



Sanctuary Cove Homeowners Association, Inc.
Architectural Review Guidelines

Approved by the Board of Directors

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Version 2.0

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Items marked with this symbol indicate that a preapproved palette of designs and/or colors has been adopted by the Architectural Review Board. Homeowners are encouraged to consider colors, designs, and materials from the preapproved palettes to ensure consistency with ARB Guidelines.

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 six (6) consecutive months from the date the ARB approved an application. If work has begun but is unlikely to be completed within six (6) months of ARB approval, 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.

Portable Toilets

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

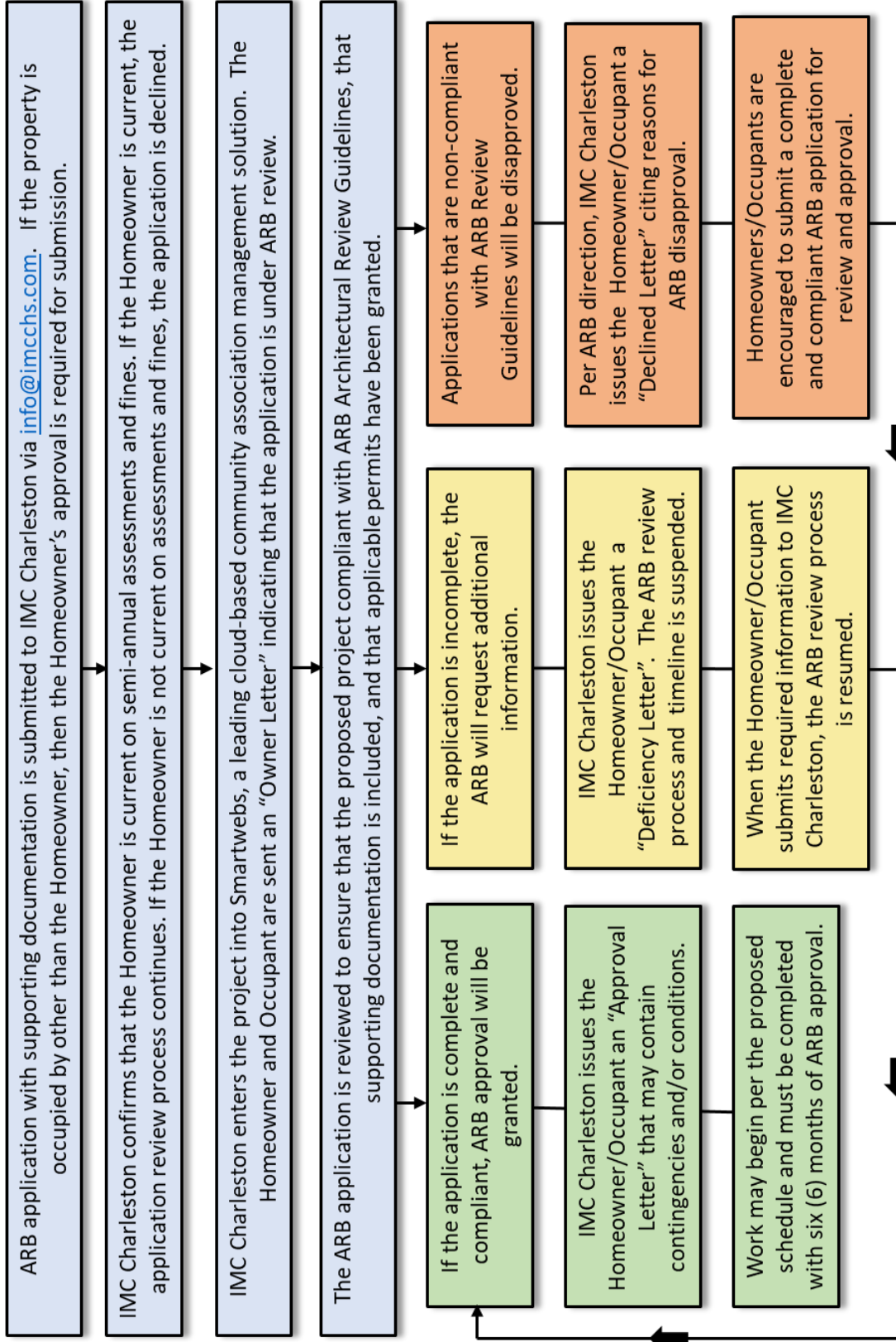
HOA Greenspace

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.

ARB Application Flow



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.

Clotheslines - NOT PERMITTED

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

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: [ALWAYS REQUIRED](#)

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 not extend beyond the edge of the foundation of the home.
- 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.

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 Requirement: [ALWAYS REQUIRED](#)

Fence Design: Fences shall be of wood 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.

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 spigot or gas or electric meter.

Gates: Gates shall be of wood construction. Wire fencing is not permitted.

Encroachment Permit: A Berkeley County Encroachment permit is a required for ARB approval. Go to [Forms – Berkeley County Website \(berkeleycountysc.gov\)](http://berkeleycountysc.gov) to initiate an encroachment permit request on-line.

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 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](#)

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

Painting exterior elements (non-vinyl columns, garage door trim, etc.) does not require ARB approval as long as elements are painted the same color. 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 and Driveway Extensions

Approval Requirement: [ALWAYS REQUIRED](#)

Installation of additional parking pads adjacent to the driveway of the lot 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 \(berkeleycountysc.gov\)](#) 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.

Pools, 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.

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.

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 10 x 14 feet.
- The height of the shed shall not exceed 10 feet as measured from the floor of the shed to the highest point of the roof.
- The shed's roof and siding shall match in color and type that of the main dwelling. Specifically, siding must be vinyl.
- 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. Primary considerations are aesthetics and drainage impacts 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.

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 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 (Above-Ground)

Approval Requirement: [ALWAYS REQUIRED](#)

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 (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. Pools 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 ten (10) 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](#)

The replacement of an existing (dead) tree upon a Homeowner's lot shall not require ARB approval regardless of the species of the new tree.

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

Trees installed in a new region of the lot shall require prior review and approval by 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:



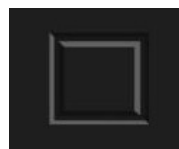
Dark Blue



Light Blue



Burgundy



Black



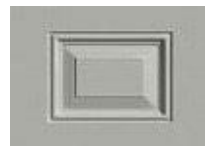
Dark Gray



Beige



Dark Green



Light Gray



Light Yellow



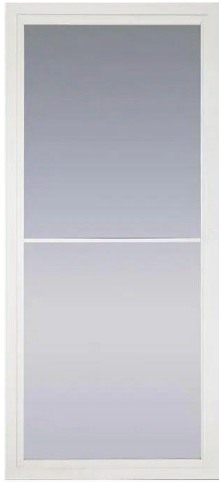
Natural

* 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

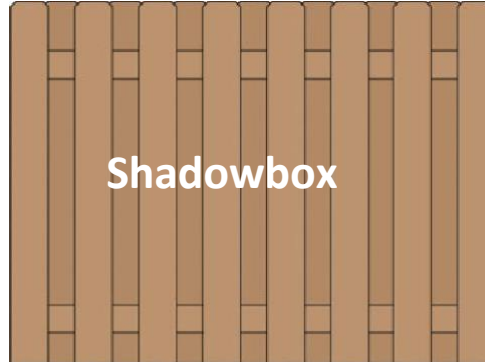
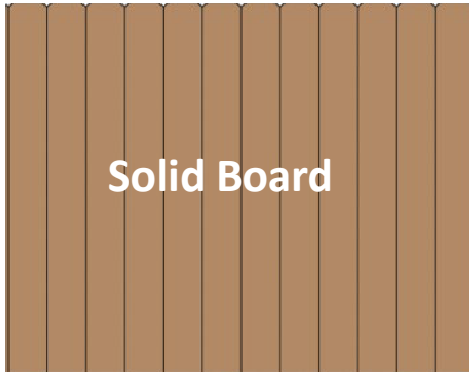
Full Glass Panel

Parameters:

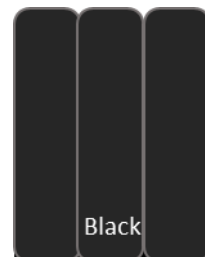
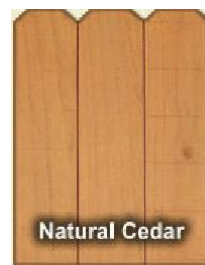
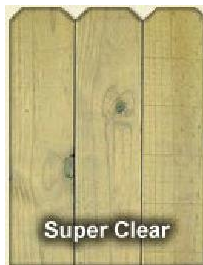
- The design of the door must be chosen from this pre-approved palette.
- The color of the storm door must match the front door or be white in color.
- The storm door may not have a metal kick plate on the exterior.
- Screens must be maintained without rips, tears, or mold and must be replaced or removed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

Materials: Wood

Designs:



Stain Colors:



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 park, pine straw



PREAPPROVED PALETTE: ROCK GROUND COVER

Rock Styles: Smooth Medium River Rock



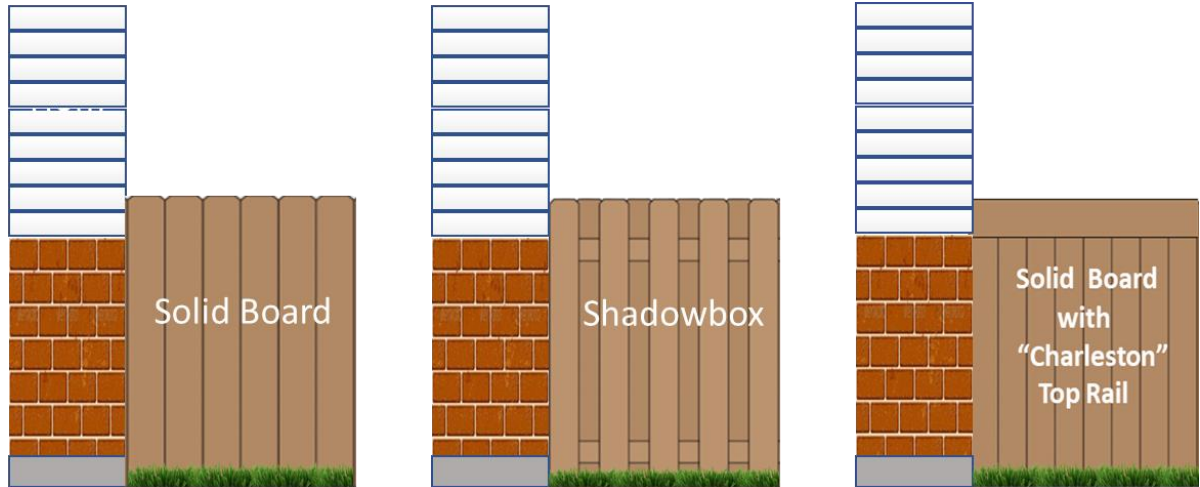
Colors: White, grey, tan, neutral colors

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

PREAPPROVED PALLET: TRASH CONTAINER SCREENS

Trash Container Screen

Materials: Wood



Sanctuary Cove HOA



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.*

<input type="checkbox"/> Additions / New Construction	<input type="checkbox"/> Deck	<input type="checkbox"/> Exterior Décor	<input type="checkbox"/> Fence
<input type="checkbox"/> Parking Pad/ Driveway Widening	<input type="checkbox"/> Gutters	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Painting
<input type="checkbox"/> Pergola/Arbor	<input type="checkbox"/> Screened Porch	<input type="checkbox"/> Glass Sunroom	<input type="checkbox"/> Shed
<input type="checkbox"/> Sidewalk/Pathway	<input type="checkbox"/> Solar/Heat Panels	<input type="checkbox"/> New Tree Planting	
<input type="checkbox"/> Existing Tree Removal	<input type="checkbox"/> Above Ground Pool	<input type="checkbox"/> Below Ground Pool	<input type="checkbox"/> 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.

ACCOUNT. To the best of my knowledge, 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: _____
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**