



ARCHITECTURAL REVIEW POLICIES AND PROCEDURES

Purpose of the Architectural Review Policies and Procedures

These Policies and Procedures are established to supplement the recorded Declaration of Covenants, Conditions and Restrictions for Scotts Creek, any restrictions or requirements noted on Deeds, Plats, and Title Restrictions and any municipal building code requirements. The Scotts Creek Architectural Review Committee (SCARC) has established the following policies and procedures for the review of architectural and landscape designs. Property owners, architects and builders are encouraged to participate fully and actively in the architectural review process. In addition to the required design review steps, the applicant for design review is encouraged to contact the SCARC during the design review process for clarification of the architectural guidelines for Scotts Creek or discuss design review comments. All plans for new structures and additions to existing structures shall be prepared by licensed professionals or otherwise qualified architects, landscape architects, engineers or other qualified home designers. It is highly recommended that a team of qualified professionals be used in the preparation of plans.

Contents

- I. SCARC Application Process 2
- II. Prerequisite to Construction of Improvements 2
- III. Definition of “New Build” 2
- IV. Definition of “Improvements” 3
- V. Design Variances 3
- VI. Appeals 3
- VII. Commencement of Construction and Completion..... 4
- VIII. Changes to Approved Applications 4
- IX. Damages to Property..... 4
- X. Fees and Charges 5

Forms

- FORM A: SCOTT'S CREEK ARCHITECTURAL REVIEW APPLICATION
- FORM B: APPLICATION FOR IMPROVEMENTS
- FORM C: REQUEST FOR VARIANCE
- FORM D: REQUEST FOR CHANGES TO APPROVED DESIGN

Appendices

- APPENDIX A: CONSTRUCTION RULES
- APPENDIX B: PROCEDURES FOR NEW BUILDS



ARCHITECTURAL REVIEW POLICIES AND PROCEDURES

I. SCARC Application Process

An application process has been established to provide a systematic and uniform review process for all proposed designs, plans and construction in Scotts Creek. SCARC Approval must be obtained prior to initiation of any construction activity on any lot in Scotts Creek.

Prior to the preparation of plans for SCARC approval, each Lot owner is responsible for obtaining from the SCARC the most current version of the Guidelines including any amendments thereto. These standards shall apply to all lot owners and builders in Scotts Creek and any reference to “lot owner” shall also apply to the Owner’s builder and subcontractors.

SCARC will review design submissions as they are received and respond to them in a timely manner. At a maximum, review and determination by the SCARC should not extend beyond forty-five (45) calendar days upon receipt of applications deemed complete and accurate. If a review shall take more than forty-five (45) calendar days, the applicant will be notified. Applications will either be approved, approved subject to conditions, or denied.

To apply owners shall complete the necessary forms as required per these policies and procedures. Applications should be submitted directly to Scotts Creek acting property management company.

II. Prerequisite to Construction of Improvements

Prior to the commencement of construction of new builds, alterations, modifications, and additions proposed on a platted lot in Scotts Creek, the lot owner must obtain written approval of SCARC. To request approval from SCARC owners must submit FORM A: SCOTT'S CREEK ARCHITECTURAL REVIEW APPLICATION and all supplemental documentation as required.

In addition, applicants must also agree to adhere to construction rules as defined in APPENDIX A: CONSTRUCTION RULES.

III. Definition of “New Build”

The term “New Build” shall mean any and all man-made structure of a single-family dwelling on a lot. Additionally, “New Build” shall mean any and all man-made structure of an accessory building which is detached from the main structure that will serve as a dwelling unit.

To request approval from the SCARC for New Build structures applicants must complete FORM A: SCOTT'S CREEK ARCHITECTURAL REVIEW and adhere to the procedures outlined in APPENDIX B: PROCEDURES FOR NEW BUILDS.



ARCHITECTURAL REVIEW POLICIES AND PROCEDURES

IV. Definition of “Improvements”

The term “Improvements” shall mean and include any and all man-made changes alterations, modifications, and additions to a Lot, connecting to, or appurtenant to, a Lot, including but not limited to, any exterior equipment or devices attached to or separate from the buildings, such as HVAC equipment, solar heating devices, antennae, satellite dishes, storage sheds, roofed structures, parking areas, fencing, walls, landscaping (including removal of protected trees), flag poles, ponds, swimming pools, whirlpool, hot tubs, tree houses, basketball goals, skate ramps, playground equipment, signs, exterior lighting and changes in any exterior color or shape of exterior materials.

The definition of improvements includes both original and subsequent modifications, alterations and additions to existing structures. Improvements does not include normal repair or replacement of exterior materials previously approved by the SCARC provided the repair or replacement does not change exterior colors, materials, or appearances from that which were previously approved.

To request approval from the SCARC for improvements, applicants must complete FORM B: APPLICATION FOR IMPROVEMENTS in addition to FORM A: SCOTT'S CREEK ARCHITECTURAL REVIEW. The SCARC reserves the right to request additional information in order to review the proposed improvements.

V. Design Variances

The SCARC may authorize variances from compliance with the overall Scotts Creek Design Guidelines or any of its supplemental guidelines and procedures when circumstances such as topography, natural obstructions or specific architectural or engineering conditions merit. No variance shall be effective unless issued in writing. A specific variance issued for a particular lot will not bind the SCARC to grant a variance in other circumstances.

To request a variance applicant shall submit FORM C: REQUEST FOR VARIANCE in addition to the required forms as required for SCARC approval. The SCARC has 30 calendar days to provide a determination upon receipt of a complete and accurate application.

VI. Appeals

If an application for design approval has been denied or the approval issued by the SCARC is subject to conditions which the applicant feels are unclear or unacceptable, the applicant may request a meeting with the SCARC and/or their designated agents to discuss the plans and the SCARC's reasons for imposed conditions or overall denial.

If the SCARC and applicant cannot find resolution the applicant has the right to appeal the SCARC's determination to the Board of Director, provided a notice of such appeal is given by the applicant to the Board of Director's within twenty (20) days following the SCARC's final determination.



ARCHITECTURAL REVIEW POLICIES AND PROCEDURES

VII. Commencement of Construction and Completion

New Build applicants must commence construction so that the exterior of all structures is complete within eighteen (18) months after issuance of the building permit obtained from the governing jurisdiction. Improvement applicants may commence construction at any time after receipt of approval by the SCARC and issuance of any required permits of any governmental authorities. Completion of improvements must be completed as stipulated in the terms of agreement per the approved application for improvements. A longer period of time may be granted, in the SCARC's sole discretion, where completion is impossible or would result in great hardship to the owner or builder. To request an extended construction duration applicant shall complete FORM C: REQUEST FOR VARIANCE.

Commencement of Construction without SCARC approval is not permitted. Owners who have been found to proceed with construction without approval are subject to fines as defined in Section X Fees and Charges. Additionally, Owner's are required to submit all applications and required supporting documents to seek approval of installed items. Approval is not guaranteed, and items installed may require removal or alterations.

VIII. Changes to Approved Applications

Any changes prior to or during construction to the applications that were submitted and approved by the SCARC must receive written approval from the SCARC prior to execution. In the event the applicant desires a change to the approved drawings, the applicant must submit FORM D: REQUEST FOR CHANGES TO APPROVED DESIGN and all supplemental documents as required for the proposed change. The SCARC has 15 calendar days to provide a determination upon receipt of a complete and accurate application.

The SCARC has the authority to deny a request if changes proposed are so substantial that it is no longer representative of the original approved application; at which an owner will be required to re-start the application process.

If changes are made without prior written approval from the SCARC, the SCARC has the right to require the applicant to removed, revise and/or replace the unauthorized change at the applicant's expense.

IX. Damages to Property

It is the applicant's responsibility to protect all elements inside the Association's easements and public rights of way. Any area disturbed by construction must be returned to the same standards as previously existed. If the repairs are not completed to the satisfaction of the Association and completed within the time-frame stipulated by the SCARC the Association may impose penalties until completion occurs. If the owner refuses to make



ARCHITECTURAL REVIEW POLICIES AND PROCEDURES

repairs to the satisfaction of the SCARC or fails to make repairs in a timely manner the SCARC has the right to repair damage caused at the owner’s expense.

Owners may also face additional fines and penalties assessed by local governing jurisdictions to damage caused to public rights of way.

X. Fees and Charges

Fees

Applications that require extensive review, input from legal or professional services will require a fee to consult said services. Owners will be notified of the fees before they are incurred, and fees shall be paid in full prior to services are rendered. Fees will vary based on required level of review and services.

Charges

The SCARC has the right to remove, revise and/or replace unauthorized New Build or Improvements to a unit that were made by an owner at the owner’s expenses. The cost required to removed, revise and/or replace unauthorized changes will charged to the owner. Charges will be a direct cost of expenditures incurred.

Cost expended by the SCARC to repair association property or other damages caused by the Owner which the owner will charged to the owner. Charges will be a direct cost of expenditures incurred.

Fines

Fines may be assessed for noncompliance to the Architectural Design Policies and Procedures. Schedule of fees are as defined below.

\$75.00	Implementation of New Build or Improvements without submission of an application for review by the SCARC
\$50.00	Commencement of construction of a submitted application prior to approval by the SCARC
\$25.00	Implementing changes without SCARC approval of a previously approved application
\$100.00	Construction of New Build applications not completed within duration determined by SCARC
\$50.00	Construction of Improvements applications not completed within duration determined by SCARC
\$50.00	Failure to repair association property within duration determined by SCARC
\$25.00	Violation of Construction Rules (multiple violations may be assessed and fined)



ARCHITECTURAL DESIGN GUIDELINES

Purpose of the Architectural Design Guidelines

These Guidelines are established to provide direction to lot owners, architects, landscape architects, contractors and other members of the design and construction team. The provision of these Guidelines shall not be construed as an absolute rule that is binding on the Scotts Creek Architectural Review Committee (the SCARC), as they may not address all contextual circumstances, lot conditions and material applications. Furthermore, each lot owner should familiarize themselves with municipal building codes and land use ordinances in the design and construction of their residences.

Authority to Create Guidelines

These Guidelines are established by Scott Creek Community, LLC, pursuant to the Declaration of Covenants, Conditions, and Restrictions for Scotts Creek. Any capitalized terms not defined herein shall have the same definition as described in that document. The purpose of the Guidelines is to create a visually pleasing suburban fabric emphasizing the quality of design, appropriate detailing, consistency of materials and compatibility of all Improvements. The listing of Guidelines is not exhaustive and will not act as a limitation upon what may or may not be implemented.

Administration of the Guidelines

Administration of the Guidelines shall be the responsibility of the Scotts Creek Architectural Review Committee (SCARC). The Scotts Creek Property Owners Association Board of Directors shall appoint members to the SCARC. The SCARC will have the sole discretion to determine whether plans and specifications submitted for approvals are acceptable to it, and the refusal of approval of any plans and specifications may be based by the SCARC upon any ground which is consistent with the objects and purposes of the Declaration of Covenants, Conditions, and Restrictions, as may be supplemented by the Design Guidelines, including purely aesthetic considerations.



ARCHITECTURAL DESIGN GUIDELINES

1. Architectural Styles

Scotts Creek is intended to be a neighborhood of compatible architectural styles. Appropriate styles include traditional Low Country, Federal, Plantation Revival, and Georgian Colonial.

All Improvements constructed in Scotts Creek should positively contribute to the sense of neighborhood, with no individual structure standing apart in terms of style, use of materials or location on the lot. Exterior materials and detailing should be appropriate for the architectural style and applied consistently to all exterior elevations and structures on a given lot.

2. Primary View Corridors

The dwelling location, exterior elevations and lot improvements should be tailored to specific features of a lot and address primary view corridors. In addition to the front elevation, any dwelling elevation or lot improvements visible from the public street or the HOA open space will receive additional scrutiny by the SCARC based upon its impact on the overall neighborhood fabric.

3. Dwelling Types

Each lot may contain only one single family dwelling and a detached garage/accessory dwelling unit. Any accessory dwelling or accessory use space within the dwelling shall conform to the requirements of Mount Pleasant Ordinance 156.110(A)(12). Modular homes and pre-manufactured sheds are not permitted.

4. Minimum Dwelling Size

Every single family dwelling in Scotts Creek shall contain a minimum of twenty four hundred square feet (2,400 SF) of heated floor area. Unconditioned spaces such as porches, storage areas, decks, patios, garages or unattached accessory structures do not count toward the minimum square footage requirement. The SCARC shall have the right, in their sole and absolute discretion, to grant a variance of up to 10% of this minimum square footage requirement upon receipt of a written variance request from the lot owner demonstrating restrictive site conditions, topography, significant tree locations, utility easements or other unusual site constraints.

5. Maximum Dwelling Height

The maximum height for a dwelling in Scotts Creek shall not exceed the maximum height allowed by the underlying Town of Mount Pleasant zoning criteria for the property.



ARCHITECTURAL DESIGN GUIDELINES

6. Ceiling Heights

Interior ceiling heights shall be a minimum of nine feet (9'0") on the first floor (main floor) and a minimum of eight feet (8'0") on the second floor.

7. Garages

Every dwelling must have an enclosed garage for not less than two (2) vehicles. Garage doors are required and must have an appropriate architectural treatment, Stamped metal panel doors are not acceptable. All interior walls and ceilings must be finished. Freestanding carports are not allowed. All ductwork, wiring, and horizontal piping must be concealed from view above the finished ceiling. Unless otherwise approved in writing by the SCARC, in their sole and absolute discretion, the garage turnaround area must provide at least a twenty two foot (22'0") back up distance and the driveway must provide a three foot (3'0") buffer between the edge of paving and the property line.

8. Entries and Porches

Covered porches, porticos and other significant entry features compatible with the architectural style of the dwelling are encouraged in Scotts Creek to create an elegant arrival sequence and perspective from the public street. Columns, handrails, exterior trim, cornices, window detailing, exterior lighting fixtures, front door and surround and other architectural elements must be compatible with the style of the dwelling. Columns on front porches should be a minimum of 10" in diameter with appropriate base and cap detailing.

9. Exterior Materials

Scotts Creek is intended to have a compatible blend of architectural styles with a Low Country flavor. Suggested exterior materials include painted cement fiberboard, and brick masonry. Other materials will be considered if appropriate for the proposed architectural style. Vinyl siding, vinyl soffits, vinyl window shutters, painted concrete masonry units, exterior insulation finish system (EIFS) or imitation brick products such as brick tile will not be allowed.

Roof materials should be appropriate for the proposed architectural style. Architectural series composition fiberglass shingles and painted standing seam metal roofs. Other materials will be considered by the SCARC, in their sole and absolute discretion, on an individual basis.

10. Exterior Colors

The exterior colors and materials should blend together to create an attractive and harmonious result. Trim colors should complement the exterior wall color, and the use of a traditional low country color palette is encouraged. Roof vents, skylight housings, plumbing vents, etc. should be located so as not to be visible from the street and painted to



ARCHITECTURAL DESIGN GUIDELINES

match the adjacent roof color. Natural weathering of exterior wood materials is not desirable. Please refer to the ARC color palette for acceptable exterior colors. Acceptable colors are not limited to these colors; however, ARC can use its discretion in approving any exterior color based on the color of nearby homes.

11. Windows and Doors

Windows should utilize insulated glass. Removable exterior storm windows are not acceptable. Mutton patterns on doors, windows, transoms and sidelights should be compatible and window style and mutton pattern should be consistent on all elevations. Shutters, if provided, must be proportional to the window, operable and have appropriate exterior hardware. The design, materials and style of the front door should enhance the architecture of the home. All windows and doors must have soldier course brick lintels (not running bond), decorative crown molding, precast lintels or other appropriate trim treatment as approved in writing by the SCARC.

12. Rear Porches and Decks

Rear patios and decks should be designed with substantial and proportional railings decking, joists and support columns. The size and configuration of the porch or deck should be architecturally compatible with the dwelling. Single level deck support columns, if visible, should be a minimum of 12" x 12" if masonry, or 6" x 6" treated wood. Unusable space below a deck or porch should be screened with wood lattice, landscaping or other means as approved by the SCARC. Handrails, balusters and columns should be stained or painted to match the trim color of the house if treated wood. Wrought iron or decorative metal railing may be used if compatible with the architectural style of the dwelling.

13. Accessory Structures

Accessory structures (detached garages, outdoor kitchens, pool houses) are permitted with ARC approval. Only one such structure per lot is permitted. View corridors for neighboring houses must be taken into consideration especially on lots adjacent to the common areas and ponds. The style and materials should be compatible with the primary dwelling. The structure will not be permitted outside of the buildable area established on the lot plat. All local building codes and permits must be obtained prior to ARC approval.

Accessory Structures that will serve as an additional dwelling shall follow the procedures outlined in APPENDIX A: PROCEDURES FOR NEW BUILDS.

14. Chimneys

Chimneys are an important component of the architectural style and massing of a dwelling. If a chimney is proposed, it must have style appropriate detailing at the chimney peak and if the chase is a visible element on an exterior elevation it must extend from finish grade



ARCHITECTURAL DESIGN GUIDELINES

past the roofline of the house. Exposed chimney chases should be made of masonry, hard plank or other material approved by the SCARC.

15. Foundations

Unless specifically approved in writing by the SCARC, all foundations in Scotts Creek will be raised with a minimum of two feet (2'0") crawl space. Slab on grade foundations will generally not be permitted except for garages, patios and unheated rear porches and patios. First floor elevation should be consistent with surrounding homes. Elevated houses with drive under garages are not permitted.

16. HVAC Equipment

Air conditioning and heating equipment must be located in the side yard or rear yard of a lot and be visually screened from view from the public street. Screening should extend from existing grade to the top of the equipment. Acceptable screening materials include brick masonry, painted wood lattice, evergreen plant materials or other materials approved in writing by the SCARC.

17. Satellite Dishes, Antennas, Solar Panels

Permanent equipment attachments of any kind or character (including but not limited to television or radio antennas, satellite or microwave dishes, solar energy related systems, water heating equipment or other similar equipment) to the roof or exterior walls of any dwelling or placed on any lot are subject to SCARC approval of the device and the location. Overhead or exterior wiring on exposed exterior surfaces is discouraged. Any such attachments shall be located or positioned so as to minimize visibility from the public street.

18. Mailboxes and House Numbers

Cluster mail boxes will be located in various open spaces in Scotts Creek and mailbox maintenance will be the responsibility of the Scotts Creek Property Owners Association. House numbers identifying a dwelling must be four inches (4") or smaller and applied in a location and style approved by the SCARC.

19. Real Estate Signs

Real estate signs must be submitted to the SCARC for approval. A uniform real estate sign will be created by the SCARC and must be used for any homes for sale. Real estate signs may not be placed on the public ROW between the sidewalk and the street. Signs advertising rental property or garage sales are prohibited without approval by the SCARC.

ARCHITECTURAL DESIGN GUIDELINES

20. Pools, Jacuzzis and Hot Tubs

The size, shape and location of a pool, hot tub or Jacuzzi are subject to SCARC written approval. Above ground pre-manufactured pools are not permitted, however above ground hot tubs or Jacuzzis are permitted if appropriately screened from adjacent property. In-ground pools, hot tubs and Jacuzzis will not be permitted outside of the buildable area established on the lot plat. Pool and pool equipment enclosures must be architecturally related to the dwelling in their placement, mass, and detail and be located and screened to have minimal impact on adjacent lots. Screen pool enclosures fabricated with pre-engineered tubular steel are not permitted.

21. Play Equipment

Play equipment, swing sets and outside sports equipment must be located so as to have a minimum impact on adjacent lots and not easily visible from the public street. The size, type of materials and location are subject to SCARC approval. Basketball goals are permitted in driveways but can not be permanently affixed to a structure.

22. Exterior Lighting

Exterior lighting such as decorative wall sconces, eye mounted spotlights, landscape lighting, etc. are acceptable if approved in writing by the SCARC and positioned so as not to create glare or excessive spill over onto an adjacent lot. Lot owners are encouraged to significantly reduce exterior lighting levels after 12:00 am.

23. Boats, Recreational Vehicles, Commercial Vehicles, and Trailers

Other than during the construction, repair, or renovation of a dwelling, Boats, Recreational Vehicles, Commercial Vehicles, Storage Containers and Trailers may not be stored on a lot other than in a fully enclosed garage.

24. Fences and Walls

All fences and walls must be approved by the SCARC regarding material, design, style and location prior to installation. Fences shall be of a compatible design and paint color throughout Scotts Creek. Refer to the attached Fence Exhibits for SCARC pre-approved paddock fencing and wooden privacy fencing. Chain link fences are not allowed. Other fence styles integrating masonry or stucco columns or other features are subject to specific approval by the SCARC.

Lots 1-39

Wooden privacy fencing (Type A) is allowed along the side and rear yards of these lots but may not extend past the mid-point of the residence unless a compelling reason such as garage side entry door, HVAC unit, tree location make moving it forward necessary.

Lots 40-70



ARCHITECTURAL DESIGN GUIDELINES

Wooden paddock fencing (Type B) is allowed along the side and rear yards of these lots but may not extend past the mid-point of the residence unless a compelling reason such as garage side entry door, HVAC unit, tree location make moving it forward necessary. Black wire mesh may be applied to the lot owner's side of paddock fencing to contain pets with the approval of the SCARC. Lots abutting HOA open space are not permitted to erect additional fencing immediately parallel to paddock fencing within the HOA area.

25. Grading and Drainage

In general, lots in Scotts Creek must be crowned so as to convey runoff alongside yard property lines. A grading plan will be required with Final Submittal for SCARC review and approval. The grading plan must indicate proposed finish floor elevation, existing grade at adjacent property lines and proposed lot grading contours. In the event of a low lying lot or in areas where filling is necessary for proper lot drainage, filling may be permitted by the SCARC. The creation of fill sections to significantly elevate residences above adjacent lots will not be allowed.

26. Driveways and Sidewalks

All driveways and on-lot vehicular parking areas must be paved and constructed of light broom finish concrete, pavers or other decorative treatment as approved by SCARC. The driveway must provide a three foot (3'0") buffer between the edge of paving and the property line. Macadam or asphalt driveways are not acceptable. Shared driveways are not acceptable. Public sidewalks should tie-in to both sides of the driveway in a flat and level configuration.

27. Garbage and recycling cans

Garbage and recycling cans should be stored in such a way that they are not easily visible from the street. This may be accomplished by landscaping or by constructing a blind. Homeowners wanting to construct a structure to conceal garbage and recycling cans must submit plans to the SCARC for approval. These structures must be constructed of pressure treated lumber and painted Charleston Green to match fences. They must be set back from the front of the house at least 1/3 of the depth of the home. They must be four feet tall, no deeper than three feet, and no wider than six feet.

28. Landscaping

Landscaping shall be required on each lot within Scotts Creek and must be designed to enhance the residence as well as the adjacent property. The SCARC has the authority to approve, modify or disapprove specific landscape plans for individual lots and HOA common areas. A detailed landscape plan indicating plant materials and sizes, structures, driveways, planting beds, fences, decks and other site features shall be required with Final Submittal for SCARC review and approval. All SCARC approved landscaping elements



ARCHITECTURAL DESIGN GUIDELINES

must be installed prior to occupancy unless specific variances are approved by the SCARC based on seasonal constraints. Specific Lot landscape minimums are as follows:

- a) All lawn areas are to be sod.
- b) All lot areas are to be irrigated utilizing public water. Private wells or access to the HOA common area ponds for individual lot irrigation is not permitted without ARC approval. Homeowners with private wells will be responsible for any damage or staining of sidewalks or other structures. Homeowners who fail to maintain sidewalks or correct staining or damage from wells will be subject to fines and may lose their privilege of well usage.
- c) Foundation plantings are required at the perimeter of all structures.
- d) All planting beds and natural areas to remain must be mulched, preferably with pine straw.
- e) The Property Owners Association will maintain the public street trees in the public ROW between the sidewalk and the back of curb adjacent to each lot. The Lot Owner will be responsible for maintaining the grass and irrigation in the public ROW. No alterations to landscaping in the public ROW are allowed without approval of the SCARC.



FORM A SCOTT'S CREEK ARCHITECTURAL REVIEW APPLICATION

House Number:

Owner(s):

SELECT THE APPLICATION TYPE FOR REVIEW BY THE SCOTT'S CREEK ARCHITECTURAL REVIEW COMMITTEE (SCARC)

New Build

Improvement (Select Proposed Alterations / Additions Below)

The following reflect the most often requested applications for Improvements. If the proposed alterations / additions are not listed herein, please select 'other' for your request. Please select all items that are applicable.

New Build applicants do not need to complete this section.

Exterior Color Modification

Fences and Walls

Accessory Structure

Satellite Dishes, Antennas, Solar Panels

Rear Porches and Decks

Play Equipment

Pools, Jacuzzis, and Hot Tubs

Driveways and Sidewalks

Landscaping

Other (Provide Brief Description)

PLEASE READ AND INITIAL EACH ITEM TO ACKNOWLEDGE THE POLICIES AND PROCEDURES OF THE SCARC PROCESS

- 1) It is the Owners responsibility to obtain and read the most current versions of the Covenants, Conditions and Restrictions and the Architectural Design Guidelines amendments thereto.
- 2) The SCARC has 45 calendar days from receipt of applications to render a decisions. The time frame for review does not include days the review process is suspended due to incomplete, inaccurate applications or delinquent accounts.
- 3) Applications will be reviewed once complete and accurate information is received as requested by the SCARC. The review process will be suspended until all information is received.
- 4) Review of applications from Owners with delinquent accounts will not commence until the account is rectified. If an account becomes delinquent after submission the review process will be suspended until the account is rectified.
- 5) It is the responsibility of the Owner to contact the SCARC if determination by the SCARC has not been received within 45 calendar days.
- 6) Adherence to Architectural Design Guidelines does not guarantee approval of any application. The SCARC has the sole authority to determine if applications are acceptable and discretion to refuse approval.
- 7) Any Owner that is not satisfied with the SCARC determination shall have the right to appeal to the Board of Directors within twenty (20) calendar days following receipt of the SCARC determination.
- 8) The SCARC has the right of entry and inspection upon any portion of an Owners property. Except in emergencies, any exercise of the right of entry should be made only upon at least 24 hours advance notice given to the Owner.
- 9) If application requires extensive review, input from legal or professional services fees may apply. Owners will be notified of fees before they are incurred and fees shall be paid in full prior to review of any application.
- 10) Owners are solely responsible to obtain all necessary permits, inspections, authorizations and permissions from the appropriate organization(s) and to determine and comply with all regulations, statues, codes and zoning or other application requirements pertinent to the proposed application.

OWNER AGREEMENT REGARDING CONSTRUCTION RULES

By submitting this application, affixing my name and dating below, I as the Owner, acknowledge receipt of the Scotts Creek Architectural Review Policies and Procedures Appendix A Construction Rules and agree to comply with all rules and regulations stipulated therein. Furthermore, I will notify all parties employed to work on the property of these rules and regulations. I understand that failure to abide by any of the rules may result in a POA imposed fine and/or the loss of a contractor's privilege to enter Scotts Creek on a temporary or permanent basis.

OWNER NAME:

DATE:



FORM B
APPLICATION FOR IMPROVEMENTS
PAGE 2

Satellite Dishes, Antennas, Solar Panels

Architectural Design Guidelines Item # 17

A schematic showing the location of permanent equipment to be attached to the roof or exterior walls and an aerial photo marking the proposed locations are required. A picture or diagram of the product, in addition to the manufacturer product data sheets must be submitted. All applications need to include location and color of conduit and wiring that are planned to be attached to the roof or exterior walls.

Select Item for Review Satellite Dish Antennas Solar Panels

Description of Proposed Request:

Pools, Jacuzzis, and Hot Tubs

Architectural Design Guidelines Item # 20

A plat of your property showing the location of installation is required. The location may be sketched on the plat so long as it reasonably identifies the proposed location. All auxiliary additions such as concrete pavement, tile pavers, fountains, uplighting, etc. proposed to be constructed must be included as part of this application.

*If proposal includes items such as an Accessory Structure or Landscaping those portions of the form must be completed separately.

Select Item for Review Pool Jacuzzi Hot Tub

Description of Proposed Request:

Play Equipment

Architectural Design Guidelines Item # 21

A plat of your property showing the location of the proposed equipment along with a picture or diagram of the product is required.

Type of Play Equipment Proposed:

Dimensions: Eave Height: Ridge Height:

Materials:

Color / Stain Name: Color / Stain Code: Brand:

Description of Proposed Request:



FORM B
APPLICATION FOR IMPROVEMENTS
PAGE 3

Fences and Walls

Architectural Design Guidelines Item # 24

A plat of your property showing the boundaries and dimensions of the proposed fencing / wall along with a diagram or photo depicting the type proposed to be installed is required.

Type of Fencing / Wall:

Height from Ground:

Materials:

Color / Stain Name:

Color / Stain Code:

Brand:

Description of Proposed Request:

Driveways and Sidewalks

Architectural Design Guidelines Item # 26

A plat of your property showing the boundaries and dimensions of the proposed driveway and sidewalk are required.

Materials:

Description of Proposed Request:

Landscaping

Architectural Design Guidelines Item # 28

A plat showing the location of the proposed landscape additions or alterations is required. If needed, attach an additional planting plan to this application to provide details and clarification.

Proposed Location :

Description of Proposed Request:

Type:

Planted Size:

Mature Size:



FORM B
APPLICATION FOR IMPROVEMENTS
PAGE 4

Other

Application requirements for other features vary depending on the nature of the proposed improvement. Please be as descriptive as possible when describing your request for additions or alterations. In addition, complete the items below that pertain to your request.

If uncertain about what information to provide please contact our property management company for assistance.

Description:

Supplemental drawings or pictures may also be included to provide clarification

Proposed Location:

If needed please sketch proposed location on plat of your property.

Materials:

Color / Stain Name:

Color / Stain Code:

Brand:

Color / Stain Name:

Color / Stain Code:

Brand:

Include sample of color or stain as applicable.

Dimensions:

Eave Height:

Ridge Height:

PROVIDED ESTIMATED CONSTRUCTION DURATION FOR ENTIRE PROJECT:

I certify that all information required is included and certify that the information contained herein to be true and accurate.

OWNER NAME:

DATE:



FORM C REQUEST FOR VARIANCE

The SCARC may authorize variances from compliance with the Scotts Creek Architectural Review Policies and Procedures and Design Guidelines when circumstances such as topography, natural obstructions or specific architectural or engineering conditions merit. Notwithstanding a contrary provision of the governing documents, a requested variance may not violate any governing provision of law, including, but not limited to, a building code or other applicable law governing land use or public safety.

I hereby appeal to the Board of Zoning Appeals for a variance from the following provisions of the Scotts Creek Architectural Review Policies and Procedures and / or Design Guidelines. Please cite section(s) from which a variance is being sought:

This request is being made to allow the following:

Please include any supplemental documents that will better assist the SCARC understanding of request.

This request is being made because adhering to the above cited provision will result in unnecessary hardship, and the standard for a variance are met by the following facts. (Select and complete all that apply.)

There are extraordinary and exceptional conditions pertaining to the property as follows:

These conditions do not generally apply to other lots in the neighborhood as described below:

Application of the provision(s) would effectively prohibit or unreasonably restrict use as follows:

The variance would not be a detriment to Scotts Creek or adjacent lots and the character of Scotts Creek will not be harmed for the following reasons:

I certify that all information required is included and certify that the information contained herein to be true and accurate.

OWNER NAME:

DATE:



**FORM D
REQUEST FOR CHANGES TO
APPROVED DESIGN**

Changes to approved applications for New Build or Improvements may be requested prior to or during construction. The SCARC has the authority to deny a request if changes proposed are so substantial that it is no longer representative of the original approved application; at which an owner will be required to re-start the application process.

The SCARC has 15 calendar days to provide a determination of requested change upon receipt of a complete and accurate application. If an expedited review is necessary please indicate below and provide justification. An expedited review is not guaranteed.

Description of Change Requested:

Be as descriptive as possible when describing your request for changes to approved applications. Attach appropriate drawings or other information to communicate the proposed change.

Reason for Requested Change:

Expedited Review Requested: If YES please explain:

All changes requested require supplemental information as required for initial application submittal; i.e. plans, color samples, pictures, material data sheets, sketches, etc.

Below list most commonly requested changes. Complete any sections which are applicable.

Materials:

Color / Stain Name:	Color / Stain Code:	Brand:
Color / Stain Name:	Color / Stain Code:	Brand:

Landscaping Change in Location or Plants:

Type:	Planted Size:	Mature Size:
Type:	Planted Size:	Mature Size:
Type:	Planted Size:	Mature Size:

I certify that all information required is included and certify that the information contained herein to be true and accurate.

OWNER NAME:

DATE:



APPENDIX A

CONSTRUCTION RULES

These rules shall apply to all Lot Owners and Contractors and any reference herein to an Owner shall also apply to the Owner's Contractor and Subcontractors. During the construction process at Scotts Creek, all Owners shall abide by these Rules and such other rules as Scott Creek Community, LLC, Scotts Creek Property Owners Association and/or Scotts Creek Architectural Review Committee may establish from time to time.

1. Construction Hours and Noise

All construction activities must be conducted and all deliveries must be made from 7:00 a.m. until 7:00 p.m. Monday through Saturday. Any construction activities conducted or material deliveries to Scotts Creek after these hours must be approved by and scheduled with the Architectural Review Committee twenty-four (24) hours in advance. No loud radios or distracting noises will be permitted during construction.

2. Rubbish and Debris

In order to maintain a neat and orderly appearance at all times throughout Scotts Creek, the following rubbish and debris rules must be strictly followed:

- a) *Domestic Refuse* - At least one (1) trash container must be located at all times inside each residence under construction. All domestic refuse such as food scraps and packaging, cups, plates, napkins and similar items which at any time exist in the residence or on the Lot must be placed in the trash container. The trash container shall be emptied regularly and its contents properly disposed of.
- b) *Interior Construction Debris* - All parties are strongly encouraged to frequently clean up and remove rubbish and construction debris located within the footprint of a residence under construction.
- c) *Exterior Construction Debris* - With regard to all construction debris located on a Lot outside the footprint of the residence, the following rules shall apply:
 - (i) By the end of each day on which work occurs on the Lot, all lightweight construction debris such as roofing paper, insulation bags, foam sheathing, polyethylene, etc., must be placed in a dumpster unit provided by a trash disposal company and located on the Lot;
 - (ii) By the end of the day on each Friday, all non-blowable construction debris such as wood scraps, shingles, steel bands, drywall, bricks and masonry blocks must be gathered and placed in the steel dumpster; and
 - (iii) The dumpster must be emptied and the debris hauled away on an as-needed basis and before it is filled to overflowing.



APPENDIX A CONSTRUCTION RULES

- d) *No Burning or Burial* – Onsite burning or burial of construction debris or vegetation is prohibited.

3. Street Cleaning

Every General Contractor shall be responsible to minimize the tracking of dirt, mud, gravel or cement from their lot onto the public roads or POA open space areas within Scotts Creek during their construction process. Scotts Creek Property Owners Association shall have the right, without notice, to clean up any significant amounts of dirt, gravel, cement, etc., left on any street or open space if the same is not immediately removed by the Owner responsible. The cost of such clean up shall be charged to the responsible General Contractor who shall reimburse Scott Creek Community, LLC and/or Scotts Creek Property Owners Association for the expense of such clean up.

4. Silt Fences

Silt fences and/or other devices for sedimentation control shall be installed and maintained at the perimeter of any lot during the entire construction process.

5. Materials Storage

No construction materials, equipment or debris of any kind may be stored on any street, curb, sidewalk, public right of way, POA open space or any adjacent Lot except as approved in writing by the Architectural Review Committee.

6. Trailers

No construction office trailers may be placed, erected or allowed to remain on any Lot or in any other area in Scotts Creek, except as approved in writing by the POA and/or the Architectural Review Committee.

7. Construction Access and Sidewalks

During the time a residence or other Improvements are being built, all construction access shall be confined to the approved driveway location for the Lot unless the ARB approves an alternative lot access way. Any public sidewalks, street trees, streetlights, curbs, fencing, etc. damaged by construction equipment must be replaced by the responsible party. Any builder in violation shall be subject to a fine(s) and/or revocation of building privileges in Scotts Creek as determined by the ARB at its sole discretion.

8. Gravel Construction Entrance

Prior to commencement of construction on any Lot, the Owner/Contractor shall provide, at the approved driveway location, a gravel construction entrance with a minimum of five inches (5") of #5 crushed stone base from the paved street to the house under construction.

9. Parking

All vehicles must be parked so as not to impede traffic or damage street trees, vegetation, roadside curbs or sidewalks. No construction vehicles (trucks, vans, cars, trailers, construction equipment, etc.) may be left parked on any public street within Scotts Creek



APPENDIX A CONSTRUCTION RULES

overnight. Construction vehicles may be left on a Lot overnight only if additional use of the vehicle will be made within the following three (3) days.

10. Miscellaneous Practices

The following practices are prohibited at Scotts Creek:

- a) Changing oil of any vehicle or equipment;
- b) Allowing concrete suppliers and contractors to clean their equipment on public streets or POA open space areas;
- c) Carrying and/or discharging any type of firearms, except by law enforcement officials and security personnel;
- d) Careless and thoughtless disposal of cigarettes and other flammable material.

11. Pets

Builder and contractor personnel may not bring pets to the jobsite.

12. Common Areas

Except with the prior written permission of the POA, Builder and contractor personnel are not allowed in the common or amenity areas and no construction access will be allowed across any Common Areas.

13. Accidents

Scott Creek Community, LLC, Scotts Creek Property Owners Association and Scotts Creek Architectural Review Committee shall be notified immediately of any accidents, injuries or other emergency occurrences. Subsequent to a 911 or other emergency calls, Scott Creek Community, LLC, Scotts Creek Property Owners Association and Scotts Creek Architectural Review Committee should be notified at 843-722-2615.

14. Portable Chemical Toilets

An enclosed and regularly serviced portable chemical toilet must be provided at each residence under construction, in as inconspicuous a location as possible. Entry doors should face away from the public right of way.

15. Speed Limits

The established speed limit within Scotts Creek community is twenty-five miles per hour (25 mph) for all vehicles, and this limit must be obeyed.

16. Property Damage

Each General Contractor shall be responsible for any damages their construction activities cause to adjacent lots, public roads and POA open space. Scott Creek Community, LLC and Scotts Creek Property Owners Association may direct the General Contractor to repair any damage at the responsible General Contractor's sole cost. Scott Creek Community, LLC, and/or Scotts Creek Property Owners Association, at their sole discretion, may elect to repair any damage to streets and curbs, sidewalks, irrigation systems, street trees,



APPENDIX A CONSTRUCTION RULES

drainage inlets, street lights, street markers, mailboxes, walls, fences, etc. which costs of such repairs will be billed to the responsible General Contractor.

If any telephone, cable TV, electrical, water, sewer, storm drain, or other utility lines are cut, the party causing damage shall (1) report the matter within thirty (30) minutes to personnel at Scotts Creek Property Owners Association and at the respective utility company and (2) bear any cost incurred in connection with repairing such damage. All damages must be repaired in a timely fashion as determined by Scotts Creek Property Owners Association and in a professional workman-like manner.

17. Failure to Abide

Failure to abide by any of the above rules may result in a fine imposed by the POA on the Lot Owner and the loss of a contractor's privilege to enter Scotts Creek on a temporary or permanent basis.



APPENDIX B

PROCEDURES FOR NEW BUILDS

STEP ONE: COURTESY REVIEW

A courtesy review may be held upon special request by any applicant. Applicants may submit plans to the SCARC for general guidance prior to the Preliminary Design Review. This meeting may also cover the Design Guidelines, the design review process and general information about building a house in Scotts Creek. The applicant's architect and builder, if selected, are encouraged to attend this meeting.

STEP TWO: PRELIMINARY DESIGN REVIEW

The Preliminary Design Review is the first detailed review of the proposed plans for the improvements. The applicant will submit "Preliminary Design Review Checklist" (attached) and two (2) sets of the required documents listed. The SCARC reserves the right to request additional information in order to review the proposed plans.

Upon completion of this stage of the design review process, the design will be approved without exception, approved with conditions, or rejected. If the design is approved without exception, the applicant may proceed to the Final Review stage in the approval process. If the design is conditionally approved, the applicant may proceed to the Final Review stage provided design changes are made per the SCARC's recommendations. The requested changes must be validated by the SCARC prior to starting construction. If the applicant does not agree to make the required changes, the plans shall be considered rejected. If the plans are rejected, the applicant may/shall re-design and re-submit the plans to SCARC for consideration for approval, again following the procedures for Preliminary Design Review.

STEP THREE: FINAL DESIGN REVIEW

The Final Design Review has been established to endure that the applicant's designs for all improvements are in compliance with the Scotts Creek Design Guidelines. In addition, this step is to verify the incorporation of recommendations made by the SCARC during the Preliminary Design Review. The applicant is to submit "Final Design Review Checklist" (attached) and two (2) sets of the required documents listed. The SCARC reserves the right to request additional information in order to review the proposed plans.

Upon completion of this stage of the design review process, the design will be approved without exception, approved with conditions, or rejected. If the design is approved without exception, the applicant may proceed with the construction of the proposed improvement. If the design is conditionally approved, the applicant must submit the required modifications and additional information requested by the SCARC prior to starting construction. Once the SCARC reviews this information, the applicant may proceed with the construction of the proposed improvements. If the applicant does not agree to make the required modifications, the plans shall be considered rejected. If the plans are rejected, the applicant shall re-design and re-submit the plans to the SCARC for consideration for approval at the Final Design Review level.



APPENDIX B PROCEDURES FOR NEW BUILDS

STEP FOUR: LANDSCAPE DESIGN REVIEW

The Landscape Design Review has been established to ensure the applicant's landscape design is harmonious and aesthetically pleasing complementing Scotts Creek. The applicant must submit "Landscape Design Review Checklist" (attached) and two (2) sets of the required documents listed to the SCARC prior to the commencement of the installation of any landscape improvements. The SCARC reserves the right to request additional information in order to review the proposed plans. The same re-submittal process as outlined above for the Final Architectural Design Review will apply to the Landscape Design Review.

STEP FIVE: FINAL INSPECTION

Upon completion of construction and prior to obtaining a Certificate of Occupancy, the applicant should submit "Request for Final Inspection" (attached) to the SCARC at least seven (7) days prior to the requested inspection date. During the Final Inspection, a representative of the SCARC will review and verify that the house and other exterior structures, sidewalks, exterior lighting and landscaping were built and installed in substantial compliance with the approved design.



APPENDIX B PROCEDURES FOR NEW BUILDS

PRELIMINARY DESIGN REVIEW CHECKLIST

Please check all boxes of required information provided.

- Completed FORM A: SCOTT'S CREEK ARCHITECTURAL REVIEW
- Provided mailing address, telephone number and email address of the Applicant, Architect / Designer, and General Contractor.

Proposed Site Plan at 1"=20' (minimum)

- North arrow and scale
- Lot number, TMS number and accurate lot lines including dimensions
- Existing conditions such as above grade utility boxes, fences, setbacks, sidewalks, HOA areas, street trees, street lights, easements and street rights-of-way located on or immediately contiguous to the lot
- Required front yard, rear yard and side yard setback lines based on Town of Mount Pleasant zoning regulations
- All significant existing trees (other than Pines, Sweet Gums and Water Oaks) over six inches (6") in caliper
- Primary building and accessory building footprint with the overall dimensions and distances between proposed work and property lines
- Roof overhangs shown as dashed lines
- Driveway, walkway and fence locations

Proposed Floor Plans at 1/8"=1'0" (minimum) illustrating the following:

- Labeled interior rooms, exterior porches, decks, stairs, HVAC enclosures, etc.
- Total enclosed heated and cooled floor area
- Overall exterior dimensions, including offsets
- Overhangs of floors and roofs shown as dashed lines

Proposed Elevations at 1/8"=1'0" (minimum) illustrating the following:

- Front, rear, left and right elevations
- Fenestration treatments (window types, door styles, foundation louver treatments, etc.)
- Principal exterior materials indicated and labeled
- Finished ceiling height on each floor, and total building height dimensioned in relation to the finished exterior grade
- Roof pitch

Requested Variances

- Written description and justification for any requested variances from Town of Mount Pleasant Zoning criteria or Scotts Creek Architectural and Landscape Design Guidelines
- Completed FORM C: REQUEST FOR VARIANCE



APPENDIX B PROCEDURES FOR NEW BUILDS

FINAL DESIGN REVIEW CHECKLIST

Please check all boxes of required information provided.

- Provided mailing address, telephone number and email address of the Applicant, Architect / Designer, General Contractor, Landscape Designer, and all other known subcontractors.
- Paid fees that for additional review from legal or professional services as deemed necessary by the SCARC.

Final Site Plan 1"=20' (minimum) illustrating the following:

- All information required on the Preliminary Site Plan, including modifications required by the SCARC Preliminary Site Plan review
- Driveway, walkways, and fence materials, colors and construction details
- Proposed grading and drainage plan
- Flood plain designation and proposed finish floor elevation for all structures

Architectural Plans illustrating the following:

- All information required on the Preliminary Floor Plans and Elevations, including modifications required by the SCARC Preliminary Plan review.
- Exterior wall sections labeling materials, window head and sill heights, floor to floor heights, overall height
- Door and window details, eave and cornice details, chimney details, porch columns and railing details, exterior siding, brick patterns, etc.

Proposed Elevations at 1/4"=1'0" (minimum) illustrating the following:

- Principal materials identified and rendered
- All finished floors dimensioned in relation to the finished exterior grade
- Roof ridge(s) dimensioned in relation to the finished exterior grade
- Roof pitch

Requested Variances

- Written description and justification for any requested variances from Town of Mount Pleasant Zoning criteria or Scotts Creek Architectural and Landscape Design Guidelines
- Completed FORM C: REQUEST FOR VARIANCE

Product and Material Samples

- Provide and identify all materials and colors for the elements listed in the Architectural Element Table (attached). Additional sheets and information should be included as applicable. Provide color chips or samples as appropriate.



APPENDIX B PROCEDURES FOR NEW BUILDS

ARCHITECTURAL ELEMENT TABLE

Architectural Element	Material	Color	Comment
Siding, primary			
Siding, accent			
Siding, other			
Fascia & trim Committees			
Porch ceilings			
Porch flooring			
Handrails & pickets			
Columns			
Foundation			
Louvers			
Shutters			
Gutters			
Front door			
Other exterior doors			
Garage doors			
Exterior stairs			
Roofing			
Windows			
Driveway			
Walkways			
Fences			
Other			



APPENDIX B PROCEDURES FOR NEW BUILDS

LANDSCAPING DESIGN REVIEW CHECKLIST

Please check all boxes of required information provided.

- Provided mailing address, telephone number and email address of the Applicant, Architect / Designer, General Contractor, Landscape Designer, and all other known subcontractors.

Landscape Plan at 1/8"=1'0" (minimum) showing:

- Location, number, species and planting size of all landscape materials
- Existing trees and/or natural areas to remain
- Driveways, walkways, sodded yards areas, landscape areas, hardscape, any features such as pools or trellises, all with dimensions, colors, and materials identified
- Fences with dimensions, heights and materials
- Location of all external equipment, including but not limited to electric meter, gas meter, air conditioning condenser, pool or spa equipment, etc.
- Location of waste and recycling bins



APPENDIX B PROCEDURES FOR NEW BUILDS

REQUEST FOR FINAL INSPECTION

Requested
Inspection Date: _____
Lot Address: _____
Lot Number: _____

Applicant Name: _____
Mailing Address: _____
Telephone: _____
Email Address: _____

General Contractor: _____
Mailing Address: _____
Telephone: _____
Email Address: _____

The undersigned Applicant and Contractor certify that the house referenced above has been constructed in accordance with the plans and specifications as approved by the SCARC.

Applicant:

Signature Printed Name Date

Contractor:

Signature Printed Name Date