" or greater in diameter.
- b. Tree removal required to develop the property (i.e., the building footprint and paved area) may require planting of additional trees as mitigation at the ARB's discretion. See the Tree Replacement Guidelines.
- c. The removal of trees on lots or parcels that have already been developed is discouraged by the ARB. Any such removal without the ARB's approval is prohibited.
- d. Pruning in Sensitive Areas: Lagoon edges, marsh edges, and maritime forest contain some of the most sensitive vegetation at Cassique. Natural drainage patterns, erosion control as well as wildlife habitat, may be easily upset by thoughtless overpruning. In addition, certain areas adjacent to marsh edges may be subject to further restrictions imposed in connection with the Storm Water Management Act. Therefore, the pruning in these areas is prohibited without the ARB's approval. In all cases where such pruning is allowed, it shall be kept to a minimum and conform to existing natural patterns of growth. Pruning should occur after the home has been framed and views are established.
- e. View corridors may be established from time to time by deed, plat or other written agreement. Tree removals and pruning within these corridors is permitted following ARB review and approval.
- f. Natural buffers, especially along lot edges, shall be preserved and enhanced. Trees, shrubs, and other understory vegetation should remain dense from ground level up to 10 feet and remain intact within 5 feet of the property line.

Violations of the above guidelines may result in substantial fines and mitigation requirements. If vegetative mitigation does not thrive after 9 months from installation, replacement is required.

- ② **DESIGN GUIDELINES:** These guidelines have been prepared to help define the appropriate site planning and landscaping that should be provided for the residences at Cassique. The basic objectives of a designer preparing site and landscape plans for a home at Cassique should be:
- a. To minimize the impact of the home on the surrounding natural environment and the golf course while preserving the site's existing landscape in its natural state insofar as possible. Often, to achieve these results, adding mature vegetation and large trees may be required.
 - b. To enhance the built environment while integrating structures into the surrounding natural environment and into the added vegetation.
 - c. To consider both long and short views to and from a project. Certain views should be improved with the addition of selected landscape elements that are appropriate for that purpose.

The completed landscaping should complement the residence and provide continuity between it and the surrounding vegetation. Architects and Landscape Architects should incorporate the existing natural vegetation into their plans, and add to it in such a way so as to produce a feeling of "modest cultivation" that "blurs the line" between man-made elements and the natural environment. Ideally, property lines should disappear with the use of continuous landscaping.

The use of flowering trees and shrubs, both perennial and annuals, of soft coloration is encouraged.

The extent and complexity of landscaping will depend upon the unique features offered by the site, the owner's desires, the design of the residence, the nature of existing vegetation, and the configuration of the property.

Care should be used in the selection of plants and flowers for size, tolerance of salt-air environment, and resistance to drought and wildlife. Landscape plans may not indicate the use of plant species listed on the *Nonnative Invasive Plants of Southern Forests* registry published by the US Department of Agriculture. These species must be removed during site development if existing on the property. Because of the rapid drying rate of the sandy soil, it is required that irrigation systems be included in landscaping plans to sustain the initial landscaping planting. The ARB highly encourages moisture-sensing devices for water conservation. It is critical that the storm drainage system and any applicable easements in the immediate area of the site be integrated into the overall landscape design. Open-loop geothermal systems will not be approved as they may adversely affect the drainage of neighboring properties and are not environmentally sensitive. In general, the ARB discourages the use of insect abatement systems that are not environmentally sensitive.

③ GENERAL GUIDELINES

- a. All landscape plans for new homes and landscape modifications to existing homes must be prepared and stamped by a Landscape Architect licensed to practice in the State of South Carolina.
- b. Tree and topographical surveys are to be dated within twelve (12) months of their submittal to the ARB. Genus and species of trees and major understory vegetation must be indicated.
- c. The entire site must be planned. If areas are to remain natural, it should be indicated as such on the plan.
- d. Schematic or bubble diagrams may be used for preliminary plans.
- e. Planting trees within the right-of-way or locating a driveway within an easement is discouraged. Material within these areas is subject to removal, and replacement is the responsibility of the property owner.

④ HARDSCAPE GUIDELINES:

- a. Each lot is permitted to have only one driveway access from the street. "Straight shot" driveways are not permitted.
- b. Most Cassique driveways should be paved with either concrete or asphalt; however, in wooded areas the ARB does not discourage the use of soft pervious material such as gravel (preferably gray/brown, not white or blue stones), oyster shell, pine straw, or wood chips. The ARB prefers, and will likely require, driveway colors that are subdued and natural in tone.
- c. Dimension standards:
 1. Driveway width should be a minimum of 12' on curves, and 10' for straighter drives. Where the driveway meets the street, the width of the drive should be at least 18' wide. Curved driveways should have no less than a 15' radius. Design of driveways must also meet fire department requirements for access.
 2. Garage backup area edge of pavement should be a minimum of 26' from garage door, offset dimensioned parallel to the home.
 3. Guest parking areas must be a minimum depth of 18' and maximum width of 17' (two cars). The maximum width is 20' for two cars; however, these may be placed separately depending on the unique site conditions.
 4. All walkways to the front entrance should be a minimum of 54" wide.
 5. No paved areas may be sited closer than five (5) feet from side or rear property lines. A minimum of 36 inches of planting area is to be maintained between the driveway and the home.
 6. No driveway or pedestrian path may be sited closer than five (5) feet from side and/or rear property lines. A minimum of 36 inches of planting areas is to be maintained between the driveway and the home.
 7. At-grade seating or outdoor decking areas must be at least ten (10) feet from property lines.

- d. Onsite parking for at least five (5) cars will be required, utilizing both garage and guest parking areas.
- e. The site plan should indicate the location of the required conduit under the driveway in the area of the right-of-way.
- f. The ARB discourages the use of fountains, arbors, planter walls, or other "yard art." If approved, the fountain, arbors, planter walls, or structural "yard art" must be included in the lot coverage percentage. When allowed, garden elements over three (3) feet tall should be located within the buildable area. Significant landscape screening may be required as well.
- g. All driveways must be designed and constructed so as not to interfere with and/or block road drainage.
- h. Taller plant material may not be located so as to impede view corridors.

5 SOFTSCAPE GUIDELINES:

a. Trees

- 1. Each lot after development must contain a minimum number of healthy trees of an approved type. See Tree Replacement Guidelines for calculation formulas and mitigation requirements. Owners of unusually large lots or lots with a number of large specimen oaks may request relief from this requirement.
- 2. Compliance with the tree calculation formulas does not grant the owner the right to clear existing trees without ARB approval.
- 3. Of the trees shown to be planted on the landscape plan, at least two-thirds must be native species (oaks, magnolias, hickories, palmettos, etc.).
- 4. All trees required for mitigation must be native species.
- 5. Landscape plans must show and label species of existing trees that are to remain.
- 6. The landscape plan must indicate, in chart form, how the proposed plan fulfills the above tree requirements.
- 7. Owners may be required to add 3-4 grand trees totaling 24" or more caliper on the side of a homesite facing the golf course.
- 8. Live Oaks which are 16" or greater in diameter at breast height (dbh), and are within 12' from the foundation, shall require pre-treatment by a certified arborist when construction commences and may require additional treatment at the conclusion of construction, especially if a variance is granted due to the location of the tree.

b. Shrubs

- 1. 50% of all shrubs installed must be a minimum size of seven gallons. The remaining installed shrubs must be a minimum size of three gallons.
- 2. The ARB may require larger material (6'-8' in height) to be planted to help soften tall foundations.
- 3. Foundation plantings are required to be at least half the height of the foundation, and must encompass the entire home.
- 4. Straight-line plantings (hedges) along the property lines are discouraged (unless as part of an overall neighborhood landscape concept plan).

5. Planting beds near side property lines are encouraged to blend with adjacent properties in both plant material and design. Native plants such as wax myrtles and hollies are also encouraged along these edges.
 6. The use of native or drought tolerant plants is recommended to reduce irrigation needs.
- c. Grass, ground cover, and mulch
1. The ARB generally discourages the use of large expanses of sod.
 2. Areas shown to be grassed must be sodded as opposed to seeded or sprigged.
 3. Areas of sod must be a minimum of 10 feet from lagoon edges.
 4. Roadside rights-of-way that are disturbed during construction must be regraded and revegetated. This includes areas of nearby lots that are damaged during construction.
 5. Ground cover is encouraged in shaded areas where it is difficult to grow grass.
 6. Pine straw or mulch can be used in areas of medium or dense shade. Seasonal color and groundcovers shall also be planted so that there is not an unplanted mulch or pine straw area greater than 100 square feet.
 7. The ARB may require the use of rain sensor gauges on irrigation systems.
 8. Synthetic turf is an allowed material, provided that the specific material is approved, the area is minimal in size, located a minimum of 10' from property lines, and heavily screened with landscaping.

It should be noted that approval of a landscape plan is conditional, pending a field review of the in-place installation. At that time, additional landscaping may be required to reduce the visual height of a tall structure, to provide erosion control, additional screening, to correct damage from construction activity, or for other reasons as deemed appropriate by the ARB.

- 6 TREE REPLACEMENT GUIDELINES:** All applications for tree removal and replacement received by the Architectural Review Board are subject to the following guidelines:
- a. All specimen oak trees on any residential lot of 3" caliper or greater dbh and all other trees of 6" caliper or greater dbh, shall be entered on a Tree Survey and submitted to the ARB with site plans.
 - b. The minimum tree requirement for a developed lot is equal to one (1) tree (3" or greater in caliper dbh) per 1,000 square feet of gross lot area (palmetto trees only count as a third of a tree). The minimum number of trees required must also equal 70% of the number of trees shown on the tree and topo survey of the undeveloped lot. Both methods of calculating the minimum number of trees required must be shown on the landscape plan. Whichever formula shows the greater number of additional trees will be the tree formula required for any lot. Popcorn (Tallow) trees may not be included in the count of existing trees on the undeveloped lot, as they are an invasive species and shall be removed during development of the lot.
 - c. Should any such oak or other specimen tree fall within the building envelope approved by the ARB, then the ARB, in its discretion, may require mitigating replacement by way of oaks or other trees of at least six (6) inches caliper dbh.

- d. All oak trees of 24" or greater caliper dbh must be preserved unless the ARB determines there is no reasonable design solution that would save the tree(s). For every oak tree with a caliper of 24" or greater dbh that is removed, the property owner may be required to plant trees for which the sum of calipers dbh is equal to or greater than the sum of caliper dbh of the trees removed. Mitigation trees shall measure a minimum of six (6) inches in caliper dbh.
- e. Oak trees greater than 6" dbh that are removed outside the building envelope may require mitigation in the ARB's discretion should the ARB permit such removal.
- f. If replacement trees will not "fit" on a lot in the ARB's discretion, the ARB may require location of same in a common, open, or park area at Cassique.
- g. In exercising its discretion respecting these Tree Replacement Guidelines, the ARB shall take into consideration, among other things, the number and species of trees removed, any hardship to the property owner, the remaining foliage, trees, shrubbery, and other plant species as may exist on a lot and/or as may be proposed to be added by the owner as a part of the landscaping plan, the size, shape, and topography of the lot, the size, species, and value of proposed replacement tree, the neighborhood characteristic including its general topography, foliage, and natural tree canopy and other relevant factors.

The ARB may consider brief delays in installation due to severe weather conditions that may adversely impact the health of installed material.

EXISTING HOMES GUIDELINES

The primary purpose of the Covenants and Guidelines is to foster the creation of a community which is aesthetically pleasing and functionally convenient for all residents and visitors. These restrictions, governing proposed homes, homes under construction, and existing homes, require every home at Cassique to be maintained in a manner conforming to these Guidelines.

① **IMPROVEMENTS:** No alteration (including painting, staining or reroofing) affecting the exterior appearance of any building, structure or landscape shall be made without prior approval of the ARB. A request for approval must be submitted to the ARB including including a completed Improvement Review Form, the review fee, and all drawings necessary to define the proposed improvement. Additional information such as a landscape plan, color samples, and site stake out, etc. may be requested when appropriate. Please note that the ARB will evaluate elements that do not meet current ARB Standards and Guidelines for correction as part of a property's Improvement. When approved, a Cassique ARB Building Permit must be issued prior to commencement of any clearing, material delivery, painting, or construction.

② **LANDSCAPING:** Every property owner is responsible for preventing the development of any unclean, unsightly, or unkempt conditions of buildings or yards, which shall reduce the

beauty of the neighborhood as a whole or the specific area. Formally landscaped bed and lawn areas must be maintained and screened from other properties. Return of such areas to a native state must be reviewed as a landscape change. For larger properties, or landscaping of a lot owned adjacently, formal landscaping should be limited to the buildable area and may not exceed 40% of the property. Any proposed changes in landscaping such as fences, fountains, lighting, game structures, drives, walks, landscape structures, and statuary must be approved by the ARB. The modification of an existing landscape requires a landscape plan prepared and stamped by a SC licensed Landscape Architect. The addition of plants to an existing landscape may be performed either by a Landscape Architect or Landscape Designer. Every property owner is required to replace significant trees that die due to natural causes to ensure that the required number of trees per lot is maintained. A deposit for tree removal will be required when mitigation is deemed necessary. See the Landscape Guidelines for current requirements prior to planning landscape updates to your property.

- 3 TREE REMOVAL:** Generally tree removal for existing homes will not be approved unless the tree is diseased, damaged, or a threat to the home. Any tree that is approved for removal will generally require mitigation with native hardwoods. An extension for installation may be requested in order to accommodate an appropriate planting season. See the Vegetation Removal Request Form for additional information. See Landscape Guidelines for additional information.

APPURTENANCE GUIDELINES

All exterior alterations and improvements to any property within Cassique require prior approval from the ARB. The following are specific guidelines for the design or alteration of appurtenances.

- 1 MAILBOXES:** Each home is required to have a typical Cassique mailbox with the appropriate lot number or assigned street number routed in the cross piece. The owner's name may be applied to the side of the mailbox per an approved design detail. The design, color, construction, and installation of every mailbox is required to conform to Cassique Graphic Controls for Mailboxes included in the Appendix.
- 2 SIGNAGE:** The use of any sign, including those for the purpose of identification, renting, or selling of a property, is prohibited. Single-family homes may be identified only by the graphics included on the mailbox as specified by the Graphic Controls included in the Appendix. Owners' names, house names and lot numbers shall not be placed on the front of homes or on signs placed on lots.
- 3 PERSONAL WATERCRAFT, BOATS, AND CAMPERS:** The storage of personal watercraft, boats, campers, trailers, recreational vehicles, or large commercial vehicles in yards or

driveways is prohibited. They are required to be stored out of sight in closed garages or below houses.

- ④ **EXTERIOR LIGHTING:** All exterior lighting shall be installed so as not to disturb neighbors or impair vision of traffic on nearby streets. Additional guidelines are as follows:
- a. Landscape plans must indicate all proposed exterior landscape lighting. The use of exposed, non-hooded spotlights will not be approved. Low voltage, high quality metal fixtures are encouraged.
 - b. Exterior lighting should be limited to areas where there will be pedestrian movement, and should be extinguished when not in use.
 - c. Lighting within street rights-of-way is not allowed.
 - d. The source of exterior lights should not be visible from property lines or streets.
 - e. Floodlights are almost never permitted. A maximum number of two switched floodlights, or similar types of lighting attached to soffits and fascia, when allowed, must be hooded, low voltage, and approved in advance.
 - f. Exterior lighting towards or near the marsh is strongly discouraged. Only dim path lighting shall be allowed in these sensitive areas.
 - g. Up-lighting and/or landscape lighting is intended to accent a truly unique or special natural feature. This type of lighting may be allowed at the discretion of the ARB.

Because each design and site is unique, lighting plans will be evaluated based on the unique characteristics of the site. The ARB has discretion to disallow plans that introduce excessive lighting into the landscape.

- ⑤ **FENCING:** All fencing designs must receive ARB approval and a permit is required prior to installation. Maximum fence height, including lights and post caps, shall not exceed five (5) feet. Overly elaborate gate and fence designs, including spiked pickets, are not permitted. Fences, when allowed, should be of simple design, dark color, and heavily screened with continuous evergreen landscaping. Landscaping should screen the entire fence from time of installation. Fences must be located a minimum of ten (10) feet from property lines and should be limited to a portion of the side or rear yard, in order to allow the blending of landscaping with neighboring properties. Entry gates or piers are discouraged. When allowed, these must be located within the buildable area, or aligned with the adjacent buildable area in the case of flag lots, and may not exceed the height of any associated fence.

- ⑥ **SATELLITE DISHES:** Satellite dish placement requires ARB notification. A 20" diameter or less satellite dish or 1 meter if required by FCC regulations, may be placed on the roof of a home, provided it is not visible from the street and is properly screened from adjoining property. If ground placement is necessary, locate in areas least obtrusive to viewing from streets or adjoining property. The dish must be painted a color that will blend with the surrounding roof or screening.

7 PLAY STRUCTURES, BASKETBALL GOALS, ETC: All play structures, basketball goals, putting greens, and related objects must be approved by the ARB. The ARB will require that the objects be painted to blend with the surrounding environment, and may require additional plantings to screen objects from neighboring views.

8 STORM PROTECTION: Installation of storm protection systems for doors and windows requires review and approval by the ARB. All elements of the system must match in color the surface to which they are attached and should integrate with the architecture of the home. The ARB encourages the use of removable panels and hinged shutters, where applicable. Storm protection systems may only be utilized when the community is in eminent danger due to the issue of a hurricane warning by the National Weather Service. Systems must be removed or disengaged immediately after the warning is removed and may not be used as a means of securing property during homeowner absences.

9 POOLS: Pool installation and/or modification requires ARB approval and must be performed by a licensed pool contractor. The pool cavity and elevated decking must be entirely within the buildable area and are included in lot coverage calculations. At grade decking must be at least ten feet from the property line. The color of any pool component visible from adjacent properties must be approved including vertical surfaces at waterline and infinity edge troughs. Saltwater conversion is very strongly encouraged, as traditionally chlorinated discharge into the Island's storm water system will adversely affect the environment.

10 DOCKS AND BULKHEADS: Installation and improvement of all docks and bulkheads require prior ARB approval. Dock structures and bulkheads should be fabricated with natural and blending materials; however, aluminum gangways are allowable. Lighting should be limited to pedestrian movement and extinguished when not in use. Lifts, when allowed, should be minimal in form. The use of rip rap may be allowed in limited circumstances and, when approved, must be located below the Mean High Water line. Landscape solutions may be required to mitigate exposure of bulkheads from marsh views and adjoining bulkheads should always be consistent in design and materials. The ARB may consider other methods of erosion control that are natural in appearance. Please reference page 5 for additional information.

REVIEW PROCESS

EXPLANATION OF THE PROCESS

The Architectural Review Board exists to review all building, remodeling, and/or alteration activity proposed at Cassique and to encourage high quality architectural design and characteristics appropriate to the surroundings, the special conditions of climate, and other environmental factors indigenous to the area.

This review process has been organized to establish a systematic and uniform review of proposed residential construction. Required drawings and submittal forms must receive Conceptual and Preliminary Approval before submission for Final Approval. All submittals to the ARB for construction must be made by an Architect registered in the State of South Carolina.

Architects should strive to develop a strong sense of identity within a framework of visual continuity so as to create an attractive and harmonious addition to the community. It is not the intention of this ARB to stifle creativity in producing a strong identity, provided the design conforms to the Covenants and these Guidelines. However, through its Review procedures, the ARB may disapprove any proposed construction on purely aesthetic grounds, where, in its sole judgment, such action is required to protect the enduring natural beauty and attractiveness of an area.

Aesthetic issues may include, but are not limited to, neighborhood compatibility, site relationships, and design consistency. Neighborhood characteristics will be considered during the review of the proposed building's materials, style, colors, mass, height, and square footage. The existing vegetation, tree canopy, tree root systems, drainage, and grading will be considered during the review of building mass and drainage. Window style, pattern and proportion, detailing, and overall proportion will be reviewed for consistency with the proposed architectural style.



An ARB Staff is available to assist Owners, Architects, and Contractors during the design and construction of homes. The ARB Staff is available to promptly reply to questions concerning design and construction guidelines. The ARB Staff will preview every project before Conceptual, Preliminary and Final Review. They will also review the lot stake out and the submission of acceptable working drawings, specifications, landscaping plan, and color samples.

The project will not, however, be presented to the ARB for review until all of these items have been addressed.

No site clearing, material deliveries, or construction may begin without first obtaining a Cassique Building Permit from the ARB. A permit may be issued only after Final Approval is granted by the ARB. Therefore, the review process must begin early enough to obtain approval that coordinates with the construction schedule. All normal procedures set up by the Charleston County Building Department must be followed as well. If construction of an approved structure has not commenced within six (6) months of its approval, resubmittal to the ARB will be required.

The ARB generally meets every month, or more often if the caseload dictates. Conceptual submittals should be received by the ARB no later than noon one week prior to the meeting. Preliminary and Final submittals are due by noon on the Friday before the meeting. To be considered, submittals shall be accompanied by the appropriate Architectural Review Board Form, completed in full. Requested variances must be submitted on a completed in full Variance Request Form. Any review fees due must also be paid in full for a submittal to receive consideration. All requirements shall be completed or the ARB may refuse to review a submittal. The ARB encourages personal presentations of submittals by Architects and Owners. Design approval is valid for six (6) months.

SITE ANALYSIS

Architect and Landscape Architect are required to attend a Site Analysis Meeting with an ARB representative prior to beginning the Review Process. The purpose of this meeting is to familiarize attendees with the proposed homesite, to evaluate the health and location of specimen trees, other vegetation, and existing topography, and to increase the homeowners' and design teams' awareness of ARB issues. The information should be represented graphically and sealed by the Landscape Architect on the following Site Analysis Drawings.

- ① **TOPOGRAPHICAL AND TREE SURVEY:** One of the first steps in preparing a site analysis is obtaining a Topographical and Tree Survey for the property from a South Carolina Registered Land Surveyor. The survey must be dated within twelve (12) months of its submittal. A full size, hard copy of this survey must be at 1/8" = 1'- 0" or 1" = 10'- 0" scale and is required to show the legal description of the property, including the following:
- a. Recorded property lines, easements, and setbacks.
 - b. The topographical contours of the lot, along with spot elevations for existing curbs, the street, and neighboring lot curbing.
 - c. The location, genus, and species of all oak trees over 3" caliper dbh and other trees in excess of 6" caliper dbh.
 - d. Any prominent natural features of the site.
 - e. Adjacent residences with roof heights from MSL, garages, and driveways.
 - f. Current OCRM critical lines.
 - g. Utility locations.

The accuracy of the survey is extremely important as this will eventually influence the design of the residence. Minor inaccuracies in the survey can often lead to significant delays and/or increased project budget if not addressed promptly. Surveyor error cannot be considered "hardship" that supports a variance.

- ② **EXISTING SITE CONDITIONS:** The analysis should be drawn on a copy of the Tree and Topographical Survey and should include, but is not limited to, the following:
- a. Oak trees 24" caliper dbh or greater highlighted in red.
 - b. Hardwood trees 12" caliper dbh or greater highlighted in green.
 - c. Areas and characteristics of natural vegetation or dense understory, including special or unusual site features.
 - d. Existing oak canopy delineated.
 - e. Locations of diseased or damaged trees.
 - f. Locations of trees restricted from removal with respective ground area delineated by shading or hatching (see Chapter Two, Section C for criteria).
 - g. Existing drainage patterns.
 - h. Sun movement analysis and breeze directions.

- ③ **PROPOSED SITE DEVELOPMENT:** The analysis should be drawn on a copy of the Tree and Topographical Survey and should include, but is not limited to, the following:
- a. View orientation.
 - b. Major features on adjacent properties within 50' of property line.
 - c. Building, pool, and decking locations with approximate square footage requirements.
 - d. Site access.
 - e. Areas requiring minimal or maximal privacy.
 - f. Potential variances should be clearly and specifically addressed in writing and highlighted on drawings.

All variances must be brought to the attention of the ARB during the review process and cannot be approved after construction begins. Only variances specifically approved in writing shall be considered granted and valid. A Variance Request Form must be submitted in addition to the standard review forms if you are seeking a variance for your project.

An important step is conveying to the ARB the appropriateness of how the design evolved from the site analysis. Thus, it is critical that all pertinent site data gathered be presented to the ARB representative 24 hours prior to the Site Analysis Meeting. The Meeting shall be re-scheduled if the data is not received in a timely manner. To facilitate, ARB may accept digital submittals of the tree and topographical survey in advance of the site analysis meeting with a hard copy of the survey being provided to the ARB at the meeting.

CONCEPTUAL REVIEW

As early as the Owner and Architect are able to identify design objectives, five (5) sets of Conceptual plans should be submitted for review. These plans must be printed to half scale and should consist of tentative drawings that reflect the general form, spatial relations, materials, articulation, and circulation patterns. Active involvement by the Landscape Architect is required during the initial layout of site plans.

Schematic sketches, dimensioned drawings, models, and perspectives are most appropriate for conceptual submittals. Regardless of what form of presentation is used, all conceptual submittals must contain **nine (9) bound, half scale copies** of the following:

- ① **COMPLETED CONCEPTUAL REVIEW FORM:** After review, the ARB will either grant Conceptual Approval or provide reasons for the rejection of the submittal, and normally will offer suggestions for improvement. If the conceptual drawings are substantially changed, either by request of the ARB or desire of the owner, they must be resubmitted and receive Conceptual Approval before proceeding for Preliminary Approval. A Conceptual Approval is valid for six (6) months from date of approval. All necessary forms are provided on the ARB website, www.CassiqueARB.com.
- ② **DIMENSIONED SITE PLAN:** The site plan shall be drawn by the Landscape Architect at a scale of 1" = 20'- 0" and shall show the ground floor plan of the house and contain dimensions demonstrating conformity with all required easements and setbacks. Surveyed trees, both those to be preserved and those to be removed, must be indicated. Driveways and walks must be located along with the proposed service yard, HVAC units or closed-loop geothermal fields, and electric meter. Driveways, garage backup areas, and guest parking areas should be dimensioned and the following area calculations should be indicated:
 - a. The area of building footprint (all heated and unheated spaces, in square feet).
 - b. The area of all first floor decks, stairs, and porches.
 - c. The area of all driveways, walks, pools, and HVAC units.

- d. The total of these areas in square feet (area of improvements).
- e. The total high-ground area of the lot in square feet.
- f. The area of improvements expressed as a percentage of the total high-ground lot area.

Any variance to established guidelines should be clearly noted and highlighted.

- ③ **PLANS:** Floor and roof plans at 1/8" scale shall be presented depicting the layout of heated, unheated, screened, and covered square footage calculations as measured from outside face of exterior walls for each level, including steps and mezzanines. For area calculations of unheated space, measure from the centerline of walls that separate heated and unheated spaces. Vaulted space open to below should be calculated at 50% of potential floor space. Stair square footage should be included for each level. Plans for all proposed floor areas, including garages, basements, or attics, must be submitted.
- ④ **ELEVATIONS:** Drawings shall be presented at 1/8" scale representing the view of all exterior sides of the proposed structure. All materials such as wood, stucco and/or masonry elements of all exterior walls shall be accurately and fully depicted. The elevations must be rendered with shadows depicting roof and/or deck overhangs, and changes in wall plane or massing. Roof ridge heights, their relationship to FEMA, and interior floor levels should be indicated, as well as the relationship to existing and proposed topographical features.
- ⑤ **PERSPECTIVES AND MODELS:** Perspective sketches and models are encouraged at Conceptual Review, although not required.

PRELIMINARY REVIEW

The preliminary submittal drawings are prepared after changes are made from the review of conceptual plans. A written response to any comments from the previous review should be submitted. One (1) complete set of 24" x 36" or 30" x 42" drawings is required. The ARB Staff will preview all submissions, and will not present a project to the ARB for Preliminary Review unless the following are completed and have been submitted.

- ① **PRELIMINARY STAKE OUT:** The home shall be staked out on the lot with stakes at least two (2) feet tall, marking the corners. A string shall connect all stakes outlining the shape of the home, including decks, stairs, raised planters, and driveway. **Preliminary stake out must be completed by noon on the Friday prior to the ARB Meeting or the submittal will not be reviewed.**
- ② **COMPLETED PRELIMINARY REVIEW FORM:** After review, the ARB will either grant Preliminary Approval or provide reasons for the rejection of the submittal, 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 resubmitted and in receipt of

Preliminary Approval before proceeding for Final Approval. A Preliminary Approval is valid for six (6) months from date of approval. All necessary forms are provided on the ARB website, www.CassiqueARB.com.

- ③ **SUBMITTAL FEE:** This fee is for the review process. See the Attachments for the schedule.
- ④ **FLOOR PLANS:** Plans at 1/4" scale must depict the layout and relationship of interior space for all levels of the proposed building. These plans must show the proposed heated, unheated, screened, and covered square footage calculations as measured from outside face of exterior walls for each level, including steps and mezzanines. For area calculations of unheated spaces, measure from the centerline of walls that separate heated and unheated spaces.
- ⑤ **EXTERIOR ELEVATIONS:** Drawings shall be presented at 1/4" scale representing the view of all exterior sides of the proposed structure. Wood, stucco and/or masonry elements of all exterior walls shall be accurately and fully depicted. Gutters and down spouts must be shown if proposed.
- ⑥ **GRADING AND DRAINAGE PLAN:** The grading and drainage plan shall be drawn at a scale of 1" = 10' or 1/8" = 1' - 0" with the setbacks. These drawings must show the roof plan and that existing trees and vegetation to be preserved are not damaged by fill dirt. They must also show the proposed grading and demonstrate that drainage flow does not adversely affect adjoining property, or roadside swales. The proposed grading plan must also demonstrate that stormwater conveyance within the Cassique easement will not be impeded.

The following information must be included on the plan:

- a. Spot elevations at building corners, the base of all stairs, the garage door, and all corners of the driveway.
- b. Spot elevations for top and bottom of planter or retaining walls, if applicable.
- c. Spot elevations for the driveway at regular intervals where it meets the property line and the street and at center of paving.
- d. Existing roadside swale and flow patterns, if applicable.

Additional information may be requested in case of irregular conditions, including but not limited to: adjacent properties not in conformance with these guidelines, existing storm drainage in disrepair, atypical storm drainage patterns.

The Landscape Architect must include a "note" for the Contractor which states: "Final grading must be completed in such a way that it does not adversely affect drainage or vegetation on adjoining property or roadside swales." The proposed grading plan must also demonstrate that stormwater conveyance within the Cassique easement will not be impeded.

- ⑦ **DIMENSIONED SITE PLAN:** This plan must be 1/8" in scale, must include overall dimensions (depth & width) of the home, and must demonstrate conformity with all required easements and setbacks. Any variances to the established guidelines shall be noted and highlighted to bring attention to the ARB.

Driveways, guest parking, garage backup areas, and walkways must be located, appropriately dimensioned, and proposed materials specified. Proposed driveway dimensions should include length, width, and radii. The service yard, HVAC, and electric meter must be indicated on these drawings. In closed loop HVAC systems, bore hole locations must be located on the site plan. A roof plan must be submitted.

- ⑧ **LOT COVERAGE GRAPHIC:** Provide a lot coverage graphic showing areas and measurements of all elements included in the calculations of the total lot coverage as well as any supplemental pervious elements.

- ⑨ **BUILDING SITE SECTIONS:** Drawn to scale as necessary, these plans must show floor and ceiling heights of each habitable floor.

- ⑩ **TREE/UNDERSTORY PROTECTION PLAN:** The tree and understory protection plan shall be presented at a scale of 1" = 10' with the setbacks. Clearing limits as delineated by protective fencing, trees proposed for removal, areas of dense understory growth, areas where existing vegetation is to be preserved, and areas where the existing grade will be disturbed must be noted. The job material storage, construction dumpster, and temporary toilet locations must also be shown.

FINAL REVIEW

The construction documents are prepared after changes are made, if any, from the review of preliminary plans. If requested, the final stakeout, reflecting any changes, must be completed before submitting for Final Review. A written response to any comments from the previous review should be submitted. The ARB Staff will preview all submissions, and will not present a project to the ARB for Final Review unless the following are completed and have been submitted.

- ① **FINAL STAKEOUT:** If requested, the preliminary stake out must be updated reflecting changes, if any, in the location of the home or driveway and any additional trees to be removed. No oak trees over 3" caliper dbh or other trees 6" caliper dbh may be removed or limbed at any time without prior ARB approval. Extra care shall be taken by fencing to avoid injury to any trees not approved for removal.

- ② **COLOR SAMPLES:** Because color is essential to the overall success of the home, the ARB requires proposed colors of all exterior materials including siding, trim, brick, roofing, stucco,

and lattice to be submitted on actual samples of materials proposed for use, and shall be submitted attached to a panel. See graphic at www.CassiqueARB.com for sample panel information. 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 on varying materials. The samples submitted at the time of Final Review do not constitute final approval of the color palette. Final approval may only be given after on-site review of the sample board during the construction of the home.

- ③ **SCHEMATIC LANDSCAPE PLAN:** A landscape plan prepared by a South Carolina registered Landscape Architect, at a scale of $1/8" = 1' - 0"$ or $1" = 10'$ showing the following:
- a. Location of the home, driveway, and walks with proposed landscaping concepts as intended to help integrate the building with its environment and to provide for positive drainage.
 - b. A scale representation of all planting material, identified as to size, quantity, common and scientific name, and variety. Include a proposed plant list.
 - c. Tree analysis chart including 1 tree per 1,000 square feet of high ground and 70% of existing trees on the lot. Mitigation trees should be shown and highlighted.
 - d. Location of landscape lighting with fixture catalogue cuts, sprinkler head locations, walks, fences, pools, decks, patios, play structures, garden structures, and mailboxes. Include a complete light fixture schedule.
 - e. Adequate plant screening for HVAC units, service yards, trash enclosures, and electric meters. Foundation screening must be half of the height of the foundation wall.
 - f. Proposed budget for landscape and irrigation (not to include structural fill or hardscape). See Attachments for budget assumptions.
 - g. Tree and understory protection plan similar to the preliminary submittal.
 - h. Height of mature vegetation proposed for location within deeded, platted, or implied view corridors (such as adjacent to side yard setbacks on flag lots) must be noted.
 - i. Fence location and fence elevation, if desired or required for pool.
 - j. Hardscape material, design, and layout.

Each plan shall indicate the location of a 4" PVC conduit (Schedule 40) below the driveway in the street right-of-way for future cable installation. The conduit should be 3 feet from the edge of the street with an invert 18 inches below grade. The conduit should extend 24 inches beyond either side of the paving and be capped on both ends. Berkeley Electric must be contacted for the delivery of any additional conduit and specifics on its placement. The contractor shall be responsible for locating existing utilities before excavating. Restoration of the roadside drainage system will be required.

- ④ **DIMENSIONED SITE PLAN:** Similar to preliminary including any changes and proposed utility services.

- ⑤ **FOUNDATION AND FRAMING PLAN:** Plans at $1/4"$ scale showing locations and sizes of foundation and framing elements and how they relate to nearby trees.

- ⑥ **FLOOR PLANS:** Floor plans shall be drawn at 1/4" scale containing all information necessary for construction.
- ⑦ **ELEVATIONS:** Drawn at 1/4" 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. A colored elevation must be submitted for evaluation of proposed color application. The entire front elevation must be rendered and partial elevations throughout the home are encouraged to ensure that all design elements which may require unusual color application are considered and so that color issues in the field can be avoided.
- ⑧ **BUILDING SECTIONS:** Drawn at 1/4" scale as necessary for clarification or construction.
- ⑨ **ELECTRICAL, MECHANICAL, AND PLUMBING PLANS:** Plans submitted at 1/4" scale showing necessary information. Diagrammatic plans to be submitted must show the meter location, generator location, enclosed HVAC areas, on demand water heaters, and propane tanks. Electrical plans must show the meter location and mechanical plans must show enclosed HVAC areas.
- ⑩ **DETAILS:** Submit details including, but not limited to the following:
- a. Typical wall section.
 - b. Exterior trim.
 - c. Window and door details.
 - d. Exterior walls, fences, or screens.
 - e. Railings and/or seating.
 - f. Screen porch section.
 - g. Utility screening
- ⑪ **SPECIFICATIONS:** A full set of specifications must be submitted defining the quality of all work and materials.
- ⑫ **COMPLETED FINAL REVIEW FORM:** If the ARB fails to grant Final Approval of the project, it will designate items to be corrected or resubmitted.

EXISTING HOMES IMPROVEMENT REVIEW

As stated in the Covenants, "no building, fence or other structure shall be erected, placed, or altered nor shall a building permit for such improvement be applied for on any property within Cassique until the proposed building plans, materials, specifications, exterior colors or finishes, plot plan (showing the proposed location of such building or structure, drives, and parking areas), landscape plan, tree replacement/supplement plans, and construction schedule shall have been approved in writing by the Declarant. When submitting for review of proposed improvements, presentations must include when applicable, but may not be limited to the following:

- ① **LETTER OF INTENT:** The owner should inform the ARB as to the intent and purpose of the proposed improvement.
- ② **IMPROVEMENT REVIEW FEE:** This fee is for the review process. See the Attachments for the schedule.
- ③ **COLOR SAMPLES:** Samples are most important when applying for improvement approval because of the necessity of matching existing materials. When changing the color of a home, color samples must be applied to the home for inspection by an ARB representative. An Approved Final Color form must also be completed and submitted for the ARB's records. There is a distinct preference by the ARB for weathering and semi-transparent stains on residential structures so as to blend with the natural surroundings.
- ④ **SITE PLAN:** The site plan must be based on an existing conditions survey dated within 12 months of the submittal, including a current OCRM critical line when applicable.
- ⑤ **DRAWINGS:** One set of plans and elevations shall be submitted to adequately define and explain the improvement sufficiently. Drawings submitted at half scale are sufficient provided these are legible and printed to scale. Drawings representing the existing structure(s) will also need to be submitted. Major improvements may require a landscape plan indicating how the landscape will be improved to meet current landscape guidelines. Landscape improvements may require tree protection, grading, and planting plans depending upon the scope of work proposed.
- ⑥ **COMPLETED IMPROVEMENT REVIEW FORM:** After reviewing the project, the ARB will either designate changes or grant Final Approval. As with new construction, the construction deposit must accompany the completed Construction Application Deposit and Agreement Form, two (2) full-size sets of drawings, and one (1) set of reduced drawings (11" x 17") to be stamped before obtaining a Cassique Building Permit. As specified in the Construction Guidelines, the Cassique ARB building permit and the Charleston County permit must be displayed before site clearing, material delivery, or construction may begin.



CONSTRUCTION GUIDELINES

BEFORE CONSTRUCTION

After completing the review process and receiving Final Approval of the stake out and construction documents from the Architectural Review Board, several steps shall be followed before any lot clearing, material deliveries, or construction may begin.

An ARB Building Permit must be obtained for all renovations and new construction. Please be aware that non-conforming items inadvertently not addressed during or prior to permitting may not be considered approved. Three (3) full size and one (1) half size set of construction drawings must be stamped by the ARB. The three full size sets of drawings are required by Charleston County before the County will issue a Zoning and Building Permit.

The contractor must also submit a completed Construction Application Deposit & Agreement, an Encroachment Permit from the Cassique Homeowners' Association, and the required deposit for new construction or for improvements. Deposit reimbursements can only be returned to the issuer of the deposit check. The deposit is returned to the address on the check, therefore, it is pertinent that the ARB be notified of any address changes.

Upon receipt of these required items, the ARB will review the permit application submittal for Minor Improvements. For New Homes and Major Improvements, the ARB will review the onsite tree protection. Once the tree protection is complete, an ARB Building Permit will be issued within ten (10) business days for the project. The receipt of this Permit does not preclude the necessity of also obtaining a Charleston County Building Permit. Both permits are required for construction along with any additional permits that may be necessary from other agencies (e.g., to build a dock you will need KP approval and a permit from OCRM). In the case of golf course lots, you may need permission from the golf course operator, particularly if you seek to alter or remove any natural vegetation within 30' of any lot line bordering a golf course. We will advise in obtaining the latter services and approvals.



Every job site must have a job sign. Several area sign companies have the specifications required by the Architectural Review Board for job signs. A current list may be obtained from the ARB office. Please be aware that only the name and hometown of the Property Owners, as well as the name of the Architect, Landscape Architect, and Builder may be placed on the sign. Telephone numbers and other information are not allowed.

In summary, the following steps shall be completed **before** New Construction or Major Improvements may begin:

1. Submit to ARB office one (1) electronic set, three (3) full-sized sets, and one (1) half-size set of approved construction drawings with completed Construction Application Deposit and Agreement, Cassique Encroachment Permit and construction deposit check(s).
2. Install tree protection prior to clearing the site. Any clearing between the setbacks and the property line requires on-site approval.
3. Obtain Building Permit from ARB.
4. Order job sign.
5. Obtain Charleston County Building Permit and Zoning Permit (KP may require other permits in special situations); also, if applicable, obtain approvals for golf course lot construction and vegetation alteration. Zoning permit applications must contain:
 - a. Average Natural Ground Elevation (average elevation of the entire lot to the nearest 6").
 - b. Base Flood Elevation.
 - c. Structural Elevation showing first floor height and peak of roof height (above B. F. E.).
 - d. Site Plan with ARB stamp.
 - e. Copy of approved recorded plat.
 - f. Building plans (2 sets).
6. Post Building Permit at job site.
7. Place dumpster and portable toilet on job site per the locations approved during the review process.
8. Submit a completed Onsite Color Review Form for review if applicable.
9. Site clearing may commence following receipt of the Cassique Building Permit from the ARB. At conclusion of clearing, submit dated photographs of the site prior to proceeding with construction.

Steps prior to Minor Improvement construction (including roofing with the same material, painting any color, deck or rot repair, tree removal mitigation, and other minor exterior repairs):

- a. Submit a completed Construction Application
- b. Submit a Cassique Encroachment Permit or Waiver
- c. Submit the review fee and construction deposit.
- d. Submit a completed Onsite Color Review Form if applicable.

If bird of prey, alligator, bobcat, or other habitat is discovered during clearing, the ARB office must be contacted prior to continuing work.

Many properties require de-watering prior to and during construction, which must continue constantly for extended periods of time. If this is necessary, please adhere to the following:

- a. All water removed from the site must be discarded to the nearest storm drain. Water should never be drained onto neighboring property, including the dune field and marshlands.
- b. Pumps with low decibel ratings are preferred. In addition pumps should be muffled with sand bags to keep vibration noise to a minimum.
- c. The ARB recommends pre-notification to neighbors when de-watering is scheduled for an extended period of time.

DURING CONSTRUCTION

All construction at Cassique will be under regular observation by the ARB. Four (4) mandatory field inspections shall be conducted by the ARB on every residence under construction.

- ① **FIRST INSPECTION:** The first required inspection shall occur when the foundation wall is just above grade. The contractor shall notify the ARB at this time, and the inspection shall be conducted to ensure conformance with the approved drawings as to the location of the structure within the site. At this time, the builder must submit to the ARB a "Foundation Survey" depicting the location of the setbacks and showing the distances from all foundation corners to adjacent property lines. The ARB will fine the Contractor a portion of the deposit should the first floor framing be constructed prior to submitting a foundation survey or if dated photographs are not submitted at conclusion of site clearing prior to construction commencing. A stop work order may be issued until the survey is submitted and corrections are completed.

If during the foundation construction, or subsequently during framing, the removal and/or limb cutting of additional oak trees greater than 3" caliper dbh and other trees over 6" caliper dbh or alteration of existing dune structures becomes necessary, approval **shall** be obtained from the ARB **in advance**.

- ② **SECOND INSPECTION:** The Second Inspection shall occur during the Onsite Review of the Color Palette and Material Sample Board, usually occurring during the framing of the home. During construction, a sample board must be erected to show the proposed colors on the proposed materials for on-site review from the ARB. In order to view each sample in its proper context, the sample board must be placed close to the home. Once the sample board has been finalized and is ready for ARB review, an Onsite Color Review Form must be completed and submitted to the ARB office. An ARB

representative will perform an on-site inspection and return the Onsite Color Review Form with the appropriate sign-off. Should the contractor not submit an Onsite Color Review Form prior to application of color and materials, a fine may be imposed and withheld from the construction deposit in addition to any adjustments needed to comply with ARB guidelines.

③ THIRD INSPECTION: The Third Inspection shall occur during the onsite review of the Final Landscape Plan. Final Landscape Plan submittal is due sixty (60) days prior to the substantial completion. The Landscape Architect and a representative of the ARB will meet on site to review any landscape issues, including the number of new trees required, tree mitigation requirements, tree locations for filtered views, screening of service and parking areas, foundation and property line plantings, fence and final driveway layout, grading, landscape lighting, and repairing right-of-way damage. Requirements for the Final Landscape Plan submittal are similar to the Schematic Landscape Plan in the Final Review section, however, please note that the Schematic Landscape Plan is not to be used in place of the Final Landscape Plan. Should a Final Landscape Plan not be submitted prior to installation of landscape material, a fine may be imposed and withheld from the construction deposit. The ARB office must be informed if the Landscape Architect of record changes.

④ FOURTH INSPECTION: The Fourth Inspection shall be conducted after the completion of the home and installation of landscaping. See AFTER CONSTRUCTION section for more information, including the Final Inspection checklist. A copy of the Final Inspection shall be sent to the Owner and Builder noting final approval or required items to be corrected.

⑤ SITE APPEARANCE: It is imperative that all sites be maintained in a clean and tidy manner. All construction materials must be kept within the property lines and a clear street right-of-way should be maintained. Access to the site should be limited to the proposed driveway location. Access over/through adjoining properties is expressly forbidden. Over-sized delivery items require arrangement with Cassique Security at least two (2) business days prior to arrival at the front gate to Cassique and any costs incurred must be borne by the contractor. Fires are not permitted on residential construction sites under any circumstances.

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. 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 of materials, 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 minimal in size. Storage structures may not be used as living quarters. The ARB generally discourages the placement of job trailers on a residential site. In the event that the ARB approves of a job trailer, a minimum sized industry standard trailer must be used. The trailer will be required to be screened with vegetation, and must be removed once the home is complete.

Residential construction sites must contain the following:

- a. Commercial dumpster
- b. Job Toilet - Each construction site is required to have a job toilet at all times for the use of 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 and neighboring homes.
- c. Temporary utilities - Temporary utilities must be installed in a neat manner. The temporary power pole must be at least 15 feet from the front property line, be installed plumb, and not be used for the placement of signs. Installation of the sanitary sewer and water lines must be completed using small trenching equipment, as large backhoes may create damage to natural areas.
- d. Standard job sign (with permits) – see www.CassiqueARB.com for graphic standard

Site cleanliness shall at all times be maintained at an acceptable level. If not so maintained, the ARB will issue a “stop work” order. A commercial dumpster shall be placed on each job site and shall be dumped when necessary. At the end of each work day, materials must be stored neatly and all trash placed in the dumpster. No trash shall be strewn about the lot or piled openly. As untidy sites present a negative image to visitors and property owners, this requirement shall be strictly enforced. Should the ARB determine, in its sole discretion, that a site is not being maintained properly, it may undertake to have it maintained properly and will deduct the cost from the Construction Deposit and/or levy additional fines.

Should construction progress cease for more than 90 days, the ARB must be notified. Measures may be required to minimize impact to neighboring properties should a cleared jobsite become abandoned. Incomplete construction sites are detrimental to their neighborhoods, therefore once construction has begun, a project must be completed as approved and permitted.

AFTER CONSTRUCTION

When the Construction of a residence has been completed, the owner and contractor need to satisfy several requirements before applying for the Final Inspection. The construction of the residence is to be completed and the landscaping installed in accord with the plans previously approved by the ARB. Any unauthorized change is to be corrected before the Final Inspection Certificate will be issued.

Upon completion of construction and landscaping, all building debris, remnant materials, and tools shall be removed from the site and the surrounding area. The construction site sign and the temporary power pole shall also be removed. At this time, the Contractor should review the Final Inspection Checklist provided by the ARB and notify the ARB that he is ready for the Final Inspection. If Final Inspection is not requested within a year of the date of Certificate of Occupancy, the ARB may absorb the New Home Construction Deposit as a fine, and notice may be sent of items requiring correction.

Deposits may be forfeited to pay fines for noncompliance, but neither the assessment of fines nor their payment relieves the Property Owner of compliance. For Improvement Construction, Final Inspection must be requested within one year of the ARB building permit expiration or the Improvement Construction Deposit may be absorbed as a fine and notice may be sent of items requiring correction.

As a checklist, the following items shall be completed prior to Final Inspection for New Construction and Major Improvements:

- a. Complete construction.
- b. Remove construction debris.
- c. Remove temporary facilities, utilities, and sign.
- d. Install landscaping.
- e. Install standard Cassique mailbox.
- f. Submit as-built survey. The as-built survey must include the setbacks, the lot coverage percentage, (expressed as un-built, pervious and impervious surfaces), conditioned square footage if there is a maximum, HVAC stands, and the roof ridge height. It must also include spot elevations for the driveway at regular intervals where it meets the property line and the street and at center of paving.
- g. Request an Encroachment Inspection.
- h. Submit landscape certification.
- i. Submit a completed Onsite Color Review Form.
- j. Request for Final ARB Inspection.

For Minor Improvements:

- a. Complete construction
- b. Remove construction debris
- c. Submit as-built survey if a change in footprint
- d. Request a Cassique Encroachment Inspection if permit not waived
- e. Remove temporary facilities and sign
- f. Request for Final ARB Inspection.

GENERAL REGULATIONS

All builders of residences at Cassique must be licensed by the State of South Carolina. At a minimum, a SC residential builder's license is required. Access to Cassique is controlled by Cassique Security located near the entry gate. All incoming vehicles must stop at the security gate for identification and permission to enter. Construction workers are allowed access to and from the construction site only and are strictly forbidden from riding about Cassique. Vehicles may be periodically searched to protect all Contractors and Owners from theft of materials and equipment.

The maximum hours allowed for construction personnel at Cassique will 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 will be performed on Sundays or national holidays.

The conduct of all workmen is the responsibility of the General Contractor. Loud cars and speeding are not permitted at Cassique. All construction vehicles must be parked on the construction site unless approved by Cassique Encroachment for parking in the right of way. Workers are required to wear shirts and shoes when not on the job site. Workmen are not permitted to loiter about the community. Loud music from radios and disturbance of property owners or guests will not be permitted at any time.

The construction of all residences must be completed within two (2) years of the issue date of the Cassique Building Permit with all exceptions requiring special ARB approval. Contractors must have the Owner or Architect submit all proposals for exterior changes prior to implementation of those changes. Failure to do so may result in fines. The Covenants grant KP and/or the Cassique Homeowners' Association the power to impose fines and/or take action to correct any exterior changes made without approval or to employ persons to clean up an unacceptable lot. These expenses may be deducted from the Construction Deposit.

The above regulations are designed to enhance Cassique's overall appearance to our residents and visitors. These regulations are to be used as guidelines; they are not intended to restrict, penalize, or impede construction firms who adhere to these regulations. Any and all suggestions on improving these regulations will be welcome.

While performing their duties at Cassique, repeated violation of these regulations could result in the suspension of the building permit for that residence until corrective action has been taken by the contractor. Additionally, a Contractor who repeatedly violates either the letter or "spirit" of these guidelines may be required to post a larger construction deposit or, in the extreme, be prohibited from working at Cassique.

DEMOLITION GUIDELINES

Prior to applying to the ARB office for a permit for structural demolition, the following guidelines are to be followed:

- a. Submit a current survey indicating existing conditions and the extent of demolition, and a site plan indicating fencing for the protection of trees, natural areas, existing landscaping, and significant topographical features during demolition.
- b. The demolition contractor will be required to hold a current business license with Town of Kiawah Island and should be insured and bonded. Membership in the National Demolition Association is encouraged.

- c. Site cleanliness and access shall comply with specifications in Chapter Four, Section B.
- d. Site cleanliness and access shall comply with specifications in SITE APPEARANCE.
- e. The removal of debris from the demolition site to off Island will need to be coordinated in advance with Cassique and shall comply with SITE APPEARANCE

When the demolition is complete, contact the ARB office to request an inspection. The deposit will be returned after a satisfactory inspection of the demolition site. No construction activity may commence following demolition until an ARB construction permit is issued.

LANDSCAPE GUIDELINES DURING CONSTRUCTION

- ① **FOUNDATION PLANTING:** The minimum size of foundation planting at the time of installation must be at least half of the height of the foundation wall.
- ② **LANDSCAPE PLAN REVISIONS AFTER CONSTRUCTION BEGINS:** The ARB does not accept changes in the ARB approved landscape plan without the direct supervision of the Landscape Architect of record. Any changes in the approved landscape plan are to be submitted by a South Carolina registered Landscape Architect for approval prior to installation. The ARB requires the Landscape Architect of record to complete and sign a Landscape Certification form, certifying that the landscape design is installed in general conformance and intent of the approved plans. The Landscape Architect of record may be changed to a different Landscape Architect by submittal of a new sealed landscape plan.
- ③ **TREE PROTECTION:** The ARB requires tree protection fencing to enclose the entire work site creating natural areas to be preserved. These areas to be preserved are not to be altered, cleared, or pruned in any way, both during and after construction, without onsite review and approval from the ARB. Clearing or pruning of trees and vegetation for views cannot occur until the home is completely framed. View clearing and pruning requires onsite approval by the ARB Administrator or an ARB representative. The tree protection fencing must also be installed around specific trees to be saved. All protective fencing must be maintained until the completion of construction and all construction materials and vehicles must remain outside of the preserved areas. Trees that die due to damage during construction must be mitigated.

All properties are subject to the South Carolina Department of Health and Environmental Control Office of Ocean and Coastal Resource Management storm water runoff Regulations. These regulations require strict compliance with the Storm Water Management Plan for your property before trimming any vegetation, moving soil, or otherwise doing any

construction on the property. A violation may result in civil penalties as well as other adverse action. Erosion control measures should be installed prior to applying for a building permit from the Architectural Review Board. View clearing and buffers along critical areas are also regulated by Charleston County.

SITE INSPECTIONS

- ① **REGULAR SITE INSPECTION:** Regular site inspections of all single-family home construction sites will be made by the ARB. Compliance with the furnished Construction Guidelines and the permitted construction plans will be checked and reviewed on a regular basis.
- ② **SPECIAL SITE INSPECTION:** A special inspection of a specific site will be made upon receipt of a request for such an inspection which cites a specific violation.
- ③ **VIOLATIONS:** Violations that are discovered at a site will be photographed and described on a preprinted report form.
- ④ **NOTICE:** A notice will be sent to the Contractor for the first violation of the Construction Guidelines, requesting correction of the violation (copies will be sent to the Owner and Architect).
- ⑤ **FINES:** Once one notice has been sent to the contractors, all future violations of the Construction Guidelines and all noncompliant elements or unauthorized exterior changes to the approved building plan will be photographed, written on a report form, and a fine levied against the deposit posted. Additional fines may be levied as well. A copy of the report form will be sent to the Contractor, Architect, and Property Owner.
- ⑥ **EACH VIOLATION:** Each violation which is not corrected within ten (10) days will be again photographed, documented, and a new fine will be levied.
- ⑦ **APPEALS:** An appeal of a fine or decision must be made in writing to the *Cassique* Architectural Review Board Chairman within ten (10) days of issue. An appointment may be scheduled during an ARB Meeting for discussion of the issue. The subsequent determination will be final and binding to all concerned.
- ⑧ **LEGAL ACTION:** The ARB may elect to pursue legal action if it feels that it is appropriate.
 - a. The ARB will assess fines on a case-by-case basis and may pursue legal action if necessary.
 - b. The amounts of the fines are subject to periodic increases at the sole discretion of the ARB.

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DEFINITIONS

Adjacent – Next to or within 100 feet. Adjacent properties include those properties which abut a property, as well as properties with any portion being located within 100 feet of any boundary of the subject property.

Appurtenance – Architectural accessories including play structures, pools, game structures, docks, bridges, walls, mailboxes, etc.

Base Flood Elevation – Height of the base flood, usually in feet, in relation to the National Geodetic Vertical Datum in the Flood Insurance Study Report, or average depth of the base flood above ground surface.

Buildable Area – Area within allocated setback lines where building can occur.

Caliper – Diameter in inches of tree (bark to bark) measured at a specified height.

Critical Areas – An operational area that requires specific environmental control because of the equipment or information contained therein. Areas of fragile habitat growth that typically border salt marsh and lagoons including all areas designated as critical area by the Ocean and Coastal Resource Management Division of the South Carolina Department of Health and Environmental Control.

DBH – Diameter at breast height.

Fencing – Any barrier, structure or installation that may enclose, surround, or mark off any part of a yard. All fencing references include deer, electric, wood/lattice, and woven-wire mesh fencing, etc.

Fenestration – Any opening in a building's envelope including windows, doors, and skylights.

Height – Elevation from minimum finished floor elevation as measured in feet and stories. Building height does not include chimneys, antennae, or ventilation pipes. Height in stories is the number of habitable floors (stories) exclusive of the area below the first finished floor. One-half story is a habitable floor which has heated square footage that is no greater than one-half the heated square footage of the largest story.

Lot – Development Parcel identified in a Subdivision Plan recorded in the Charleston County, RMC office.

Natural Ground – The average elevation of a Lot of Development Parcel prior to Development activity.

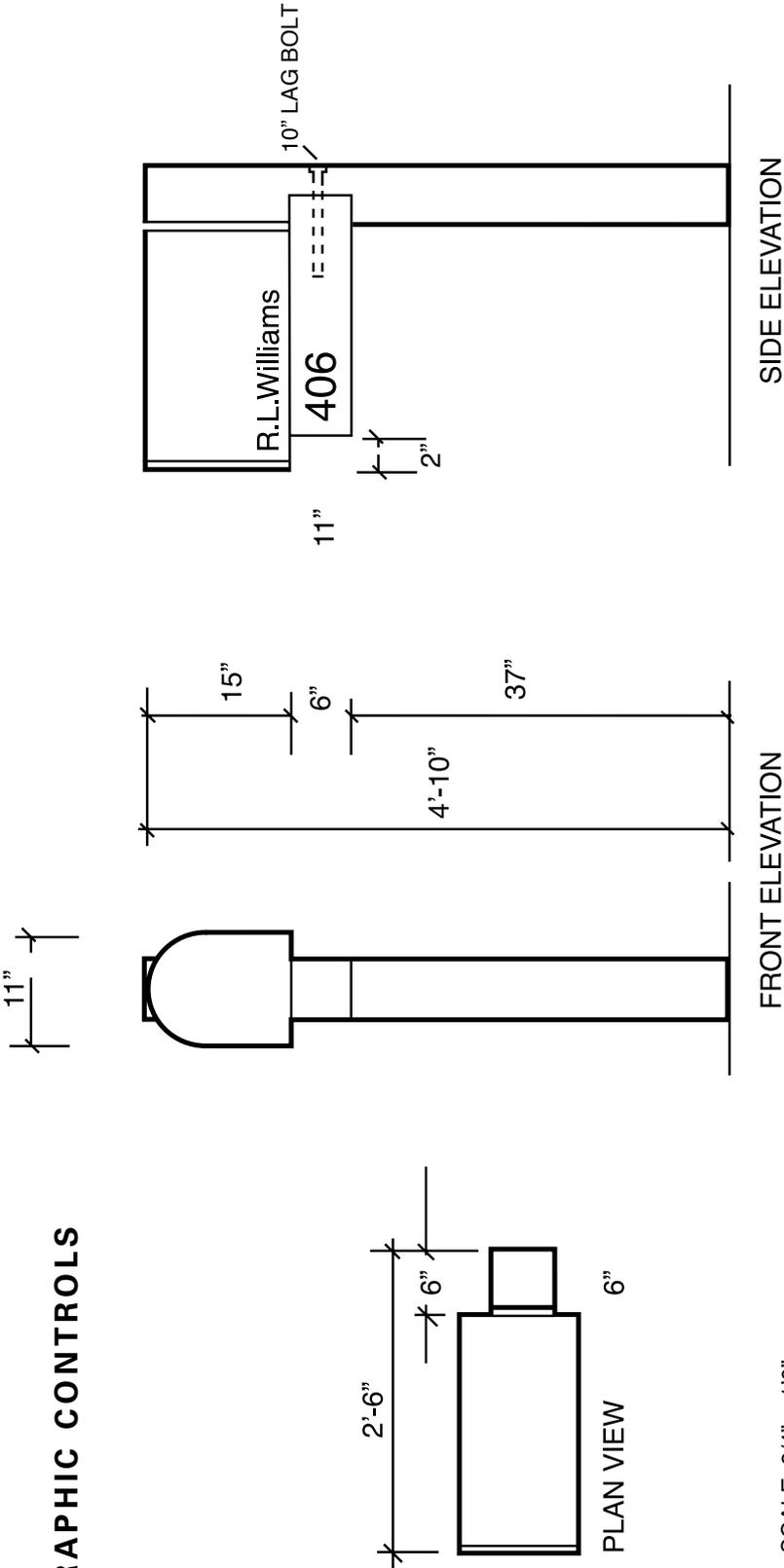
Open-loop Geothermal Systems – Geothermal heat pump or irrigation system that uses groundwater from a conventional well as a source of heat diversion or water use.

Pervious – Materials which permit the absorption of stormwater into the ground.

Personal Watercraft – Kayaks, Stand-Up-Paddleboards, Canoes, etc.

Yard Art – Decorative elements or objects that are placed in yards or on the outside of houses (that are not part of the approved plans). Yard art includes but is not limited to such items as fountains, columns, columnar adornments, sculptures of all types, certain light-generating structures, weathervanes, flagpoles, etc.

GRAPHIC CONTROLS



SPECIFICATIONS AND NOTES:

- a. A mailbox is required for use at all residences. Its purpose is to give emergency service personnel and visitors a consistent device for locating names and addresses.
- b. The mailbox shall be #2 standard rural size. Material for the post and arm is 6" x 6" treated Yellow Pine with an overall length of 7'-0". A 10" lag bolt is required in the connection of the arm to the post.
- c. The graphics for the mailbox are applied with 2" white letters (Times Bold). Residence name may appear on both sides of the mailbox. The graphics on the arm are flat, black, 3" hand routed numerals (Times Bold).
- d. The mailbox shall be copper. The post and arm shall be stained Night Horizon.
- e. Care should be taken to properly treat post to prevent decay or attack from termites.
- f. Single-family homes shall be identified only by the graphics included on the mailbox as specified above.

CONTACT NUMBERS

Charleston County Building Services

843-202-6930 | www.charlestoncounty.org/departments/building-inspection-services/

Charleston County Planning

843-202-7200 | www.charlestoncounty.org/departments/zoning-planning/

Cassique Architectural Review Board

843-768-3419 | www.CassiqueARB.com

Office of Ocean and Coastal Resource Management

843-747-4323 | www.scdhec.gov/HomeAndEnvironment/Water/CoastalManagement/

Register of Mesne Conveyance Office

843-958-4800 | www.charlestoncounty.org/departments/rmc/

US Green Building Council

800-795-1747 | www.usgbc.org/

Cassique

1 KIAWAH ISLAND PARKWAY KIAWAH ISLAND, SC 29455 • 1.800.277.7008 • 843.768.3419 • www.kiawahisland.com

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