



Architectural Guidelines

1 Overview

Article XI of the Covenants, Conditions and Restrictions for Preston at Park West Homeowners Association, Inc., recorded in Deed Book 638, Page 386 of the Charleston County Registry provide mechanisms by which the Association may protect the Community Wide Standard and overall aesthetic appeal within Preston.

The Article provides that no exterior additions or alterations may be made to any Unit within Preston unless previously approved by the Board of Directors or an appointed Architectural Review Committee.

Exhibit 'C' to the CC&R's for Preston further lists exterior additions and alterations that are strictly forbidden. These may be referenced in Section 2 of this document. Any request to erect or install one of these listed, prohibited items is hereby denied and the Board or Architectural Review Committee shall not be required to review the request or issue a decision. Neither the Board nor Architectural Review Committee may approve any of the prohibited items listed herein. The items listed in Section 2 of this document is not intended to be exhaustive and requests to install or erect exterior modifications that do not appear in Section 2 may still be denied at the sole discretion of the reviewer.

In order to establish standards for exterior modifications that may be approved, the Board of Directors has adopted and published these guidelines in compliance with the provisions set forth in Articles 3.16 and 3.17 of the By-Laws for

Preston. In addition, the Association reserves the right to enforce the provisions set forth in these guidelines in compliance with Article 3.23 of the By-Laws for Preston. Owners shall have the right to a hearing of any alleged violation of these guidelines according to the same Article.

These guidelines then, as adopted by the Board of Directors for Preston at Park West Homeowners Association, Inc., govern all exterior modifications within the Community.

In the event of a conflict between any provision of these guidelines and those of the Park West Master Association, the Master Association shall prevail.

Owner submitting modification requests are required to acknowledge that approval of their request by the Board of Directors or Architectural Review Committee for Preston does not constitute approval from any other agency with jurisdiction over the matter. Owners are required to discover, understand and follow all applicable laws, codes and requirements as they may apply and gain all applicable permits and approvals before any work may begin.

It is not reasonable to expect that every possible modification request will be listed in these guidelines. Nothing in this document shall be construed to suggest that items omitted from these guidelines are exempt from the approval requirements in Article XI of the CC&R's for Preston.

Certain modifications are given express approval herein, no application required. Adherence to the terms under which they are approved is mandatory. Any deviation from these terms must be approved before any work may begin and failure to adhere to the listed terms may result in fines and a requirement to correct the violation as prescribed in the uniform policy for enforcement.

Modification Requests will be considered according to the terms prescribed in Article XI of the Covenants, Conditions and Restrictions for Preston. The timeframe within which a decision must be rendered for each request is based on the date of receipt of complete, accurate modification requests. Incomplete or inaccurate requests will be returned to owners with a request to provide the necessary information to render a decision.

The Board or Architectural Review Committee is required to issue a decision within

60

days of receipt of a completed modification request. Owners will be notified when their completed request is received. The date of this notification is the first of this 60 day review window.

Many requests may be reviewed and approved much sooner than the allowed 60 days and the Board or Architectural Review Committee will exercise diligence in reviewing applications.

Owners with delinquent account balances are encouraged to bring their balance into current status before submitting a modification request. Only when the account balance is current will the request be considered. Owners with delinquent balances may submit requests but the first day of the 60 day review window will not begin until their balance is current.

A written statement from the Preston Board of Directors or Architectural Review Committee is the only permissible authorization to begin

work on a requested modification. Other approvals and / or permits may be required but no work may begin until this authorization is provided. Neither the Board of Directors nor any other agent of the Association may grant verbal approval at any time. An indication that a proposed project will likely be approved does not constitute permission to begin work. Approval of a permit from a regulatory agency does not constitute approval to begin work without the Association's approval. Owners are encouraged to refrain from committing to any contract for services or from purchasing any materials to be used in the proposed modification until approval is delivered. Neither The Board of Directors / Architectural Review Committee, Association or any agent of the Association assumes any responsibility for any Owner's decision to contract for services or purchase materials prior to the date of approval.

There is an accompanying, initial review fee for all modification requests except where indicated in this document. This fee is

\$ 75

Payment for this fee may be made by check payable to:

Preston at Park West, HOA
2850 Ashley Phosphate Road, Suite B
North Charleston, SC 29418

- ✓ Include your address on the check
- ✓ Reference 'ARC application fee' on the check

This is a non-refundable, review fee. As such, it will not be returned due to denial of a request. Owners are encouraged to contact the community manager with any concerns about this prior to submitting an application. In the event the Board of Directors or Architectural Review Committee, in its sole determination,

requires the assistance of any professional service to render a decision, the cost of such will be the responsibility of the Owner. No cost, beyond the \$75 initial review fee may be incurred on behalf of any owner without the owners' written consent.

2 Prohibited Items

These items are expressly prohibited in Preston. Requests to construct or place any of these items are denied without further consideration.

- Any prohibited item as may be determined by the Park West Master Association
- Accessory Buildings
- Awnings
- Clothes Lines
- Dog Houses / Runs
- Decks and porches
- Fences except as listed in Section 5
- **Freestanding Flag Poles**
- Garage Conversions
- Invasive Plantings as defined by Clemson University Cooperative Extension (http://www.clemson.edu/extension/natural_resources/forestry/veg_mgmt/invasive_species_booklet.pdf)
- Irrigation Systems (supplemental)
- Modifications to Common Areas
- Painted or stained driveways
- **Permanent basketball goals**
- Skylights
- Swing sets or other playground equipment
- Above ground storage tanks
- Statues, yard globes, bird baths and other yard art, excluding flags
- Swimming pools

3 Exterior Colors

- ✓ **Fee Required**
- ✓ **Approval is required if changing paint color**
- ✓ **Good Neighbor Request**

Approval is not required to repaint your home in the same materials and colors as originally

constructed or previously approved. A listing of the exterior color specifications and corresponding addresses may be found below:

Building	Exterior	Trim
Bagley Drive		
Sherwin Williams Paint		
3500 – 3516	Natural Choice SW 7011	A-100 White
3520 – 3532	Universal Khaki SW 6150	A-100 White
3536 – 3548	Network Gray SW 7073	A-100 White
3552 – 3568	Unusual Gray SW 7059	A-100 White
3535 – 3555	Unusual Gray SW 7059	A-100 White
3559 – 3575	Universal Khaki SW 6150	A-100 White
3572 – 3592	Universal Khaki SW 6150	A-100 White
3596 – 3616	Natural Choice SW 7011	A-100 White
3620 – 3628	Network Gray SW 7073	A-100 White
3632 - 3644	Universal Khaki SW 6150	A-100 White
3647 – 3631	Natural Choice SW 7011	A-100 White
3648 – 3664	Unusual Gray SW 7055	A-100 White
3668 – 3680	Universal Khaki SW 6150	A-100 White
3651 – 3671	Network Gray SW 7073	A-100 White
3684 – 3692	Unusual Gray SW 7059	A-100 White
3696 – 3712	Universal Khaki SW 6150	A-100 White
Conant Rd		
Sherwin Williams Paint		
4004 – 4024	Network Gray SW 7073	A-100 White
4005 – 4025	Universal Khaki SW 6150	A-100 White
4028 – 4048	Natural Choice SW 7011	A-100 White
4049 - 4029	Unusual Gray SW 7059	A-100 White

4 Exterior Lighting

- ✓ **Fee required**
- ✓ **Approval is required**
- ✓ **Good Neighbor Request**

Owners should keep in mind the impact to neighbors when considering exterior lighting. Powerful up lights, overly intrusive security lights and such will likely be dis-approved. Exterior lighting should be limited in purpose to providing light on walkways and, whenever possible, they should be set to turn off when not in use. Owners acknowledge that any exterior lighting damaged by the Association, its contractors or agents will not be replaced by the Association.

5 Fences

Any fencing other than that expressly approved within this section is prohibited

- ✓ **No Fee Required**
- ✓ **Expressly approved – No application necessary for replacement of existing panels**
- ✓ **Expressly approved – No application necessary for the addition of one panel on end Units**

The following guidelines govern fencing within Preston:

- Single, privacy panels to replace worn or damaged panels behind homes are expressly approved so long as the same specifications for dimensions, patterns, color, material and installation are installed.
- End Units may install one additional panel to the outer corner of the home as provided for herein:
- The Preston at Park West Homeowners Association does not endorse or make any representations to the preference of one contractor over another and owners are encouraged to conduct due diligence in selecting a contractor that best fits their needs. The following information is provided **SOLELY** because the contractor listed herein is the only known source for the existing fence panels which are made to order.

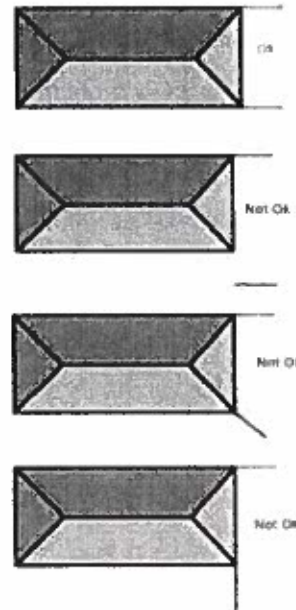
The Association, its Board of Directors, management and agents do NOT benefit, in any way, from providing the contractor information below or from any engagement of the contractor to perform services.

Again, Owners are encouraged to interview and select a contractor who fits their needs for the job. It is reasonable to expect that a skilled contractor may duplicate the existing fencing panels in Preston after visiting the site.

- DVS Home Exteriors Manufactures these panels: (843) 851-0109

<http://www.dvshomeexteriors.com/>

The following panel layout governs installation within Preston.



6 Gutters

- ✓ **Fee required**
 - ✓ **Approval is NOT required for replacement of gutters that match the existing installation**
 - ✓ **Approval IS required for any proposed change to the existing gutter specifications**
- Downspouts must match the gutters
 - Outflows should be buried whenever possible and directed away from homes to an acceptable area for dispersion of water
 - Splash guards must be installed where buried outflow is not possible. These must be earth tone to blend with surroundings
 - If outflow is into a planting bed or other area, please contact Community Manager for instructions

- Owners are not permitted to install guttering that will redirect outflow onto neighboring properties, potentially creating drainage or other issues for the neighbor
- Whenever possible, neighbors should consult one another to install guttering for an entire building to ensure consistency in installation and warranty and to prevent conflict due to improper installation

7 House Numbers

- ✓ **No Fee Required**
- ✓ **Approval is NOT required for replacement with like kind numbers**

Approval is not required for replacement of like kind numbering. The Board of Directors reserves the right to disapprove any style selection not in keeping with the community standard.

8 Landscaping


This section will be broken into parts with separate requirements for each. The Board of Directors encourages owners to enjoy their property and plant as they see fit within these guidelines:

Established Planting Beds

- ✓ **No Fee Required**
 - ✓ **Approval is NOT required to add planting of flowers or shrubs within existing beds**
 - ✓ **Owner assumes all responsibility for maintenance of planted material**
- No approval is necessary if planting annual flowers, replacing existing plants, or adding plant material that compliments the overall aesthetic.
 - Invasive species as defined by the Clemson Cooperative Extension Program are prohibited. Owners that plant these are subject to the Association policy for enforcement.

- In certain cases, at its sole discretion, if the Association verifies that a uniquely harmful, threatening or illegal plant has been placed within Preston, it may take immediate action to remove the plant without notice or recompense.

Trees and Large Shrubs

- ✓ **Fee Required**
 - ✓ **Approval is Required**
 - ✓ **Owner assumes all responsibility for maintenance of planted material**
-  **Future impact of the requested planting may be grounds for denial**

Trees and shrubs should be of a variety and size suitable for their location and the existing environment. Owners should take care to consider the mature size of the trees and shrubs and what impact they may have on nearby homes, other landscape features, nearby sidewalks, pipes and other utilities, property lines, easements etc.

Owners may not plant trees and shrubs that are likely to cause increased maintenance responsibilities and / or increase the likelihood of damage to a neighboring property. Examples include leaf accumulation on rooftops and in gutters, increased risk of damage from falling limbs and increased risk of damage to driveways, foundation slabs or other areas of a home from root growth.

Hardscapes

- ✓ **Fee Required**
- ✓ **Approval is required**
- ✓ **Good Neighbor Request**
- ✓ **Owner assumes all maintenance responsibility for the modification**

Additional requirements

The installation of hardscapes such as patios, walkways, landscape walls, planter

boxes and similar items must be carefully considered before a modification request is submitted.

While it is not a stated requirement, Owners are encouraged to seek input from their neighbors regarding any proposed project where the scope of work may disrupt their regular routine or ability to quietly enjoy their home.

In cases where the requested modification includes an increase to the area of impervious surface within Preston, a provisional approval may be granted to allow Owners to obtain the necessary permits. **Provisional approval is permission to proceed with planning. It is NOT permission to commence construction.**

To ensure that no consequential damages to neighboring or Association property occur, owners may be required to contact various regulatory agencies with permitting authority and / or utility location services.

Landscape Summary:

It is impossible to list and describe a steadfast guideline for each and every property. Often times, a suitable solution for one property may not be such for another. Because of this, the guidelines for installation of landscape features are written to encourage Owners to consult with professionals in order to design harmonious modifications, choose complimentary materials and ensure proper installation.

9 Replacements and Repairs

- ✓ **Fee Required**
- ✓ **Good Neighbor Request**
- ✓ **Approval is needed**

 **SPECIAL CIRCUMSTANCE**

Replacement and repair of roof or siding elements due to damage is addressed in the Covenants, Conditions and Restrictions, Article 5.2 as well as Article 6.6.


Because of the time limit imposed in Article 6.6, the regular process for architectural review in Preston is not reasonably applicable. As such, the Board of Directors or Architectural Review Committee will limit the scope of review to verification of material specifications.

This verification is further limited to identifying the proposed materials and documenting that they are substantially the same as the original construction or most recent, approved modification.

Owners are requested to contact their neighbors prior to commencement of any roof repairs. If the repairs are in proximity to the dividing wall between homes, both owners are strongly encouraged to contact their insurance representatives and seek guidance in the proper course for sharing repair costs.

10 Satellite Dishes

- ✓ **No Fee Required**
- ✓ **Good Neighbor Request**
- ✓ **Approval is NOT needed**

 **Association reserves the right to require relocation of any satellite dish**

Approval to install a satellite dish is not required so long as all of the following criteria are met. Failure to meet any one or more of these will result in the Owner's requirement to relocate the dish at their expense and restore any property disturbed or damaged during installation to its original condition.

- **Dishes may NOT be attached to homes except that they may be affixed to porches if a discreet location is selected.**
- **Dishes are expressly forbidden from being attached to rooftops. Any Owner attaching a dish to their rooftop will be**

required to move the dish at their expense.

- Dishes must be one meter or less in diameter
- The dish must be of a standard color, reasonably compatible with others in the community
- The device location may not adversely affect the safety of others.
- Dishes may not be installed in front yards
- Dishes must be screened from view to a suitable degree as determined by the Board of Directors

Each owner is responsible for making sure their installer buries all cables associated with the installation. Unburied cables present a hazard to residents as well as the maintenance crews. Damage to unburied cables will not be repaired by the Association.

event. Garage sale signs may be placed on the property one week prior to the event and must be removed within 24 hours following the event.

- **Announcements** – One, small, security monitoring company sign may be placed without approval.
- **Real Estate** – Real Estate 'For Sale' signs must be the approved design as may be specified and amended by the Park West Master Association. Real estate agents must contact the Community Manager to obtain specifications for real estate 'for sale' or 'for lease' signs. The Association reserves the right to remove unapproved signs when attempts to contact the Owner / Agent are unsuccessful.

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11 Signs

- ✓ **No Fee Required**
- ✓ **Approval is required for any sign not specifically conforming to the guidelines listed herein.**
- ✓ **Owner is responsible for maintenance of signage placed on property**
- ✓ **No sign may be larger than 18x25 inches without express written consent of the Board of Directors**
- **Political** - No rule shall regulate the content of political signs, but the quantity, size, length of time and manner of placement may be regulated by the Board of Directors. The Board of Directors suggests that signs be placed no earlier than 30 days before an election, run off, primary or referendum. All political signs must be removed within 7 days of such event as mentioned above.
- **For Sale Signs** – Signs are not permitted for vehicles or merchandise for sale by owners. One exception to this rule is that one, 18x25 inch 'Garage Sale' sign may be placed in front of the home hosting such

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