




Sanctuary Cove Homeowners Association, Inc. Architectural Review Guidelines

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Authority and Role of the Architectural Review Board

Sanctuary Cove's Homeowner's Association is a not-for-profit corporation that owns and is responsible for the upkeep and maintenance of all common properties within the community. Article VII, titled Architectural Control, within the Association's Master Declaration of Covenants, Conditions and Restrictions (CCR), provides the scope, role, and authority of the Architectural Review Board (ARB). Members of the ARB are appointed by the Association's Board of Directors (BOD). The Association and BOD are responsible for the administration and enforcement of all CCRs, Rules & Regulations (R&R), and the Architectural Review Guidelines that pertain to individual Properties. The ARB:

- Oversees the upkeep and maintenance of the community's common areas.
- Makes recommendations to the BOD for additions, deletions, and changes to the Architectural Review Guidelines.
- Reviews and approves (or denies) ARB project applications submitted by Homeowners.
- Reviews violations of the Guidelines and makes recommendation to the BOD for corrective action and violation enforcement.
- Participates in hearings when a Homeowner feels they are not in violation, wish to present mitigating or extenuating circumstances for the Board's consideration, or when a homeowner feels they have received a violation notice in error.

Purpose of the Architectural Review Guidelines

The purpose of the Architectural Review Guidelines is to establish design standards and familiarize homeowners with the objectives, scope and application of Guidelines aimed at maintaining the aesthetic appearance and environmental quality of the community. The Guidelines:

- Provide specific design standards that have been adopted by the Association's Board of Directors.
- Explain the ARB project application and review process that homeowners must follow when seeking approval for modifications or changes to their homes or lots that are subject to approval by the Association.
- Serve as a valuable reference tool when preparing applications for ARB review.

Homeowners are reminded that approval by the ARB for a proposed change or improvement does not negate requirements to obtain building, trade or encroachment permits, phased inspections, or other documentation and approvals required by the State of South Carolina or Berkeley County.

Basis and Objectives of the Protective Covenants

The Homeowners Association's Declaration of Covenants and Restrictions specify the process for obtaining approval for changes, improvements, or alterations to a homeowner's lot and structures erected upon the lot. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants. The promulgation and enforcement of design guidelines is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community.
- Promote harmonious architectural and environmental design qualities and features.
- Promote and enhance the visual and aesthetic appearance of the community.
- Maintain a clean, neat, and orderly appearance.
- Enhance safety throughout the community.

The enforcement of design guidelines not only enhances the physical appearance of a community but also protects and preserves property values. Homeowners who reside in association communities that enforce protective covenants and architectural guidelines are protected from actions of neighbors that can detract from the physical appearance of the community and, in some cases, diminish property values.

Alterations Requiring Review and Approval by the ARB

Unless stated otherwise, any permanent or temporary changes to the exterior appearance of a building or lot are subject to review and approval by the ARB. This guide is intended to provide parameters for projects that may be subject to ARB review. For some projects, preapproved design standards, restrictions, and/or color palettes have been pre-established. If a homeowner chooses from a preapproved design, scope, or palette outlined in this Guide, then such modification shall not require review or approval of the ARB. For example, a Homeowner desiring to install a storm door that is selected from the preapproved style found on Page 20 of this guide, is not required to submit an ARB application. Whereas, a Homeowner desiring to install a fence, must submit an ARB application with supporting documents. Approval parameters for fences may be found on Page 11 of this guide.

Grandfather Clause

Improvements made by the original builder and changes made by a previous Homeowner with ARB approval require no further ARB review for a successor Homeowner. Any change approved by the ARB prior to the adoption of new or revised guidelines need not be modified to meet new or revised guidelines. These modifications will be considered acceptable under this clause. Conversely, previously approved modifications that do not comply with current and revised guidelines do not set a precedence for a Homeowner to mirror a grandfathered or non-ARB approved improvement.

Application and Review Procedure

Project Application. Applications for proposed improvements must be submitted using the most current Sanctuary Cove ARB Application form. IMC Charleston, the HOA's professional community management company, has the form available for download at <https://www.imccharleston.com/sanctuary-cove>.

Project Application Submission.

Applications must include all required information to be accepted for ARB review, Incomplete applications will be returned to the Homeowner with a statement of deficiencies that must be remedied before the ARB's review can begin. Please note that an ARB application received from a Homeowner who is not current on the payment of assessments and fines, will be returned to the Homeowner for resubmission once the Homeowner's account is current.

Supporting Documentation. ARB applications must include current Property Information, Proposed Improvements and Alterations, and a detailed Project Description. Depending upon the project additional required documentation may include:

- A property plot plan, detailed drawing, photo, or aerial photograph showing the:
 - ✓ Dimensions of the lot, location of structures (home, pools, sheds, etc.).
 - ✓ Drainage or General Utility Easements (GUE).
 - ✓ Project's location and dimensions drawn to scale.
 - ✓ Fence and gate locations and dimensions.
 - ✓ Location of trees affected by the project.
 - ✓ For landscaping, location of proposed plantings, and types of trees, shrubs, and mulch/stone.
- Two (2) sets of professionally prepared plans for modifications, additions, and new construction.
- Exhibits such as specifications, design and installation plans, finished grade elevations, sizes, materials, composition, colors, a landscape plan and a plot plan showing the project's location relative to lot boundaries and adjacent improvements,

If there is doubt as to whether or not a change or improvement requires or is exempt from ARB review and approval, the Homeowners should seek clarification from the ARB before proceeding with the project. If you wish to make a significant visual modification to your property that is NOT explicitly covered in these Guidelines, you must still submit an application to the ARB for review and approval prior to project implementation.

* Homeowners typically receive a property plot plan during closing. The property plot plan depicts the individual property as opposed to a property plat plan which depicts the entire development.

Notice of Approval and Disapproval

Homeowners who have submitted ARB project applications will receive written notice of the ARB's approval or disapproval by email and or by regular mail correspondence.

Time Frame for Completion of the Review

The ARB is required to approve or disapprove any proposed improvement within sixty (60) days after submission and acceptance of a properly completed application. The ARB endeavors to approve all complete and accepted applications within thirty (30) days of submission.

Timeline for Completion of Approved Work

After the ARB approves a project application, Homeowners shall diligently prosecute work approved in the application in strict conformity so that all work is completed as expeditiously as possible. Work should be completed within twelve (12) consecutive months from the of start of work. If work has begun but is unlikely to be completed within twelve (12) months of the start of the project, the Homeowner should request an extension with an estimated project completion date. Homeowners with improvements, repairs, replacements, modifications, structures, buildings, landscaping, alterations and/or additions underway shall keep the streets, sidewalks, drainage structures, and all areas adjacent to that lot free from damage, dirt, mud, garbage, trash, refuse, building materials and/or other debris occasioned by the work being performed.

HOA Greenspace

Homeowners, not contractors or subcontractors, will be held financially responsible for the repair of damage to HOA Greenspace caused by the Homeowner's project, contractors, and subcontractors.

Architectural Guidelines & Standards

The specific Architectural Review Guidelines detailed herein have been adopted by the Board of Directors.

Approval Requirements

Each item is marked with one of the following approval requirements:

ALWAYS REQUIRED - This type of improvement will always require ARB review and approval.

PREAPPROVED WITHIN CERTAIN PARAMETERS - This type of improvement is preapproved within certain parameters and does not require ARB review or approval when work is to be performed within those parameters.

NOT PERMITTED - These items are not permitted and will not be approved by the ARB.

Additions & New Construction

Approval Requirement: **ALWAYS REQUIRED**

Any architectural modifications to an existing structure including additions or other structural changes requires ARB approval. Homeowners must submit an ARB application along with detailed plans for construction, a property plot plan showing the location of the addition/new construction, and a contractor's site drawing. Complete applications will be approved with the stipulation that a Berkeley County building permit must be applied for and prominently posted before construction can begin.

Antennas / Satellite Dishes

Approval Requirement: **PREAPPROVED WITHIN CERTAIN PARAMETERS**

Antennas and satellites up to three (3) feet in diameter may be installed without submitting an ARB application. Provided that such placement does not impair the signal or unreasonably increase installation cost, the antenna or satellite dish shall be attached to the dwelling as follows:

- On a side of the home that does not face the street.
- Set back at least twenty (20) feet from any side that faces the street.
- When using a post, placement shall be as close to the dwelling as possible but never in the front yard. Posts shall not be taller than six (6) feet.
- Antenna/dish placement may not block or hinder pond views of neighboring dwellings.

Backyard landscaping

Approval Requirement: **PREAPPROVED WITHIN CERTAIN PARAMETERS**

Any changes to landscaping within the **fenced-in** area of a backyard are considered preapproved, provided that:

- Landscaping features are not visible from outside the fenced-in area and that do not involve the erection of permanent structures that exceed the height of the existing fence are preapproved, subject to compliance with all relevant legal and regulatory requirements and do not affect the water runoff of and drainage of a neighboring property.
 - If commercial construction vehicles such as concrete trucks or large moving vehicles, earth moving equipment i.e. back hoes, “bobcats” are planned for delivery and or are planned to be used during construction or said modification, the property owner must submit an outline of the project to the ARB for record-keeping and courtesy purposes. This outline should include a brief description of the project, the expected duration, and any relevant details about the construction process so that adequate notification can be given to homeowner’s that maybe affected.
 - **IF any** projects are to impact traffic, landscaping of other homeowners or common areas or easements, the said project must be approved prior to beginning, by the ARB.
- The ARB reserves the right to inspect any landscaping or structural changes to ensure compliance with these rules. Non-compliance may result in corrective action as outlined in the HOA governing documents.
- Property owners may appeal decisions or request additional guidance from the ARB regarding the interpretation or application of these rules.
- This rule is designed to maintain aesthetic consistency within the community while allowing for reasonable flexibility in backyard landscaping and structure changes. Compliance with this rule is essential for maintaining the integrity and appearance of the neighborhood.

Clotheslines

Approval Requirement - **NOT PERMITTED**

Permanent, semi-permanent clotheslines or similar apparatus for exterior drying of clothes are not permit

Cameras (Security and Doorbell)

Approval Requirement: PREAPPROVED WITHIN CERTAIN PARAMETERS

The installation of security systems, including outdoor cameras and doorbell cameras does not require ARB approval. However, any installation of a camera which expressly intrudes upon the privacy of another residential dwelling shall not be permitted.

Doghouses

Approval Requirement: PREAPPROVED WITHIN CERTAIN PARAMETERS

Doghouses are restricted to a floorspace of sixteen (16) square feet and must be in a fenced backyard. Doghouses must be installed at ground level and must not be visible above a fence or from any public or private street. Dogs may not be tethered unattended.

Decks

Approval Required: ALWAYS REQUIRED

All deck installations must adhere to the following guidelines:

- Structure must be a permanent installation.
- May only be located in the rear yard.
- The scale of the deck shall be compatible with the home site and elevation.
- Shall be compatible with the style of the home to which it is attached.
- Must be constructed of smooth, high-quality pressure treated lumber or comparable composite material.
- Decks should be treated with waterproof sealant or wood color stain/sealer and may be painted with approval of the ARB.

Exterior Décor

Approval Requirement: ALWAYS REQUIRED

Decorative items including bird baths, feeders, plant stands, exterior signage, pictures, fountains, globes, figurines, and similar items may not be displayed in front yards, within side yards in front of a fence or gate, or on a backyard's outer fence without ARB approval. While these items may add character and charm to a home, allowing such items without oversight can lead to an incohesive and cluttered community.

Exterior Doors

Approval Requirement: PREAPPROVED WITHIN CERTAIN PARAMETERS

Exterior door replacements or painting of exterior doors is preapproved as long as the replacement door matches the existing door's type and color. If Homeowner wishes to install a new door type/material and/or change the color of the door, they may choose from the pre- approved palette found at the end of this document. As long as the type/material/color is chosen from the pre-approved palette, ARB review and approval is not required. Other exterior door alterations to door type and color require ARB approval.

Exterior Lighting

Approval Requirement: PREAPPROVED WITHIN CERTAIN PARAMETERS

Replacement of exterior lighting is preapproved within the following parameters:

- The replacement matches or is similar to the existing model and/or style of light.
- Security lights and/or flood lights do not require preapproval but must not affect neighboring properties.

Permanent lighting

Preapproved within certain parameters – permanent lighting is lighting that is typically installed along the eaves and soffits of the home. These types of lights were originally designed to be a permanent alternative to the traditional temporarily installed roof-line style Christmas lights. However, by employing programmable LED technology and

Wi-Fi, these lights have evolved and are now being marketed for year-round use which led us to provide the following guidelines.

- All permanent eave and soffit lighting are to remain in neutral tones and lumens throughout the year with the exception of the holiday season. Only then are colors allowed to be outside of the neutral pallet and can only be displayed in such a manner for the 30 days prior to the holiday and 15 days after.

Flags & Flagpoles

Approval Requirement: PREAPPROVED WITHIN CERTAIN PARAMETERS

Flagpole staffs affixed to the home at the first-floor level and do not extend higher than the first-floor roofline do not require ARB approval. No more than two (2) flags shall be displayed at any one time. Permanent, freestanding flagpoles installed in the ground are prohibited.

Fences

Approval: ALWAYS REQUIRED

Fences are to follow all building and county codes in addition to the building requirements outlined in the ARB. It is the homeowner's responsibility to ensure that all guidelines are followed in the ARB, all applicable encroachment permits for easements and applicable building permits are pulled/approved prior to construction along with the ARB application received back after approval. If a fence is to be found outside compliance of the specifications outlined in the ARB guidelines or the Rules and Regulations set forth by the HOA, Homeowners are liable for any fines and or damages resulting from improper building techniques, construction, or lack of maintenance outside of the approved guidelines. If a fence is found to be non-compliant with the guidelines, all applicable fines may be imposed."

Fence Design: Fences shall be of wood or vinyl construction only; the design shall be chosen from the preapproved list of designs included at the end of this guide

Fence Stain: Staining is permitted as long as the stain color/type is chosen from the list of preapproved stain included at the end of this guide for wood fencing. Vinyl Fencing should be white in color or be a similar color as the preapproved stains for wood

Fence Height: Fences shall be six (6) foot in height. Homeowners on pond lots must install fencing at a height of four (4) feet on the side facing the pond. Homeowners on lots that are backed by permanent woods that are not subject to development may install rear fencing at a height of four (4) feet.

Fence Setback: The perimeter of the fence shall not encroach upon drainage or general utility easements (GUE) shown the property plot of the lot. Fences are permitted to come up along the side of the dwelling in a side yard between homes, up to but not forward of a water main or gas or electric meter.

Gates: Gates shall be of wood or vinyl construction with optional metal structural frame as long it is not visible to the outside of the gate and is of cohesiveness to the rest of the fence frame.

Wire fencing is not permitted.

Encroachment Permit: IF A Berkeley County Encroachment permit is required for fence construction, it is the homeowner's responsibility to obtain and be approved prior to construction. It is to be readily available for ARB inspection with 24 hours' notice once fence construction has begun for the life of the fence.

Generators

Approval Requirement: [ALWAYS REQUIRED](#)

Homeowners must submit a property plot plan, detailed drawing, photo, or aerial photograph showing:

- The proposed location of the generator.
- Any drainage or General Utility Easements at the proposed location.
- Fence and gate locations.
- Location of trees, existing structures and features affected by the project.

For safety reasons, the fuel type for standby generators is limited to natural gas. Generator installation contractors are responsible for obtaining a natural gas connection permit and electrical connection permit, and for scheduling necessary Berkeley County inspections. Homeowners are responsible for ensuring that the installation contractor pulls permits before proceeding with the installation.

Gutters

Approval Requirement: [PREAPPROVED WITHIN CERTAIN PARAMETERS](#)

The addition of gutters to an existing dwelling does not require approval of the ARB as long as the following parameters are met:

- Gutters must be black or white as was originally installed by the builder.
- Seamless gutters are recommended.
- Leaf guards do not require ARB approval.

Hot Tubs / Spas

Approval Requirement: [PREAPPROVED WITHIN CERTAIN PARAMETERS](#)

The addition of a hot tub or spa to the rear of a dwelling is permitted only for those lots with a privacy fencing installed. Homeowners are responsible for obtaining permits that may be required by Berkeley County or the State of South Carolina.

Landscape: Edging



Approval Requirement: [PREAPPROVED WITHIN CERTAIN PARAMETERS](#)

The installation of edging material to define existing landscape beds does not require ARB approval when the edging type, material, and color are chosen from the pre- approved palette included at the end of this guide.

Landscaping: Existing Beds

Approval Requirement: PREAPPROVED WITHIN CERTAIN PARAMETERS

The installation or replacement of planting material within existing planting beds does not require ARB approval.

Landscaping: New Beds

Approval Requirement: ALWAYS REQUIRED

The addition of new landscaping beds on the Homeowner's lot outside of a fenced in area requires ARB approval. Applications must include a detailed plan, including measurements, border, and plant materials, etc. Landscape beds are not recommended in drainage or utility easements.

Mulch

Approval Requirement: PREAPPROVED WITHIN CERTAIN PARAMETERS

The installation or replacement of mulch within existing landscape beds does not require ARB approval when the type and color of mulch is chosen from the pre-approved palette provided at the end of this guide.

Mailboxes

Approval Requirement: PREAPPROVED WITHIN CERTAIN PARAMETERS

Replacement of builder-installed mailboxes does not require ARB approval as long as the new mailbox matches exactly the mailbox being replaced. Mailboxes which do not match the current neighborhood design will not be approved. Relocation of mailboxes due to driveway widening must be included on the ARB application.

Paint

Approval Requirement (Same Color): PREAPPROVED WITHIN CERTAIN PARAMETERS

Painting exterior elements (non-vinyl columns, garage door trim, etc.) does not require ARB approval as long as elements are painted the same color as original to the home. New paint colors require ARB review and approval. Vinyl siding may not be painted. The color of vinyl siding can be changed via replacement with ARB approval.

Parking Pads, pathways, and Driveway Extensions

Approval Requirement: ALWAYS REQUIRED

Installation of additional parking pads or walking pathways adjacent to the driveway of the lot or builder installed pathways shall require ARB review and approval. Only concrete of the same color and mixture as the existing driveway shall be permitted and no other materials will be considered. Free standing parking pads are not permitted. Driveway extensions (widening) require a Berkeley County Encroachment permit for ARB approval. Go to [Forms – Berkeley County Website \(berkeleycountysc.gov\)](https://www.berkeleycountysc.gov/forms) to initiate an encroachment permit request on-line.

Pergolas & Arbors

Approval Requirement: ALWAYS REQUIRED

The installation of pergolas and/or arbors requires ARB review and approval. Any such installation to be considered must be a permanent installation and anchored in such a way that hurricane force winds will not cause the item to become a projectile.

Ponds/Fountains NOT PERMITTED

Porch Furniture

Approval Requirement: PREAPPROVED WITHIN CERTAIN PARAMETERS

Homeowners are permitted to place patio type furniture at the front of the home without prior ARB approval. Such furniture shall be compatible and complimentary as to the color and design of the dwelling, of a scale that does not overwhelm the front of the home and shall be maintained in excellent condition. Items such as storage chests and trunks are prohibited, and the front porch shall not serve as storage area. Only items related to patio type furniture and décor should be placed at the front of the home for any period of time

Portable Toilets

For health and safety reasons, portable toilets, also known as Porta-Potties, are not permitted during the performance of work projects.

Potted Plants

Approval Requirement: **PREAPPROVED WITHIN CERTAIN PARAMETERS**

Potted plants are permitted at the front of the dwelling without prior approval of the ARB when the following requirements are met:

- No more than five (5) potted plants shall be placed at the front of the home.
- Design and color of pots shall be compatible and complimentary with the look of the home.
- Plants must be kept in good condition. Dead plants and empty pots are not permitted.

Repair of Existing Structures

Approval Requirement: **PREAPPROVED WITHIN CERTAIN PARAMETERS**

Repairs to existing structures that do not alter the preexisting color, design, or materials are exempt from ARB approval if the materials used and or construction is a direct replacement or restoration to the condition that existed prior to the damage or wear. No structural additions, changes in materials, or alterations to the original design or color are allowed under this exemption. This includes, but is not limited to:

- Roof repairs after a storm, provided that the repair uses the same type, color, and design of roofing shingles as the original.
- Replacement or repair of siding, windows, doors, and other structural elements that match the original specifications in terms of color and design
- *All Repairs of existing structures that involve replacing materials that are no longer available (ie shingles of the same that are no longer available from manufacturer etc.) must be approved by the Arb with application on file*

Changes Requiring ARB Approval:

Changes to Structure: Any changes to existing structures that involve alterations to the design, color, materials, including but not limited to:

- Upgrades or modifications to roofing materials, colors, or designs.
- Changes in the architectural style or appearance of the structure.
- Changes or modifications to any existing structure that deviate from the original specifications of the home build must receive prior approval from the ARB. This ensures that any new design or material changes are consistent with HOA guidelines and community aesthetics.

Compliance and Enforcement:

a. Inspection and Review:

- The ARB reserves the right to review and inspect repairs to ensure compliance with this rule and the overall community standards.

b. Appeals and Requests:

- Property owners may appeal decisions or request additional guidance from the ARB regarding the interpretation or application of this rule.

This rule is designed to facilitate the repair of existing structures while maintaining the aesthetic consistency and quality of the community. It allows homeowners to address necessary repairs efficiently while ensuring that any significant changes are reviewed and approved to preserve the neighborhood's character.

Rock Ground Cover

Approval Requirement: PREAPPROVED WITHIN CERTAIN PARAMETERS

Installation of rock or replacement of mulch with rock in existing landscaping beds does not require ARB approval when the type and color of rock is chosen from the pre-approved palette provided at the end of this guide. Rock ground cover is only permitted where landscape borders or edging has been installed to prevent runoff or scattering of rocks.

Screen Porches and Glass Sunrooms

Approval Requirement: ALWAYS REQUIRED

Screened porch and glass sunroom installations require ARB review and approval with the following parameters being required:

- Structure must be permanent and located at the rear of the home.
- The scale shall be compatible with the scale and elevation of the home.
- Construction using aluminum trim must match trim color of the home.
- Homeowners are responsible for obtaining permits that may be required by Berkeley County or the State of South Carolina.

Sheds and Structures

Approval Requirement: ALWAYS REQUIRED

Installation of a shed or other permanent structure upon the lot shall require ARB review and approval. Any such installation shall meet the following parameters:

- Installation of a shed requires the Homeowner's lot to be fully fenced.

- The shed shall sit at the rear of the home with placement determined by the ARB.
- Placement of a shed cannot inhibit a neighboring Homeowner's view of a pond behind the residence.
- The base dimensions of the shed shall not exceed 12 x 16 feet
- The height of the shed shall not exceed 11 feet as measured from the floor of the shed to the highest point of the roof.
- *The roof and siding must match in color and approved type to match that of the main dwelling. Approved siding types include vinyl, LP smart siding, and Smart Lap Wood Siding for sheds.*
- The shed or structure shall be installed and anchored in such a way that hurricane force winds will not cause the structure to become a projectile.

Temporary, plastic, or quick-setup sheds of any type are strictly prohibited.

Sidewalks and Pathways

Approval Requirement: [ALWAYS REQUIRED](#)

ARB review and approval is required for all sidewalk or pathway construction, extensions, widening, modifications, and additions outside of backyard fenced in areas. Primary considerations are aesthetics and drainage impact to adjoining lots or common areas. Sidewalks and pathways should be constructed flush with the ground and those visible from the street must be constructed of the same material, style, and color as the existing driveways and sidewalks. Only concrete or steppingstones of similar color and mixture as the existing driveway or rock border shall be permitted for additional walking pathway and no other materials will be considered. Approved walkaways specifically from sides of porches or driveways to trash can storage areas or fence gates, must be installed professional in nature.

Solar and Heat Panels

Approval Requirement: [ALWAYS REQUIRED](#)

Installation of any type of solar panel (or heat panel for pools) must only be on the back side of the dwelling, and not visible from the street. Exceptions will be considered when placement of panels on roof surfaces perpendicular to the street results in optimal solar energy absorption. In no case will panel placement on a roof facing the street be allowed.

Sprinkler and Irrigation Systems

Approval Requirement: [PREAPPROVED WITHIN CERTAIN PARAMETERS](#)

The installation of an irrigation system upon the lot shall not require ARB approval, must be buried, and must use retractable sprinkler heads so it is only visible while operating.

Storm Doors and Screen Doors

Approval Requirement: [PREAPPROVED WITHIN CERTAIN PARAMETERS](#)

Installation of a storm door does not require ARB approval within the following parameters:

The design of the storm door may be chosen from the pre-approved palette at the end of this guide. Storm doors with screen elements are included in the palette.

The color of the storm door should be black or white.

Screened doors (wood or aluminum) shall not be permitted at the front of any dwelling.

Storm Shutters

Approval Requirement: [PREAPPROVED WITHIN CERTAIN PARAMETERS](#)

Storm shutters do not require ARB approval when the shutters' color matches the color of the home's existing front door.

Swimming Pools

Approval Requirement: [ALWAYS REQUIRED](#)

Swimming Pools (Above Ground) The installation of an above-ground swimming pool shall be permitted with ARB review and approval. The ARB reserves the right to approve the aesthetics around the proposed pool including decking, plants, etc. All above-ground pool installations must meet the following parameters:

- The pool must be constructed of high-quality materials.
- The pool must sit at the rear of the dwelling and is only permitted on fenced-in lots.
- The bottom of the pool must be installed eighteen (18) inches below ground to minimize view of the pool from neighboring lots.
- Pools must always be maintained and kept in working condition. Above-ground pools that are no longer functional with operating pumps and filtration, or are abandoned, must be removed.

Swimming Pool (In-Ground)

Approval Requirement: [ALWAYS REQUIRED](#)

Installation of an in-ground swimming pool shall be permitted with ARB review and approval. In-ground pools will only be permitted at the rear of the dwelling and only on fenced-in lots.

Swimming Pool (Temporary In- or Above-Ground)

Approval Requirement: [PREAPPROVED WITHIN CERTAIN PARAMETERS](#)

Small temporary pools of a depth less than 24 inches shall be permitted. Installation requires that the yard be fenced before the pool is installed. Pool's must be constructed within the setbacks for an in-ground pool as prescribed by Berkeley County and shall not encroach on any access and/or drainage easement. Pools must be properly maintained to ensure clean and safe conditions. Maintenance may include regular water treatments, cleaning, and winterization.

Swing Sets and Trampolines

Approval Requirement: [PREAPPROVED WITHIN CERTAIN PARAMETERS](#)

Installation of play equipment shall be permitted without prior approval of the ARB as long as the following parameters are met and maintained:

- Equipment shall only be installed on lots that are fenced.
- The equipment shall not exceed eleven (11) feet in height.
- The equipment shall be kept in good, operable, and safe condition.
- Equipment shall not obstruct the view of any neighboring lot owners.
- All equipment must be anchored to prevent becoming a projectile during severe weather.

Trash Container Screening

Approval Requirement: [PREAPPROVED WITHIN CERTAIN PARAMETERS](#)

Homeowners wanting to install a screened area for trash containers at the side of the dwelling are not required to submit an application for ARB review and approval provided that:

- The screen style must match the style of the Homeowner's existing fence. If there is no existing fence, then the style must be selected from the preapproved list of fence designs included at the end of this guide.
- Screens shall be of wood construction only.
- Any such installation shall be harmonious with the design of the dwelling and neighborhood and shall be tall and wide enough to prevent the viewing of a trash container(s) from the street.
- No more than two trash containers may be stored in the screened area.
- Screens must be anchored to prevent becoming a projectile during severe weather.

Trees

Approval Requirement (Replace Existing): [PREAPPROVED WITHIN CERTAIN PARAMETERS](#)

Tree replacement In preexisting locations and removal of trees from property, dead or alive, is preapproved, provided that said tree is solely in the homeowners yard (not shared with a neighbor, the HOA or County) and is not required by the county for aesthetic purposes, by the Arb, and our county zoning commission i.e.. The trees by the road.

Approval Requirement (New Placement): [ALWAYS REQUIRED](#)

Trees installed in a new region of the lot shall require prior review and approval by the ARB. If a homeowner wants to plant a new tree, in a new, previously un-cultivated location, permission must be granted by submitting a request to the ARB

Window Flowerboxes

Approval Requirement: [PREAPPROVED WITHIN CERTAIN PARAMETERS](#)

Window flower boxes that are the same base color of the house or trim color are permitted. All others require ARB approval. Silk or artificial plants are not permitted and damaged, dead, or dying plants should be replaced promptly. Flower boxes must be regularly maintained to preserve the aesthetic appeal of the residence.

PREAPPROVED PALETTE: DOORS

Materials: Fiberglass, Wood, Steel

Designs:



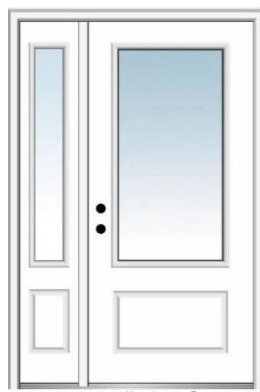
Solid—no windows



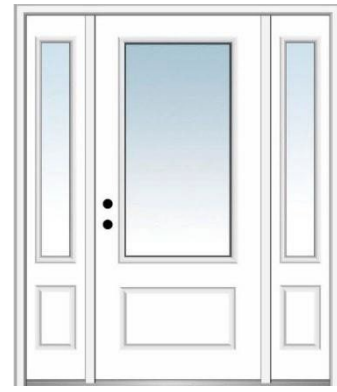
Half-glass



Third Glass (round or square)



Sidelight(s)



Colors:



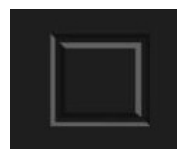
Dark Blue



Light Blue



Burgundy



Black



Dark Gray



Beige



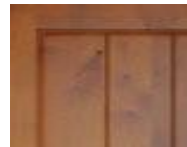
Dark Green



Light Gray



Light Yellow



Natural

* Colors not identified in this palette **will** be considered when submitted for ARB review and **must** include a color swatch.

PREAPPROVED PALETTE: STORM DOORS

Materials: Fiberglass, Steel, Aluminum

Designs:



Glass w/Screen

Midview w/Screen

Highview

Beveled Glass

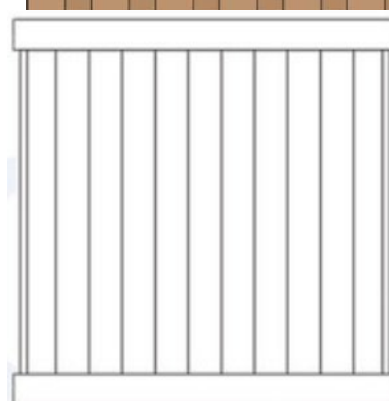
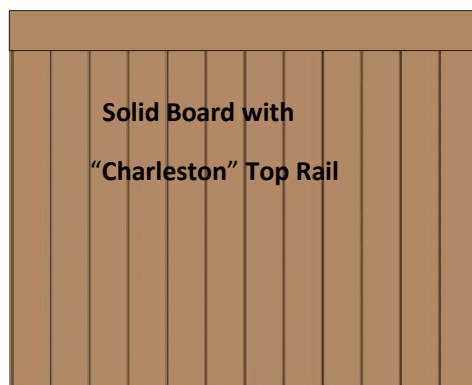
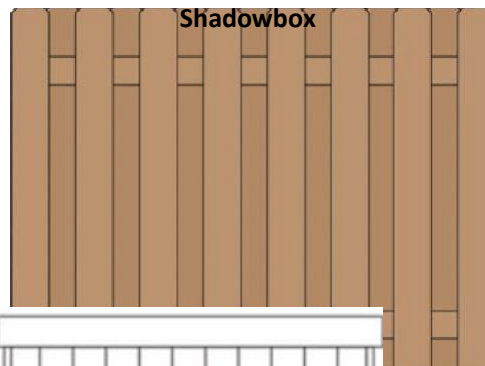
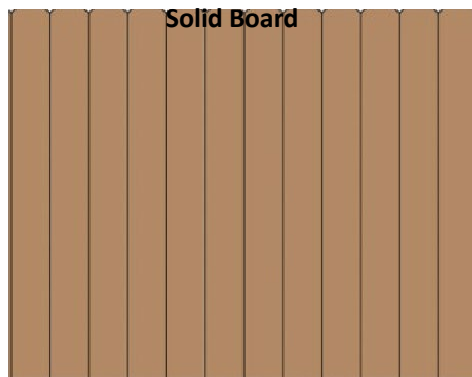
Full Glass Panel

Parameters:

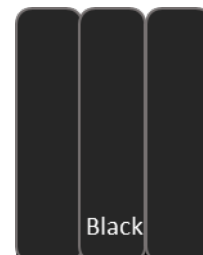
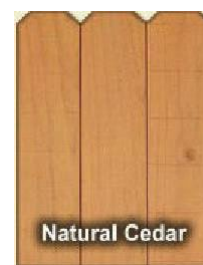
- The design of the door must be chosen from this pre-approved palette.
- The color of the storm door must match the front door or be white in color.
- The storm door may not have a metal kick plate on the exterior.
- Screens must be maintained without rips, tears, or mold and must be replaced or removed immediately if damaged.

PREAPPROVED PALETTE: FENCES

Materials: Wood and vinyl Designs



Stain Colors for wood and Vinyl Colors to include the below mentioned and white



PREAPPROVED PALETTE: LANDSCAPE BED EDGING

Materials: Concrete, Landscape Blocks

Design: Same or similar in style to the examples below:



Colors:



Pecos Beige CC550/3



San Jose Buff CC715/1.5



Phoenix Tan CC575/1



Desert Tan CC275/4



Soft Gray CC802/5



Silver Gray CC770/1



Dark Gray CC230/4



Slate CC785/3



Tile Red CC895/3



Navajo CC510/2



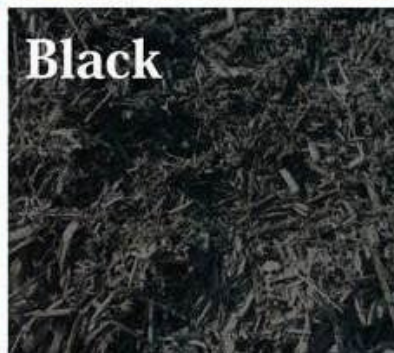
Terra Cotta CC875/4



Sun Buff CC840/6

PREAPPROVED PALETTE: MULCH

Materials: Cedar, pine bark, pine straw and rubber mulch



PREAPPROVED PALETTE: ROCK GROUND COVER

Rock Styles: Smooth Medium River Rock

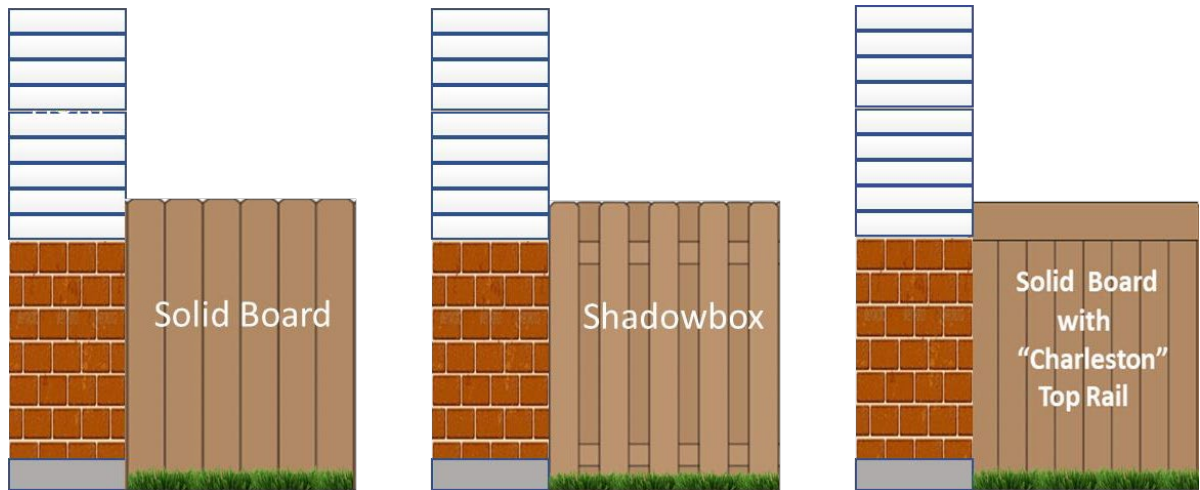


Colors: White, grey, tan, neutral colors

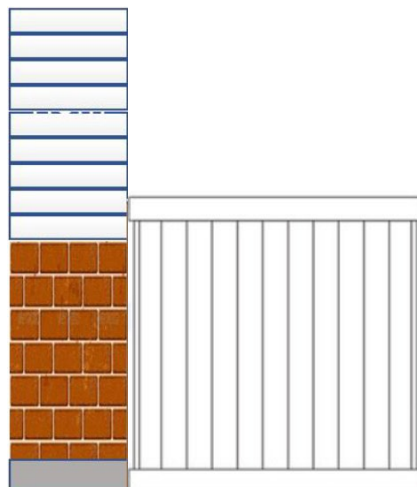
Rock is only permitted where landscape borders or edging have been installed.

PREAPPROVED PALLET: TRASH CONTAINER SCREENS

Trash Container Screen Materials: Wood



Vinyl siding panel that matches
fence design if in place





Date Received: _____
 Board Review: _____
 Date Approved/Denied: _____

ARCHITECTURAL REVIEW BOARD (ARB) PROJECT APPLICATION

Prior to submitting an ARB Application, please review your governing documents to ensure that the project/ proposed modification/alteration does not expressly conflict with the governing documents and ARB Design Guidelines of the Sanctuary Cove community. Governing documents can be found on the IMC Charleston website, www.imccharleston.com, or provided to you by contacting IMC Charleston. If the property is rented or leased, ARB Applications must be pre-approved by the Property Owner before submission to IMC Charleston.

Applications that have not been approved by the Property Owner will be returned without consideration.

PROPERTY OWNER/OCCUPANT INFORMATION: *This section must be completed.*

Name(s) of Property Owner(s): _____
 Property Owner Mailing Address: _____
 Property Owner Telephone Number and E-Mail Address: _____
 Name(s) of Property Occupant(s): _____
 Property Occupant Mailing Address: _____
 Property Occupant Telephone Number and E-Mail Address: _____

PROPOSED IMPROVEMENT/ ALTERATION: *Please select one per ARB Application.*

____ Additions / New Construction	____ Deck	____ Exterior Décor	____ Painting
____ Parking Pad/ Driveway Widening	____ Screened Porch	____ Landscaping	____ Shed
____ Pergola/Arbor	____ Solar/Heat Panels	____ Glass Sunroom	____ Tree
____ Sidewalk/Pathway	____ Above Ground Pool	____ Below Ground Pool	____ Other

Manufacturer / Installer: _____

Description of Materials to be Used: _____

REQUIRED DOCUMENTATION:

_____ A copy of the property plot plan that shows the location of your residence on the plan. Typically, the property plot plan is provided by the closing agent when you close on your property. If a property plot plan cannot be located, a detailed drawing or aerial photograph that shows the dimensions of the lot, location of structures on the property, other improvements on the lot, and any easements may be substituted. Please do not submit an ARB application without a property plot plan, drawing or aerial photograph. Doing so will delay the ARB's review of the application.

_____ Project drawn to scale on the plot plan or aerial photograph with pictures as applicable showing:

_____ Location and dimensions of the project on the lot.

_____ Location of any existing trees affected by the project.

_____ For fences, the size and location of gates, style of fences and gates, and a photo of the proposed style.

_____ Location of proposed planting beds, types of trees, shrubs, and mulch/ground cover to be used.

_____ What the finished project will look like upon completion.

_____ For proposed additions and new construction, please provide two (2) sets of professionally prepared plans that include a floor plan, building materials, elevations, roof plan, etc.

_____ A Berkeley County Department of Roads and Bridges Encroachment Permit for driveway extensions, parking pads and fences, and any other project to be installed in a General Utility Easement (GUE).

(<https://berkeleycountysc.gov/form/?formid=97>)

PROPERTY OWNER AGREEMENT AND APPROVAL FOR RENTED OR LEASED PROPERTIES

GOVERNING DOCUMENTS. I have read my community's governing documents and believe this application is in compliance with all Covenants, Conditions and Restrictions, Rules and Regulations, and Architectural Review Board Design Guidelines.

PERMITS. I understand and agree that any building, electrical, encroachment, plumbing or other permit necessary to being work will be obtained and posted as required by the issuing office. I understand that it is my responsibility to verify all property lines, easements, permit requirements, and to comply with county and state codes and ordinances.

ACCOUNT. To the best of my knowledge, I believe that my property's Homeowner's Account is current, and not delinquent in the payment of assessments, fines, or other amounts due to the Homeowners' Association.

SITE VISITS. I understand and agree that site visits by the ARB to the property listed on this application are essential to the ARB's approval and authorize the Association and/or an IMC Community Manager Representative to visit and photograph the property and project. Visits can be scheduled with the resident to occur before, during or after completion of the project.

ARB APPROVAL. As established by Sanctuary Cove's HOA Violations Enforcement Policy, I understand and agree that the commencement of work on a project where ARB approval is ALWAYS REQUIRED before written ARB approval is granted will result in a fine of \$1,000.00.

Property Owner's Agreement and Approval:

Signature

Date

PROPERTY OWNER AGREEMENT FOR OWNER-OCCUPIED PROPERTIES

GOVERNING DOCUMENTS. I have read my community's governing documents and believe this application is in compliance with all Covenants, Conditions and Restrictions, Rules and Regulations, and Architectural Review Board Design Guidelines.

PERMITS. I understand and agree that any building, electrical, encroachment, plumbing or other permit necessary to being work will be obtained and posted as required by the issuing office. I understand that it is my responsibility to verify all property lines, easements, permit requirements, and to comply with county and state codes and ordinances.

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ARB APPROVAL. As established by Sanctuary Cove's HOA Violations Enforcement Policy, I understand and agree that the commencement of work on a project where ARB approval is ALWAYS REQUIRED before written ARB approval is granted will result in a fine of \$1,000.00.

Property Owner(s)' Agreement:

Signature Date

Signature Date

Please mail, e-mail or fax the completed application and all required documents to:

Sanctuary Cove c/o IMC Charleston 1 Carriage Lane Suite C 100.

Charleston, SC 29407

Fax: 843-952-7192

Email: Info@imcchs.com