

Architectural Review Committee
Procedures

For

Victory Pointe at Charleston
National

Last Amended 7/20/2010

Victory Pointe Architectural Review Committee

Introduction

The Architectural Review Committee (ARC) also known as the Architectural Control Committee (ACC) for the Victory Pointe Property Owners Association (VPPOA) is established through the By-Laws and the Declaration of Covenants and Conditions and Restrictions (DCC&R) for Victory Pointe gates with the remainder of Charleston National Properties reviewed by the Charleston National Architectural Review Board.

The mission of the Victory Pointe ARC is to preserve the architectural and aesthetic appearance of the development and to protect and promote the property values within Victory Pointe.

The role of the Victory Pointe ARC is:

- to assist new property owners with the procedures necessary for compliance with guidelines;
- to review architectural plans prior to the start of construction toward preserving a harmonious design for the community;
- to monitor the construction phase so that it follows the approved plans;
- to provide a final review of the property once the building and landscaping have been completed, to authorize the refund of the Construction Compliance Deposit; and
- to approve all post-construction changes of the Architectural Review portion of the By-laws and Declaration of Covenants and Conditions and Restrictions for Victory Pointe.

The Victory Pointe ARC was formed to provide a standardized process to implement the mission. This document is provided to describe this process and to give guidance in interpreting the DCC&R.

Membership and Duties

The Victory Pointe ARC consists of three Victory Pointe homeowners appointed by the VPPOA board, which each serve a three-year term. The Committee employs a licensed architect to provide guidance. A chairperson is appointed to serve a one-year term. The duty of the chairperson is to maintain communication with the Property Manager, to call meetings for review of plans or requests for changes, to be the official spokesperson for the ARC and to sign official documents from the ARC. One member of the committee records the proceedings of the meetings with action taken, and the Property Manager maintains these records. One new member of the ARC is appointed each year at the annual homeowners' meeting, or at any time a vacancy is created.

Procedures

Meetings- the Victory Pointe ARC meets when there are plans to review or business to perform. All ARC members must be present for a quorum to conduct business. It is requested that the property owners or their architect contact the ARC's architect to discuss questions regarding ARC decisions. If necessary, the ARC Architect will review these questions with the ARC before responding.

New Construction Submission of Requests- The Review process consists of the following:

- Preliminary Approval (completed in 2 weeks from delivery of submittal)
- Final Approval (completed in 2 weeks from delivery of submittal)
- Periodic Construction Inspections during construction
- Final Review upon completion of construction and landscaping

For new construction approval the property owner is required to supply information specified in Appendix A with the appropriate attachments. This information along with \$1,000 non-refundable fee for the architectural review is to be delivered to the ARC chairman or to the office of Stephen Russell & Associates, Ltd., 764 Milldenhall Road, Mt. Pleasant, SC. The ARC Architect contact information is: Phone- (843)884-7810, Fax-(843)971-7453. Plans may be submitted at any time during business hours. Currently \$1,000 is required for the architect to review. If the architect's fee and property manager's expenses are greater than \$1000, the additional cost shall be paid by homeowner.

Improvement Requests- For improvement or modification to the exterior of the home or property. the owner is required to supply information using Appendix B with the appropriate attachments sent to any member of the ARC. No fee is required for this review, unless the services of the architect are required. You will be notified if there will be an architect's fee. A written letter of approval must be received prior to initiation of changes. Examples *of* changes to property that require approval include, but are not limited to: satellite dishes, trellises, gazebos, porches screened in after closing, major landscaping changes, adding or changing location of fences, basketball hoops, play sets, tree houses, beams, decks, patios, room additions, visible gas bottles, pools, out buildings, repainting house a different color.

Approval of Requests- The property owner will receive a written summary of the architectural review, with suggestions for changes and an indication if the final approval has been given, or if changes must be made prior to approval. If there are substantial revisions to be made another review must be submitted with an additional \$1,000 fee. If minor changes are required, no further fee is required. Any action by the Victory Pointe ARC can be appealed to the VPPOA Board of Directors. Once received, the approval is good for 365 days. If construction has not commenced by that time another \$1000 must be paid to go forward.

Upon receipt of the formal letter of approval the \$5000 Construction Compliance Deposit and Agreement must be submitted to the Property Manager prior to beginning construction.

Compliance Process during Construction

The purpose of the Victory Pointe ARC is to assist homeowners in following the guidelines and restrictions so that compliance will be maintained. Verbal and/or written notification will be sent to homeowners who fail to follow the guidelines during construction. Construction sites will be monitored to assess conformance to regulations promulgated in Appendix C and the Construction Compliance Agreement as follows: a review will be provided at stakeout of the placement of the house on the property; a “rough-in” inspection to monitor the placement of windows, doors, rooflines and other features; and a final inspection at the completion of construction and landscaping.

Records

The Victory Pointe ARC will maintain a set of records for each property owner at the Property Manager's location. Included in this file will be the approved site plan, house plan, landscape plan, letter *of* approval to begin construction and any change requests.

Interpretation of Guidelines

The intent *of* this section is to give guidance when interpreting the DCC&R. Not all areas are covered, so it is still necessary to read the DCC&R. Keep in mind that: No building, fence, wall, dock, landscaping or other structure shall be erected, nor shall any exterior addition be made until the plans and specifications showing the nature *of* the change has been approved in writing by the Victory Pointe ARC as to the harmony *of* external design and location in relation to surrounding structures and topography.

Landscaping- Owners are required to submit an initial landscape plan with the house site plan for approval. Plans do not have to be made by a professional landscape service although this is recommended. A clear sketch, identifying the plants and plant sizes, beams, beds, swales, and their relation to the house, setbacks and easements is required. Integration of existing vegetation can result in esthetically pleasing and economically sensible design. Try to make minor adjustments to your sighting plan to preserve valuable vegetation. Trees with a diameter in excess of six (6) inches measured two (2)' feet about ground level shall not be removed without prior approval from the ARC. The addition *of* trees is encouraged. All grassed areas visible from the street must be sodded. Height and size *of* plant material should balance with adjacent yards. The lower branches of trees or other vegetation shall not be permitted to obstruct the view at intersections, within a twenty-five (25) foot occupancy, and must be completed prior to submission of the request for the refund of the Construction Compliance Deposit.

Building Constructions- No building or structure shall exceed three (3) stories in height or be in excess *of* thirty-eight (38) feet. No more than one dwelling unit shall be built upon any lot. The heated living areas of all homes shall not be less than 2500 square feet. Off-street parking for at least two cars must be provided. The building shall be completed within one year from the date of commencement of construction.

Setbacks and Building Lines- Any building shall be setback at least thirty (30) feet from any private street on which it fronts. Exceptions may be granted by the ARC as to corner lots and lots on cul-de-sacs. Minimum side yard setback is ten (10) feet. Rear yard setback is forty (40) feet for golf course lots and thirty (30) feet for marsh front lots. The minimum setbacks are not intended to engender uniformity, but are meant to avoid overcrowding. The ARC reserves the right to alter the setback requirements. Construction in wetland easements is not permitted. For the purposes of determining compliance with the building line requirements, terraces, stoops, eaves, wing walls, chimneys and steps extending beyond the outside wall of a building shall not be considered as part thereof. Decks or porches are not permitted to extend into any building setbacks.

Swimming Pools- Swimming pools shall not be nearer than ten (10) feet to any lot line, must be located to the rear of the main building, and shall not project with their coping more than two (2) feet above the established lot grade. Decks shall not be located nearer than ten (10) feet to any side lot line or nearer to twenty (20) feet to any rear lot line. Neither pool nor deck shall encroach on recorded easements. Pool location for lots with electrical easements must be coordinated with SCE&G, Inc. A wall or fence four (4) feet high, with self-locking gates shall completely enclose the pool. Above ground pools are not authorized.

Receptacles and Mechanical Equipment- Receptacles for the receipt of mail shall be of uniform construction and placement. Heat pumps, air conditioner compressor units, garbage cans, propane bottles and other mechanical equipment will be screened from view from the front of the house or rear of the house if located on a golf fairway. Corner lots will require screening on two sides to preclude viewing from the intersecting two streets. Screening will usually be constructed of material to match the lower portion of the house. No HVAC will be located in the front of the house without ARC approval. Propane tanks will be buried.

Walls and Fences- Unless approved by the Architectural Review Committee, no fence or wall shall be erected, placed, or altered on any lot.

Materials and Color- The exterior materials and colors shall be selected to blend with the natural surroundings and other adjacent homes. Color samples for new constructions and repainting a new color of existing buildings must be submitted for ARC approval. The use of natural woods (or wood substitutes such as fiber cement), or stucco is encouraged. Plywood, vinyl or aluminum siding is not permitted. Insulated wood vinyl clad windows and soffits are permitted. Roofing materials shall be wood shakes, wood shingles, asphalt shingles rated 325 pounds or more, slate or standing seam metal. Roof vents and accessories must be located away from the front elevation and painted to match the roof color. Sloping roof pitches are required to be a minimum of 5/12 for functional and aesthetic reasons.

Flue caps, electric meters, service entry conduits and miscellaneous drains shall be painted to blend in with the surrounding materials.

Garages- Garage entrances should not be readily visible from the street. Garages on corner lots may be granted an exemption from this rule. Also, all garages must have a single door for each vehicle entrance. Double or triple doors are not permitted.

Appendix A

Approval Process for New Construction

Review the Victory Pointe Declaration of Covenants, Conditions and Restrictions and Architectural Review Committee Procedures for Victory Pointe (last amended 10-6-04)

Select professional design consultants. A registered architect, licensed builder and landscape designer are recommended.

Obtain a site survey (tree and topographical) made by a registered South Carolina surveyor at a minimum of 1" = 20', (Or 1/16" = 1' for lots deemed sensitive by the ARC). No removal of trees or movement of soil is permitted prior to obtaining ARC final approval.

Preliminary Review - A schematic drawing of the architect's design shall be submitted to the Architect's Office (listed on page 3) for recommendations prior to final working drawings. Use Appendix A, page 2 for the components of this preliminary review. Submit all necessary information, the completed form for preliminary review (Appendix A, page 3 & 4) and \$1,000 fee to the architect's office.

Final Review and Approval of Building and Landscaping Plans - Final approval must be obtained prior to beginning construction. Use Appendix A, page 5 for the additional components of the final review, and the application form on page 6 of Appendix A. The drawings should verify that the preliminary design and recommendations by the ARC have been followed and conform to the restrictive covenants. Upon final approval, the property owner will be notified in writing. Submit the Construction Compliance Deposit (\$5000) at this time with the application and construction agreement found on page 7 of Appendix A. to the Architect's office (listed on page 3). Now construction may begin.

Building permits - Before construction can begin, final building permits must be obtained from the Mt. Pleasant Building Inspections Department. NOTE THAT THE VICTORY POINT REQUIREMENT OF ONE YEAR FOR COMPLETION OF CONSTRUCTION COMMENCES ON THE DATE OF MOUNT PLEASANT BUILDING PERMIT ISSUANCE.

Requirements for Preliminary Review

Prior to the submission for the Preliminary Review, the corners of the house should be staked on the lot in the proposed location with ribbon or string connecting stakes to show a footprint of the house. Trees to be removed shall be flagged with red surveyors tape.

Note: It is the responsibility of the owner/builder/contractor to consult the Victory Pointe covenants, conditions and restrictions prior to submitting materials for approval of new construction to the ARC. This includes building plans, site plans, and landscape plans as well as plans/request for HVAC equipment, gas/propane tanks, fences, porches, and decks.

Preliminary Review submissions shall consist of 2 sets of drawings containing the following information and accompanying materials:

Site plan and Survey (same scale / may be combined) to include:

- North arrow
- Property lines *with* dimensions of dwelling
- Existing and proposed review
- Location of trees over 6" in diameter, measured at 2 feet above grade
- Location of trees to be removed
- Location of dwelling on lot, with indication of entry, stairs, porches, decks, driveways, sidewalks, roof lines
- Setback limits shown, with building accurately located from property lines
- SC Coastal Conservation Critical Line or Designated Habitat Preservation Areas indicated as appropriate
- Dock location, as appropriate

Floor Plans (1/4" = 1')

- Include each floor and ground level plan with rooms labeled
- Wall, windows and doors with swings
- Overhangs of floors or roofs shown as dashed lines
- Ground level plan to indicate foundations, enclosures, driveway location, stairways, garage and HVAC location

Elevations (1/4" = 1') of all four sides

- Show screening type and location for HVAC
- Indicate how building relates to grade level
- Indicate overall height from grade to ridge of roof

Victory Pointe Architectural Committee

Victory Pointe Preliminary Review - New Construction

General Information: _____ Submission Date: _____

Address of Project: _____

Owner: _____ Phone: _____ Email: _____

Owner's Address: _____

Architect/Designer: _____ Phone: _____ Email: _____

Address: _____

Landscape Designer: _____ Phone: _____ Email: _____

Address: _____

Review: _____ Phone: _____

Address: _____

Exterior **Material Descriptions** (include color, manufacturer, name and number)

Windows _____

Doors: _____

Roofing: _____

Garage Door: _____

Front Door: _____

Deck, Stair rails: _____

Shutters: _____

Color and Material for Exterior walls: _____

Color and material of Foundation: _____

Color and material of paved areas, drives, and walkways: _____

Square Footage	Description
Heated living area/per floor: _____	Number of bedrooms: _____
Garage: _____	Number of full baths: _____
Screened Porch: _____	Number of half baths: _____
Decks: _____	

Check List for Preliminary Review

- ____ Preliminary stake out on property
- ____ Dimensional site plan and survey with setbacks
- ____ Floor Plans
- ____ Elevations
- ____ Landscape plan (general concept)
- ____ Architectural Review Fee (\$1000)

ARC Review Comments:

Date of Approval: _____

Victory Pointe Representative Signature:



Requirements for Final Review

All revisions recommended and ARC comments from the Preliminary Review should be addressed in the Final Review submission. Submit two sets of the construction drawings consisting of the at least the following:

Site Plan -in addition to the information on the preliminary review, include the following:

- Location of water service, sewer service and utility meter
- Location, dimensions and materials for walks and drives
- Limits of construction activity (no grading, construction, traffic or storage of materials will be permitted beyond these limits)
- Exterior lights - location, type and number
- Location of HVAC unit, trash enclosure with type of screening

Foundation Plan

Floor Plans

- Wall, window and door opening dimensions

Elevations

Section/Details

- Typical wall from grade to ridge at minimum scale 3/4"=1'
- Typical deck and railing
- Typical screen porch
- Major section through building showing exterior stair (1/2"=1')
- Typical fence or screening detail
- Other details as required for clarification

Landscape Plan

- Variety, size, location and number of plant materials
- Type and location of sodded areas
- Plant list with botanical name, common name, size, quantity and other special specifications
- Type of irrigation system
- Proposal for keeping runoff water from adjacent lots/drainage plan

Sample Board

- Proposed siding
- Roof material
- Window material and color
- Exterior paint colors for siding, trim, and door

**Victory Pointe Architectural Review Committee
Final Review – New Construction**

General Information:	Submission Date:	
Address of Project: _____		
Owner:	Phone: _____	Email: _____
Owner's Address: _____		
Architect/Designer:	Phone: _____	Email: _____
Address: _____		
Landscape Designer:	Phone: _____	Email: _____
Address: _____		

Exterior Material Descriptions (include color, manufacturer, name and number)

Windows: _____

Doors: _____

Roofing: _____

Garage Door: _____

Front Door: _____

Deck, Stair Rails: _____

Shutters: _____

Color and Material of exterior walls: _____

Color and material of foundation: _____

Color and Material of paved areas, drives and walkways: _____

Square footage of heated areas: _____

Check List for Final Review

- ___ Final stake out on property
- ___ Site plan and survey with setbacks noted
- ___ Construction drawings, all floor plans, sections, details and Specifications
- ___ Foundation plan
- ___ Elevations
- ___ Final Landscape plan
- ___ Color selections/sample board
- ___ Construction Compliance Deposit (\$5000.00 due upon completion of and homeowner acceptance of ARC review)

Date of Final Approval: _____

ARC Signatures: _____

Comments from Review: _____

Request for ARC Approval of Home Improvement or Modification

The top part of this form is to be completed by the Homeowner, and then this form is sent to the Architect's Office as listed on Page 3.

Name of Homeowner: _____ Date of Request: _____

Address: _____ Phone: _____

Description of Request:

For fences, TV dishes, landscape, porches and decks, screenings and whenever it may help, please attach a sketch on an "as built" plat showing the addition or modification. Use a scale of 1/4"= 1'. Attach any other descriptive material, which will support and help to explain your request.

Requested start date: _____

Approximate completion date: _____

The following information is to be complete by the Victory Pointe Representative.

Date received by the Architect's Office _____:

Action: Approved without conditions: _____

Approved with the following conditions: _____

Decision pending following information: _____

Not approved for the following reason: _____

Victory Pointe Representative signature: _____

Date of ARC action: _____

Date Homeowner informed: _____

CONSTRUCTION GUIDELINES AND SITE REGULATIONS

All reasonable means must be taken during and after construction to protect all vegetation. Only approved trees may be removed.

Separate permit stands must be erected and properly maintained. No boards or other materials shall be nailed to trees. The maximum size for the project sign is 2 square feet.

Storage, temporary or otherwise of materials under the drip line of trees is prohibited. Storage should be located in planned driveways and parking areas. All supplies must be stored in an orderly manner.

Sediment and erosion review provisions shall be employed during construction, as required by the SCCC.

All planting, fixtures, fencing and landscaping damage that occurs during construction, including streets, entrance to Victory Pointe including the electric gates, shoulders, drainage structures and common areas shall be repaired or replaced by the owner. Precautions should be taken to avoid damaging asphalt shoulders, curb and guttering, and landscape right-of-way when moving vehicles off roadway onto sites.

During construction, all trash debris and waste shall be contained daily and not be exposed to public view. Burning of construction debris is not permitted. Portable toilet facilities must be provided and located so as not to be obtrusive.

Property lines must be clearly defined. Adjoining properties may not be used by workmen for access to the job site, storage of materials, parking, placement of dumpster or placement of portable toilets.

Contractors are responsible for the actions of their employees. All employees must wear shoes and shirts when away from the construction site. The playing of loud music or the consumption of alcohol on the job site is not permitted. No pets or animals are allowed on the job site.

Construction activities should take place between 8:00am to 7:00pm, Monday through Friday and 9:00 am to 3:00 pm on Saturdays. No exterior construction work should take place on Sundays or the following holidays – New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving or Christmas Day. The VPPOA Board may, at its discretion, levy a \$250 per day fine for violations of said ruling.

Owners are responsible for the contractors' actions during construction. Weekly inspections shall be made of the construction site. Violations on these construction guidelines will result in a written notification to the owner. If violation is not corrected within 10 days of the notification date, a sanction will be imposed and the owner's construction compliance deposit is in jeopardy.

Any changes made to Site plan, Building plan, and Landscape plan after final approval by the ARC must be presented for approval before they are implemented.

During construction, equipment should not block mail boxes and driveways, and should not be parked on empty lots or obstruct street passage.

Construction must be completed within one year from the date of issuance of the Mount Pleasant building permit.