

1.0 INTENT OF GUIDELINES

The following criteria created by Little Oak Island Community Association, Inc. (Association) are subject to revisions by the Board of Directors (Directors) and are to be used by the Architectural Review Board (ARB) for reviewing and approving applications.

1.1 Design Objectives

Little Oak Island is a privately developed sea island nine miles south of Charleston. The island enjoys a subtropical climate, breathtaking vistas, and natural beauty. Access to the island is restricted providing a private residential community without compromise.

In order to preserve the natural beauty of the island, homes should generally be unobtrusive in form and color and should complement their natural setting. No particular period, style, foreign or geographic influence, or traditional approach is specifically endorsed or discouraged.

This philosophy suggests that each home be treated not as an individual creation or architectural entity arbitrarily placed on its site, but rather as a carefully planned addition to the natural setting embracing and becoming one with the site.

1.2 Function of Architectural Review Board

The Little Oak Island Community Association Protective Covenants delegate responsibility to the ARB for interpretation and enforcement of certain covenants of the Association. The covenants, restrictions, and affirmative obligations are applicable to all properties which are members of the Little Oak Island Community Association.

Little Oak Development, LP, (Developer) has subjected all lots under its ownership to the covenants of the Community Association. The South Carolina Department of Health and Environmental Control's Office of Coastal Resource Management (OCRM) and the US Army Corp of Engineers (USACORE) have jurisdiction over some elements of the building process on Little Oak Island. Actual construction is under the jurisdiction of the City of Folly Beach and Charleston County. The owner and his/her architect are solely responsible for compliance with OCRM rules and regulations. These chiefly have to do with lots that border salt marsh and certain lagoons which are considered as "critical areas" as well as regulation of structures near primary wetlands.

1.3 Architectural Review Board Membership

Representatives on the ARB are elected by vote of members of the Little Oak Island Community Association.

The following Standards and Guidelines are applicable to new construction, hardscaping, and landscaping as well as the addition to or renovation of any existing structures, hardscaping, and landscaping. All proposed new construction or changes to existing structures must be submitted to the ARB before the start of any work.

1.4 Purpose of Standards and Guidelines

The primary purpose of the covenants and restrictions has been the creation of a community which is aesthetically pleasing and functionally convenient. The establishment of objective standards relating to design, size, and location of dwellings and other structures makes it impossible to take full advantage of the individual characteristics of each parcel of property, of technological advances, and environmental values. For this reason such standards are not established by these covenants. In order to implement the purposes of these covenants, the ARB shall establish and amend from time to time objective standards and guidelines which shall be in addition to the covenants. These amendments are subject to the approval by the board of directors.

These standards and guidelines are intended to assist Little Oak Island property owners during the design, construction, and improvement of the Little Oak Island residences. The standards are intended to protect the property values of all owners throughout the island, and the review procedures are intended to provide a systematic and uniform review for all construction requiring ARB approval.

1.5 Definition of a Standard and Guideline

A Standard is a specification or requirement of which the ARB must ensure full compliance. A waiver to deviate from a standard will require a recommendation by the ARB and approval by the Directors.

A Guideline is a criterion to be used by the ARB in reviewing proposed construction activities. The guidelines formed by these criteria are to ensure a high level of consistency and equity in the action by the ARB in all instances. The guidelines also present to owners and architects the design and aesthetic expectations of the ARB.

2.0 REVIEW PROCESS

2.1 Explanation of the Process

The ARB exists to review all building, remodeling, and/or alterations proposed on Little Oak Island and to encourage high-quality architectural design and characteristics appropriate to the surroundings and the special conditions of climate and environmental factors indigenous to the area.

This review process has been set up to establish a systematic and uniform review of proposed construction. Required drawings and submittal forms (which are obtained from the management company) must receive preliminary approval before submission for final approval. All submittals to the ARB for house construction are required to be made by an architect or the drawing must be in a form deemed to be acceptable by the ARB.

2.2 Preliminary Review

2.2.1 **Site Analysis.** A site analysis shall be presented at a scale of 1/8" = 1' or 1" = 10' depicting the site data. The analysis should be drawn on a copy of the tree and topographical survey showing the types and location of all oak trees greater than 3" in diameter and all other trees over 6" in diameter at waist height as well as property lines, easements, setbacks, contour lines, and other prominent natural features. The owner and contractor are responsible for obtaining the Folly Beach regulations and for adhering to the more stringent requirements.

2.2.2 **Schematic Landscape Plan.** A landscape plan at a scale of 1/8" = 1' or 1" = 10' shall show the location of the house, driveway, and walks with proposed landscaping concepts as intended to help integrate the building with its environment and to provide for positive drainage. It shall conform to the Little Oak Island Master Drainage Plan.

Drainage should never impact adjacent property negatively.

2.2.3 **Dimensioned Site Plan.** A site plan at a scale of 1/8" = 1' or 1" = 10' shall show the roof plan demonstrating conformity with all required easements and setbacks. Driveways and walks must be located along with the proposed service yard, HVAC units, and electric meter. Driveways, garage backup areas, and guest parking areas should include width, depth, and curve radii. Site plans must also include the following area calculations in square feet as a percentage of the total square footage of the lot: area of the building footprint which includes all heated and unheated spaces,

area of all first-floor decks, stairs and porches, area of all driveways and walks, and areas of improvement.

- 2.2.4 Floor Plans. Floor plans at 1/4" scale shall be presented depicting the layout of spaces for all levels of the proposed building.
- 2.2.5 Elevations. Drawings shall be presented at 1/4" scale representing the view of all exterior sides of the proposed structure. All exterior walls shall be accurately and fully depicted.
- 2.2.6 Building Site Section. A section drawn at 1/4" scale showing the relationship of interior and exterior spaces with the natural topography shall be provided.
- 2.2.7 Preliminary Stake Out. The shape of the house shall be outlined on the lot with stakes connected with string. All trees proposed to be removed shall be tied about their circumference with red surveyor's ribbon.
- 2.2.8 Completed Preliminary Review. The ARB will either grant preliminary approval or provide reasons for the rejection of the submittal. A preliminary approval is valid for 12 months from the date of approval.

2.3 FINAL REVIEW

- 2.3.1 Final Stake Out. The preliminary stake out must be updated to reflect changes in the location of the house or driveway and any additional trees to be removed. Oak trees 3 inches or more in diameter and all other trees 6 inches or more in diameter at waist height cannot be removed or limbed without prior approval by the ARB. An exception to this is any pine tree close enough to damage the house if blown over during a storm. Any trees to be removed must also be approved by the City of Folly Beach.
- 2.3.2 Color Samples. Proposed colors of all exterior materials including siding, trim, brick, roofing, stucco, and lattice shall be submitted on an actual sample of the proposed material(s).
- 2.3.3 Original Landscape Plan. Plans drawn to scale of 1/8"=1' or 1"=10' Must convey a scale representation of all planting materials identified as to the size, common name, and variety. Plans should also include landscape lighting accompanied with pictures. Adequate plant or lattice screening shall be provided for the HVAC units, service yards, trash enclosures, open areas of the home's ground level structure, and electric meters.

- 2.3.4 Dimensioned Site Plan. The final plan should include all changes to the preliminary plan and the proposed utilities.
- 2.3.5 Foundation and Framing Plan. Plans drawn at 1/4" scale should show the locations and size of the foundation and framing elements and how they relate to nearby trees.
- 2.3.6 Floor Plans. Floor plans drawn to 1/4" scale should contain all information necessary for construction.
- 2.3.7 Elevations. Elevations drawn to 1/4" scale shall accurately represent the view of all sides of the house. Floor elevations must be delineated and existing and proposed grade levels must be shown. All exterior materials must be labeled.
- 2.3.8 Building Sections. Building sections should be drawn to 1/4" scale for clarification of the construction.
- 2.3.9 Electrical and Mechanical Plans. Plans should be submitted to 1/4" scale showing all necessary information. Charleston County requires plumbing and electrical riser diagrams for homes in the V-Zone. Electrical plans must show the meter location and the mechanical plan must show the enclosed first-floor and HVAC area.
- 2.3.10 Details
- Typical wall section
 - Exterior trim
 - Window and door details
 - Exterior walls or screens
 - Railings and/or seating
 - Screen porch section
 - Patio walls
- 2.3.11 Specifications. A full set of specifications must be submitted defining the quality of all work and materials.
- 2.3.12 Completed Final Review Form. If the ARB fails to grant final approval of the project, it will designate the items that are to be corrected or resubmitted. If the ARB grants final approval, the appropriate permits and licenses will be required before construction.

3.0 DESIGN STANDARDS

After preparing the site analysis, the uniqueness of each site becomes apparent. Because of this uniqueness, it becomes unlikely that a residential design appropriate on one site will be equally appropriate for another site. Stock plans approved by the ARB are acceptable. However, the repetitive use of residential designs and stock plans is inappropriate and will not be accepted.

3.1 Setbacks for Single Family Homes

The buildable area of every lot must be delineated to determine the portion of the lot upon which the house may be constructed. This area is sometimes specified by the easements and setbacks as recorded on the subdivision plat or in the legal description of the lot. In addition to the setbacks specified on the subdivision plat and/or the covenants, the setbacks required are measured from the farthest projection of the roof or drip line and are as follows:

- Front or Side Yard adjoining a street 25 feet.
- Side or Rear Yard adjoining Common Areas 25 feet.
- Side Yard adjoining another Yard 6ft N&E 12ft S&E.
- Side, Rear, or Front Yard adjoining a Lagoon 25 feet.
- Side, Rear, or Front Yard adjoining Wetlands 25 feet.
- Side or Rear Yard adjoining a marsh 25 feet.

Irregular sites may suggest that these setbacks be altered. It is imperative that the owner/architect get necessary approval from the ARB and the City of Folly Beach on specific setbacks before proceeding beyond the conceptual stage. When there are discrepancies between the setbacks specified on the subdivision plat and/or the covenants and the City of Folly Beach, the more stringent of the requirements must be followed.

3.2 Building Size

The minimum size of the first floor may be regulated by the ARB. Building heights shall be determined based upon lot location, tree cover, neighboring homes, and other factors affecting the site. Homes shall generally be from one to two stories in height with taller designs needing approval from the ARB prior to preliminary review. Particular attention should be given to the first-floor elevation required by flood regulations adopted by Charleston County. The ARB will not approve any submittal which crowds the site and/or is out of context with other structures in the area. A design will be disapproved if the amount of the site covered by the house including all decks, walkways, driveways, and other improvements exceeds 33% of the total lot area.

3.2.1 Minimum heated square footage is 1,800 square feet.

3.2.2 Maximum heated square footage is 5,000 square feet.

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- 3.2.3 The first floor shall be greater than or equal to the second floor in total square footage.

3.3 Docks

The ARB requires that every dock plan be submitted for approval before construction. Covered or screened docks are not permitted. Low-level or ground lighting is permissible on docks and walkways. Overhead lighting or spot lights will not be allowed.

- 3.3.1 There is currently a maximum limit for the pier head of 200 square feet. Docks, pier heads, walkways, and any modifications must receive OCRM and ARB approval. The more stringent of the requirements and restrictions of the ARB or OCRM must be followed.

3.4 Support Facilities

The ARB requires that every home have an enclosed first-level service area suitable for garbage, bicycles, etc. All exposed foundation piers or pilings must be covered by lattice work, louvers, or breakaway walls in order that the understory is enclosed. Air-conditioner units must be screened from view. Television and radio antennas are not permitted on roofs and should be installed in attics. Small satellite dishes must be mounted in a place not visible from the street. Clothes lines are not permitted. Solar panels must be approved by the ARB and must be placed in such a manner as to minimize the impact of the design of the building and the surrounding natural areas.

4.0 DESIGN GUIDELINES

4.1 Architectural Designs

Home structures should generally be unobtrusive in form and color in order to complement their natural setting. The building development will be considered after extensive site information has been collected and site development concepts have been formulated giving due consideration to neighboring properties.

4.2 Building Form

Every residence should be a carefully planned addition to the natural setting and embrace its site. Building shapes should provide interest and be compatible with neighbors. The roof line of each home should complement the design of the home, the natural surroundings, and neighboring designs. Sloping roof pitches are required to be a minimum of 6/12 for functional and aesthetic reasons.

4.3 Articulation

The aesthetic appearance of a residence depends greatly upon the articulation of the siding, roofing details, and windows. Screening that is used to enclose service areas and HVAC units as well as soffits, fascia, base, corners, windows, and decks should have common elements that help unify the overall appearance.

4.4 Materials and Colors

All exterior materials and colors should complement the surrounding environment. Color samples for new construction shall be submitted to the ARB for approval in advance of painting or staining. The use of garish and/or overly bright colors is uniformly prohibited. The use of natural woods, stucco, and brick is encouraged while the use of imitation or less than highest quality materials is discouraged. Roofing materials shall be wood shakes, wood shingles, fiberglass shingles, slate, tile, or standing-seam metal. Roof vents and accessories should be located away from the front elevation and painted to match the roof color.

4.5 Appurtenances

The proposed building of a dock or bridge into or across any natural or manmade body of water must receive prior approval from the ARB as well as the OCRM. Exterior lighting requires ARB approval and must be installed so as not to disturb neighbors or nearby traffic. The construction of game and play structures as well as swimming pools is considered improvements and must be submitted to the ARB.

5.0 LANDSCAPE GUIDELINES

Little Oak Island's natural setting offers a unique environment which must be recognized and preserved as a framework for development. The island's special natural environment is ecologically fragile and is difficult to replace once it has been disturbed. The removal of any tree or any area of significant under-story growth without the notification of and permission being granted by the Architectural Review Board is prohibited. The pruning of trees or under-story growth in sensitive areas without the ARB's approval is also prohibited. Sensitive areas include, but are not limited to, areas of maritime forest, lagoon edges, marsh edges, and areas bordering defined wetlands. The following are guidelines which must be followed:

5.1 General

- 5.1.1 All landscape plans must be submitted for approval.
- 5.1.2 The entire site must be planned. If areas are to remain natural, they should be indicated on the plan.
- 5.1.3 Schematic or bubble diagrams may be used for preliminary plans.
- 5.1.4 Driveways, parking areas, and visually objectionable elements such as service areas, storage yards, and utilities must be well screened from the street and adjoining lots.

5.2 Hardscape

- 5.2.1 Each lot is permitted to have only one driveway access from the street. Straight driveways are discouraged.
- 5.2.2 Driveways must be paved with concrete, asphalt, or pavers.
- 5.2.3 Dimension Standards: Driveway minimums are 12' width on curves and 10' on straight sections of drives.
- 5.2.4 In general, the ARB discourages the use of more than two guest parking areas for a standard building lot.
- 5.2.5 The site plan should indicate the location of the required conduit.

5.3 Exterior Lighting

- 5.3.1 Landscape plans must indicate all proposed lighting. The use of exposed, non-hooded spotlights will not be approved.
- 5.3.2 Lighting within the street right of way is not allowed.

6.0 CONSTRUCTION GUIDELINES

6.1 Before Construction

After completing the review process and receiving final approval of the stake out and construction documents from the ARB, several steps shall be followed before any lot clearing, material deliveries, or construction may begin.

Every job site must contain a job sign which will be approved by the ARB. A schedule of fees is provided for you in the appendix. An ARB building permit must be obtained for all renovations and new construction. Two (2) sets of the construction drawings and one (1) site plan must be stamped by the Architectural Review Board. These are required by the City of Folly Beach before the city will issue building permits. The contractor must also submit a completed Construction Deposit Form along with the current required deposit for new construction and improvements. At that time an ARB building permit will be issued for the project.

The receipt of this permit does not preclude the necessity of also obtaining a Folly Beach building permit. Both permits are required for construction along with any additional permits that may be necessary from other agencies such as the OCRM.

In summary the following steps shall be completed before construction may begin:

- 6.1.1 Submit preliminary review materials to the ARB including two (2) sets of approved construction drawings and one (1) site plan for stamping along with the completed construction form and a construction deposit check.
- 6.1.2 Submit final review materials and obtain Little Oak Island ARB approval which must be posted on the job site.
- 6.1.3 Install an on-site job sign that has been approved by the ARB.
- 6.1.4 Obtain a Folly Beach building permit which must be posted on the job site.
- 6.1.5 Place a dumpster and portable toilet on the job site.

6.2 During Construction

All construction on Little Oak Island will be under constant observation by the Architectural Review Board. Each construction site is required to have a job toilet for the use of workers. It must be placed at least twenty-five (25) feet from the street in an inconspicuous location with the door facing away from the street and neighboring homes.

Fires are not permitted on residential construction sites under any circumstances. It is imperative that all sites be maintained in a clean and tidy manner. All construction materials must be kept within the property lines maintaining a clear street right of way. Untidy sites are unnecessary and are unattractive to visitors and property owners. This requirement shall be strictly enforced. Should the ARB determine that a site is not being maintained properly, it may undertake to

have it properly maintained and will deduct the cost from the construction deposit.

Temporary utilities should be installed in a neat manner. The temporary power pole must be at least 15 feet from the front property line, must be installed plumb, and must not be used for the placement of signs. A temporary water hook up may be obtained from the public works department of the City of Folly Beach.

In summary, residential construction sites must contain the following:

- 6.2.1 Commercial dumpster
- 6.2.2 Job toilet
- 6.2.3 Temporary utilities
- 6.2.4 Standard job sign with permits

7.0 AFTER CONSTRUCTION

7.1 When the construction of a residence has been completed, the owner and contractor must satisfy several requirements before final inspection. Proof of this inspection will be necessary before the City of Folly Beach will provide permanent water and sewer service.

7.2 The construction of the residence shall be completed and the landscaping shall be installed conforming to the plans previously approved by the ARB. Any unauthorized changes must be corrected before final inspection.

7.3 The following shall be completed prior to final inspection:

- 7.3.1 Complete construction.
- 7.3.2 Remove construction debris, temporary facilities, utilities, and all signs.
- 7.3.3 Once the construction and landscaping are complete as approved by the ARB, the owner may apply for the return of his/her construction deposit.

8.0 GENERAL REGULATIONS

8.1 All builders of residences on Little Oak Island must be licensed by the State of South Carolina. A minimum of a South Carolina residential builder's license is required. All builders must also have a City of Folly

Beach business license. Access to Little Oak Island is controlled by a security gate. Owners are responsible for giving contractors temporary entry codes which may be obtained from the management company. Owners should never give out their personal permanent code. Construction workers are only allowed access to and from the construction site and are strictly forbidden from riding about the island.

- 8.2 The maximum hours allowed for construction personnel will be from 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday. **No residential construction work will be performed on Sundays or national holidays.**
- 8.3 The conduct of all workmen is the responsibility of the general contractor. Loud cars and speeding are not permitted on the island. All construction vehicles must be parked on the construction site or in ARB designated areas. Loud music from radios will not be permitted.
- 8.4 The construction of all residences must be completed within one year of the issue date of the Little Oak Island ARB Final Review Form with all exceptions requiring special ARB approval.

9.0 ARB FEE STRUCTURE

9.1 New Residence	\$5,000
9.2 Additions or Major Alterations	250
9.3 Other changes or additions:	
Pools or Spas	125
Decks or Porches	125
Docks or Bulkheads	125

- 9.4 Fees for minor exterior alterations not changing the footprint such as windows, doors, skylights, and elevators are determined by the ARB at the time of submission and are subject to a minimum fee of \$75.
- 9.5 Changes to the original landscape plans need to be presented to the ARB for approval. Replacement of shrubs and plantings of annuals are exempt. Fees will be determined by the ARB dependent on the scope of the change(s).

10.0 SIGNAGE GUIDELINES

- 10.1 All signs related to construction must be submitted to the ARB for approval prior to installation.
- 10.2 The use of any sign for the purpose of renting or selling of a property is prohibited. House number signs must be discreet but should be clearly visible for emergency vehicles.

11.0 SITE INSPECTIONS

- 11.1 Regular Site Inspections
Periodic monthly inspections of all single-family construction sites are made by the ARB to determine compliance with the approved construction plans and ARB guidelines.
- 11.2 Special Site Inspections
A special inspection of a specific site will be made upon receipt of a written request stating a specific violation.
- 11.3 Violations
Violations at a site may be documented by photographs and/or a written report.
- 11.4 Notice
A notice will be sent to the owner and to the contractor for the first violation of the construction guidelines requesting correction of the violation prior to the next scheduled inspection.
- 11.5 Fines
Subsequent violations of the construction guidelines will be documented by photographs and a written report and fines will be levied against the construction deposit. Appeals must be made in writing to the ARB.
- 11.6 Legal Action
The Board of Directors may elect to pursue appropriate legal action of unresolved violations.

12.0 ARCHITECTURAL REVIEW BOARD SCHEDULE OF FINES

Littered site	\$100
Parking on right of way	100
No temporary sanitary facilities	100
Contractor/Subcontractor misconduct	200
Building material or equipment on right of way	200
Damage to right of way	200
Parking on adjacent property	200
Building materials or equipment on adjacent property	200
Non-conforming job sign	200
Damage to natural areas	200
Burning without a permit	400
Unauthorized minor plan change	400
Unauthorized major plan change	750
Building without a permit	750

The fine for unauthorized finishes such as paint, stain, and roofing materials shall be the stoppage of all construction and forfeiture of the **total construction deposit**. The amounts of the above fines are subject to periodic increases.

13.0 Elected ARB members:

Walton Ector
275 Little Oak Island

Ann King
277 Little Oak Island

June Lowe
282 Little Oak Island

Rose Budney
242 Little Oak Island

Bob Brown
272 Little Oak Island

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