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**THE WOODLANDS AT CHEROKEE VALLEY PROPERTY OWNERS  
ASSOCIATION, INC  
VALLEY VIEW AND THE CLUBS  
“THE WOODLANDS”  
Architectural Design Guidelines  
For New Construction and Renovations / Additions**

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## **1. INTRODUCTION**

### **1.1. Purpose of Architectural Design Guidelines/Requirements**

This manual is to convey to builders, architects, and property owners the design and construction / site requirements. These architectural design guidelines shall be complied with for new home construction, as well as site and exterior home modifications in Valley View and The Clubs, A.K.A. “The Woodlands”. It is not intended to stifle the creative imagination of the participating builder, or property owner, but to set an overall theme of traditional or country architecture and to establish certain requirements, which enhance the community image established for The Woodlands.

### **1.2. Function of the Architectural Review Committee**

The Woodlands is a planned golf / mountain community designed to complement the terrain and to take advantage of the local climate and culture. The programmed elements such as the golf course, club amenities, roads and home sites are meant to integrate with the natural landscape and with each other to create a rural mountain environment offering a variety of views, exposures and settings. The design objectives are to blend the introduced development into the original scenery rather than contrast or compete. The architectural review process has been established to ensure that each home contributes to the community’s design objectives, per these guidelines and the Declaration of Covenants, Conditions and Restrictions (CCRs)

### **1.3. Basis of Authority**

The Architectural Review Committee, hereinafter referred to as ARC, is established as set forth in the CCRs to ensure that the community lifestyle environment and individual property values are perpetuated. As the community expands and develops, the architectural design guidelines may be updated to further promote and protect The Woodlands design standards.

### **1.4. Fines**

All fines associated with violations either stated in the CCR's and or the ARC guidelines to include stand-alone fines as set forth in appendix C (schedule of fines) are inclusive and enforceable by the Board of Directors of the Woodlands POA. If any work is done in violation of the CCRs, or ARC Guidelines, the owner shall bring any and all such work into conformance upon a written request from the ARC. If the Owner chooses not to correct such issues in a timely manner, all legal and equitable remedies, including, but not limited to, placing a lien on a Lot for payment of delinquent fines and assessments shall be pursued. Such fines may include fines imposed by the ARC for violations as stated on the Schedule of Fines (see Appendix C), fines as allowed in the CCRs, and all costs related to any and all corrective actions undertaken and/or required.

### **1.5. Terms, Definitions and Acronyms**

ARC - Architectural Review Committee - committee established by the CCRs to approve exterior and structural improvements, additions and changes for new and existing structures and associated property within the development.

Bonus Room – a room typically found above a garage or is a portion of an attic. The room often has a knee wall, does not have a closet, may lack windows and is not counted in the square footage of living space.

CCRs - Covenants, Conditions and Restrictions – shortened title for Declaration of Covenants, Conditions and Restrictions which is a legal document by The Woodlands Property Owners Association to provide a flexible and efficient method of administration, assessment and maintenance of the shared elements of the development.

Dried In – house has all the exterior walls, along with house wrap or some other moisture barrier, the roof sheathing with an appropriate water proof roof covering, and coverings for all openings, excluding garage doors.

Electronic Copy – a document typically provided via email in .pdf format.

Footprint Area - The total area of the home and garage structure at the outside border of the exterior walls, plus the driveway, the parking pad, the sidewalk area, decks and patios.

FVS – Foundation Verification Survey

Hard Copy - a document printed on paper. Drawings shall be at a scale no less than 1/4 inch to 1 foot (preferred). If required alternate scales of 1"=10', 1"=15', 1"=20' are acceptable depending on lot size

LRV – Light reflective value - refers to the percentage of light a paint color reflects. To predict how light or dark a color will appear, experts use its light reflectance value. LRV is measured on a scale from 0%, which is black and doesn't reflect any light to 100%, which is pure white and reflects all light.

POA – Property Owners Association

Storyboard – a photographic color representation of the exterior elements of the home to include (but not necessarily limited to): brick and / or stone finishes, siding type(s) and color, trim color, roofing material and color, window color, garage door(s) and finishes, front door and finishes, decorative finishes for elements such as faux trusses, columns and/or beams, screening color for screened porches, and / or any other unique exterior elements(s) that may be identified on the elevation plans. Ref Appendix E for example.

Two Story Residential Dwelling - A two-story building with two distinct levels, a first floor (at ground level) and a second floor above it. Second floor will have a fully conditioned living space and a bathroom. Note: A home with a first floor at ground level and a finished basement is considered a one-story with basement.

## **2. RESPONSIBILITIES**

### **2.1. Architectural Review Committee**

The ARC is appointed by the Woodlands POA to be the governing body charged with using its best efforts to promote and ensure a high level of design, quality, harmony and conformity throughout the Woodlands, consistent with the CCRs. The ARC establishes, maintains and enforces the Architectural Design Guidelines to ensure and protect the Woodlands environment and individual property values. The ARC administers an architectural and aesthetic review process to evaluate applications, plans and specifications for all new construction and alterations, modifications or changes to existing properties, including landscaping. Each application is evaluated on its own merits with reasonable flexibility for design function and creativity.

The ARC endeavors to review applications within thirty (30) days of receipt barring unforeseen circumstances. Only complete applications will be reviewed.

### **2.2. Builder**

It is the builder's responsibility to comply with all of the Architectural Design Guidelines and obtain all necessary approvals. Documentation of complete approvals will be provided in writing to the builder and homeowner by the ARC.

All home construction will be in conformance with the Greenville County Building Codes and should be constructed based on accepted industry practice, which assures quality of materials and workmanship.

The construction of any residence or structure, once commenced, must be fully completed within one (1) year thereof, unless rendered impossible as a direct result of strikes, fire, natural emergencies, or natural calamities. Any building or structure not so completed, or any building or structure partially destroyed by fire or other casualty and not rebuilt within one (1) year, is hereby declared a nuisance which may be removed by the Property Owners Association at the expense of the parcel owner. Extensions beyond (1) year require approval by ARC.

### **2.3. Property Owner**

The property owner will communicate with the ARC and submit required application in conjunction with builder, as detailed within, when constructing a new home or a renovation / change to an existing home or landscape.

## **3. EXISTING HOME AND LANDSCAPE MODIFICATION**

### **3.1. Exterior Renovation, Additions, Changes**

All proposed improvements by any property owner are evaluated with emphasis upon their harmonious incorporation into the natural environment, and the community as a whole. Specific emphasis will be placed on external design, location of the improvements, topography and conformity to the restrictive guidelines imposed hereunder.

All exterior modifications and / or additions to existing homes such as, but not limited to paint color, roof style and color, brickwork or stonework, and decks are to be submitted with a storyboard containing color swatches and drawings for approval by the ARC.

See Appendix B

### 3.2. Landscape Additions, Changes

All proposed major landscaping additions / changes such as, but not limited to, retaining walls, grading, excavation, sidewalks, driveways, patios, permanent fire pits, fences, pergolas, permanent play structures, exterior lights, and removal of trees over 6" in diameter at a point four and one-half feet above the ground are to be submitted to the ARC for approval. Ref CCRs 3.4, 4.2 See Appendix B

#### 3.2.1 - Existing Homes – Landscaping and Maintenance

All landscaping should be reasonably and consistently maintained including but not limited to lawn maintenance, planting beds and planting materials accordingly. Neglected maintenance could result in a violation and possible fine in accordance with the Woodland's CCR's. All plantings should be suitable for the geographical area, non-invasive, compliment the current individual landscape plan and be consistent with the landscape integrity of the Woodlands.

## 4. NEW HOME DESIGN

### 4.1. Design Philosophy

The Architectural Design Requirements address a range of exterior building and site conditions and are not intended to be all-inclusive. All proposed construction must be submitted to the ARC, reviewed, and approved before any construction begins.

No building shall be erected, altered, placed or permitted to remain on any parcel by a lot owner within The Woodlands other than a single-family residential dwelling that conforms to Architectural Review Committee standards. Ref CCRs 4.1(a)

Homes must be designed for the size, slope and topography of the lot. Home designs for a considerably downward sloped lot must consider a "hillside walkout basement" design with either finished or unfinished basements.

### 4.2. Style

The building's mass, scale, and height shall be appropriate for the site and in harmony with the mass, scale and height of adjacent homes. There is not a limit set on the maximum roof height, but the ARC strongly encourages roof heights that maintain harmony with the balance, scale and proportion of adjacent homes in the community.

### 4.3. Size and Site Compatibility

#### 4.3.1 Size as stated in the CCRs: Ref CCRs 4.1(b)

- a. All one-story residential dwellings constructed on the lots shall have a ***minimum*** of two thousand (2,000) square feet of living space, being the enclosed and covered areas within the dwelling, exclusive of garages, porches, terraces, balconies, decks, patios, courtyards, greenhouses, atriums, storage areas, attics and basements.
- b. All two-story residential dwellings constructed on the lots shall have:
  - a ***minimum*** of two thousand four hundred (2,400) square feet of living space, being the enclosed and covered areas within the dwelling, exclusive of garages,

- porches, terraces, balconies, decks, patios, courtyards, greenhouses, atriums, storage areas, attics, basements, and bonus rooms.
- and a **minimum** of one thousand four hundred (1,400) square feet of such conditioned space shall be required on the first floor alone.

#### **4.3.2 Placement of the House on the Lot**

The house should be positioned on the lot in the most advantageous position in terms of distance from the street, relationship to adjacent houses / structures, position of driveway and related considerations. A house must be located an adequate distance from the street to avoid appearing in a “gully” below the plane of the street or steep rise close to the edge of the street.

#### **4.3.3 Size of House Relative to Lot Size**

In order to preserve the natural landscape and maximize undisturbed areas the house area and related improvements (footprint area) cannot exceed 33% of the total lot area. The calculation of footprint area and resulting percent of lot area shall be shown on either the Site Plan or Construction Plan.

#### **4.4. Materials and Surfaces**

Exterior of the homes must be wood, brick, stone or some brand of fiber cement siding. Log homes are prohibited. Vinyl and other plastic siding are also prohibited

Exposed concrete block or poured concrete foundations and site-retaining walls must be covered with stone, brick, or stucco to complement the house materials. If stucco exceeds 3 feet in height, then stone or brick must be used as the covering.

#### **4.5. Roofs**

Primary residential roofing materials must be cedar shakes or shingles, fiberglass or asphalt architectural shingles in colors and textures which complement the balance of the colors and materials selected for a unit. Gutters are required on all homes.

A minimum roof slope of 8/12 is required for the main roof with variations on feature roof areas considered on an individual basis.

#### **4.6. Garages**

Garages shall be considered an extension of the house. Each dwelling must have a private, fully enclosed garage for at least two cars. Automatic garage door openers must be installed. Garage doors should be of simple design and of one color. Side entry garages are required with exception of a hardship situation, as determined by the ARC. A garage is considered side entry if the angle between the garage face and the front of the home is no more than 135 degrees. No garage shall be used as a temporary or permanent residence. Carports are prohibited.

#### **4.7. Colors**

Primary colors for siding must be confined to earth tones (no whites) which are compatible with the natural environment. Furthermore, primary colors are required to have a Light Reflective Value (LRV) not to exceed 60.



Sheet metal and PVC work such as roof caps, flashing, plumbing vents, and chimney caps must be painted to match the roof colors. Gutters and down spouts must blend with siding and trim colors.

Bronzed or painted finishes are required on all metal including, but not limited to, windows, garage doors, and screened pool or porch enclosures. No "Mill Finished" or plain aluminum windows or doors are permitted. "Mill Finished" window screens or storm windows are permitted, however.

#### **4.8. Chimneys**

Chimneys framed to receive prefabricated fireplaces and flues must not appear cantilevered from the unit. They must be continuous to finish grade. Bonnets are required for all chimneys except full masonry.

#### **4.9. Porches and Decks**

All porches and deck structures on the front of the house or facing the street should be stained or painted to match siding and / or trim within six months of completion of construction.

Vertical supports for wood decks must be a minimum of 6" X 6" treated posts, or other approved application. On golf course lots, decking must be finished with horizontal deck skirting or 3/8's lattice or other suitable screening (landscaping), from ground up to deck, upon ARC review. No such screening is required for extended decks above walkout basements.

#### **4.10. Foundation Height**

Tall foundation heights are strongly discouraged. On steeply sloped lots, the height at any point of the proposed foundation shall not exceed 8 ft (maximum) as measured from the top of the main level finished floor elevation to the lowest proposed exterior site grade, provided such exterior grade is reasonable and does not exceed a 2 to 1 slope for a minimum distance of 15 feet from the house. If the 8 ft dimension is exceeded or the 2 to 1 grade cannot be established, then architectural features or large plantings may be required to improve the appearance.

#### **4.11. Utilities / Heat Pumps / Air Conditioning Compressors**

No utilities, heat pumps, or A/C compressors shall be located on front side of house. Heat pumps or A/C compressors must be screened by landscape or architectural treatment.

#### **4.12. Exterior Home Lighting**

All exterior lighting should be a low-level, non-glare type and located to cause minimal visual affect to adjacent properties and streets. Ref CCRs 3.3(c)v

#### **4.13. Solar Power**

Solar systems for both hot water heating and supplementary power generation are allowed but require ARC written approval. If solar panels are considered for new construction, house placement and roof design should be considered so that panels are facing south or southwest but are NOT visible from the road. Panels need to be mounted so as to be in the same plane as the roof and are NOT elevated more than four inches (4") above the surface of the roof. Systems that appear to be the same as roof shingles are encouraged. Homeowners and builders are encouraged to consult with the ARC before considering or installing any type of solar systems as each installation will be considered on a "case by case" basis. Solar systems considered for existing homes must also be brought before the ARC for their review and approval.

#### **4.14. Fuel Tanks**

All fuel (propane) tanks or containers shall be buried underground consistent with codes and normal safety precautions. Ref CCRs 4.6

#### **4.15. New Home Construction Application**

**See Appendix A**

### **5. SITE DESIGN**

#### **5.1. Building Setbacks**

Setback lines - minimum setbacks are:

- Setback (from road) - 30 ft from right of way
- Side lot - 10 ft from property line
- Rear lot - 20 ft from property line
- Setback for golf course lots - 20 ft from golf course property line

Setback requirements apply to home, garage and any directly attached structure (decks, porches, retaining walls) as well as driveways. In certain cases, retaining walls may be allowed in the setback area subject to approval by the ARC.

#### **5.2. Site Grading**

- a) Sloping Lots – Most lots in The Woodlands are sloped. The slope of the lot must be considered in erosion control, drainage, driveway safety (if steep) and reasonable access to the garage (turning radius).
- b) Close attention must be paid to the control of storm water run-off around the house. Necessary grades and swales shall be established to ensure proper drainage away from the house. Care must be taken to prevent increasing storm water drainage onto adjacent property. Ref CCRs 3.3 (b), 4.12

- c) Use of “Excessive Fill” over 5 feet deep, such as to elevate a home or fill in a gully, must be justified in the Building Application and approved by the ARC. In order to ensure proper soil compaction, “Fill” over 5 feet deep will require an Engineering Letter.

### **5.3. Driveway and Parking Areas**

Driveway design must ensure adequate turning radius and / or “back up pads”. The driveway location will vary from lot to lot, depending on the lot size, shape, topography, vegetation and placement of the building envelope. Driveways shall be concrete. Driveway placement that extends into the setbacks will require a variance submitted to the ARC for approval.

### **5.4. Site Plan Variance Request**

To request a variance to the site requirements, submit a Site Plan Variance Request form. See Appendix H

## **6. PRE-CONSTRUCTION / PRELIMINARY REVIEW**

### **6.1. Benefits**

In the early stages of design, the owner and architect / builder must prepare and submit one set of preliminary schematic / sketch drawings to the ARC as follows:

- Site layout showing the placement of the house, general grading and response to topography, driveway access and major tree considerations.
- Sketch drawings of the elevations of the house
- Color choices and exterior materials

The site layout plan, exterior home elevations, color and exterior materials will be reviewed at a meeting with the ARC and general recommendations and comments will be given. The owner and architect / builder are encouraged to attend this meeting.

Preliminary review serves as early confirmation that the architect / builder and property owner have a shared vision of the property owner’s desired home design.

Preliminary review avoids the property owner incurring unnecessary costs in developing a design that would not be considered compatible in the Community and improves the design in the context of the site and existing topography. Final approval/disapproval will occur at a later date when all requirements of Section 7 have been submitted.

## **7. FINAL REVIEW**

Site Plan, Construction Plan, and Storyboard must all clearly be identified with date and revision letter. In case of a drawing/plan with multiple sheets all sheets shall have same date and revision letter as cover sheet. The first version of a drawing/plan shall be identified with

date and revision dash “-“. Thereafter any changes shall require a new date and revision letter starting with “A”. This requirement is to ensure the ARC, the builder and homeowner are all reviewing and working to the same drawing/plan.

Prior to any site disturbance, the applicant must submit the following:

- Fees / Deposits
- Building Application Form (Appendix A)
- Site Plan
- Construction Plan
- Exterior Materials and Colors (Storyboard)

### **7.1. Fees / Deposit Ref CCRs 3.3(f)**

#### **Checks made payable to “The Clubs at Cherokee Valley POA DBA “The Woodland”**

- \$500.00 Application Fee (non-refundable from builder)
- \$5,000.00 Builder Deposit (from builder, in the form of a check)

Upon issuance of the Certificate of Occupancy, and completion of landscaping work, the ARC will inspect exterior to verify compliance with approved application and landscape plan. Once all outstanding issues are resolved, the Builders Deposit, minus any fines, will be returned to the builder. In the event any of the deposit is utilized, a detailed statement will be provided.

### **7.2. Building Application**

Building Application Form See Appendix A

### **7.3. Site Plan Requirements**

One (1) electronic .pdf copy shall be provided. The proposed Site Plan shall include all listed requirements as described below on a single page of the land survey at a scale of no less than ¼ inch per foot (preferred). If required alternate scales of 1”=10’, 1”=15’, 1”=20’ are acceptable depending on lot size:

Professional Surveyed Site Plan indicating:

1. Property and setback lines.
2. Utility or drainage easements (if any).
3. Existing topographic lines at 1ft scale, marked at 5ft increments (i.e., 970, 975, 980)
4. Footprint of the proposed home with garage, driveway, walks, patios, decks, retaining walls or site walls.

5. Finish floor elevation for the main level of the residence, the garage floor at the garage door, and the finish floor of the basement (if any).
6. Depict and number all trees on the property that have a trunk diameter of six (6) inches or greater at a point that is no greater than 4'6" above ground level. Include a tree survey table on the proposed Site Plan that matches the number from the plan and identifies tree species and trunk diameter. Mark all trees to be considered for removal with a BOLD "X". Please note that no more than 1/3 of the trees that measure six (6) inches or greater in the setback areas are eligible for removal. All trees to be removed are subject to ARC approval. Ref CCRs 4.2
7. The plan must include a line showing the proposed clearing limits of the land. No tree removal or grading shall extend outside of the clearing limits.
8. Show location for silt fencing and other erosion control measures. Ref CCRs 4.12  
Drainage
9. Show proposed finish grades, at 1ft scale, around the home and driveway where the finish grades will marry into the existing grades, marked at 5ft increments.
10. The control and management of surface water is critical during both the initial build and final grading of the site. No improvements shall be permitted that adversely affect the natural drainage on to adjacent parcels, so you must show any swales, French drains, or other structures that may be used to control such drainage.
11. Show on the Site Plan the proposed location for AC compressors, power and gas meters, propane tanks, whole house generators, etc.

#### **7.4. House Construction Plan Requirements**

Construction Plans. One (1) full hard copy set (24"x36" size) and one (1) electronic copy of construction drawings should be submitted, showing all setbacks, location of the structure with outer wall dimensions including position of garage, location of driveways and walkways, retaining walls and any other proposed lot improvements. In addition, the plans should show elevations to scale of all sides of contemplated structures, the floor plan, and a summary specification list of proposed construction materials.

#### **7.5. Exterior Materials and Color Plan (Storyboard) Requirements**

The ARC shall have final approval of all exterior materials and color plans and each builder / owner must submit to the ARC a storyboard showing samples of the color of the roof, exterior walls, shutter, trim, etc. Samples of external construction materials, which cannot be adequately described, should be included. The Committee shall consider the extent to which the colors are consistent with the homes in the surrounding areas and to the extent to which the colors blend with the natural environment. See Appendix E for example.

## **8. REVIEW PROCESS AND SUMMARY**

### **8.1. Meetings and Submittals**

The ARC reviews new construction applications at pre-scheduled twice monthly meetings. Contact the ARC or its representative for dates of the pre-scheduled meetings.

### **8.2. Written Approval Required**

The ARC will recommend approval/disapproval of new construction, modifications and landscape plans. An ARC representative will sign and forward recommendations regarding new construction and major existing home modifications within five business days to The Woodlands POA for final ratification before the approval / disapproval will go into effect.

## **9. GROUNDS FOR DENIAL**

Pursuant to the CCRs, the ARC has the authority to determine if the plans, design and construction are in accordance with the Architectural Design Guidelines. The ARC must submit to the property owner, in writing, reasons for any denial. The ARC may deny approval of any proposed construction for noncompliance to the Architectural Design Guidelines which may include aesthetic or site incompatibility grounds.

## **10. APPEAL PROCESS**

If, after sixty (60) days and a minimum of two (2) complete submittals to the ARC, there is no resolution of the issues which caused the denial, the property owner may appeal the ARC's decision to the POA Board by completing the following steps:

1. An appeal must be made in writing to the ARC and POA Board stating all issues.
2. There will be a preliminary meeting between the ARC and POA Board to consider the nature of the appeal.
3. Within thirty (30) days of receipt of the written appeal, there shall be an appeal meeting with the property owner or their representative who must appear in person to plead their case.
4. The decision of the appeal process is final.

## **11. CONSTRUCTION PROCESS**

### **11.1. Written Approval**

No construction (tree removal, grading, foundation, etc.) shall commence in any manner or respect until the Building Application is approved in writing by the ARC.

### **11.2. Re-staking / Staking Approval**

Upon completion of clearing / grading, the footprint of the house shall be re-staked on the property by a licensed surveyor and a Re-staking Letter shall be issued to the Woodlands ARC confirming that the placement of the house has not deviated from the ARC-approved Site Plan. Once the Re-staking letter is received by the ARC the builder can proceed with excavation and foundation activities. Formal approval by the ARC is not required.

### **11.3. Foundation Verification Survey**

Foundation Verification Survey (FVS) shall be prepared by a licensed surveyor outlining the location of the completed foundation on the property. The FVS shall include the measured distances from the property lines to the outside corners of the home. Additionally, it shall include a minimum of six (6) spot elevations (2 for the front of the house, 2 for the rear, and 2 for the garage) to be depicted on the plan. Note on survey if spot elevations are taken on pony wall or step-down foundation and not representative of finished floor elevation. Elevation tolerance is 3 inches from approved site plan. The FVS shall be promptly furnished to the ARC for review and approval. No other work activity shall proceed until the FVS is formally approved by the ARC. Upon FVS approval, all construction activity is free to resume. If the FVS shows that the location of the house footprint differs from the ARC approved Site Plan by more than two (2) feet, the footings will be moved to the correct location (as per the ARC approved Site Plan) at the builder's expense. See Appendix G for example.

## **12. CONSTRUCTION GUIDELINES / REQUIREMENTS**

### **12.1. Days and Hours of Construction / Holidays**

Construction activity (both interior and exterior) will be allowed from 7:00 a.m. to 7:00 p.m. on Monday through Friday and from 8:00 a.m. to 6:00 p.m. on Saturday. **No construction activity (both interior and exterior)** will be allowed on Sundays or the following observed holidays without permission from the ARC. Ref CCRs 3.3(c)ii

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

### **12.2. Erosion Control**

After tree removal but before construction begins, silt fencing will be placed in accordance with County specifications at locations on the property per the approved Site Plan. Appropriate grading should be considered to contain water run-off. Erosion control measures may include double silt fences installed with metal stakes and straw blankets depending on the requirements of the slope. The builder shall be required to provide and maintain gravel at the driveway apron area of the driveway. Gravel shall be the consistency of No. 57 Stone. Construction entry onto the lot will be in the driveway or approved designated access. Silt fencing shall be maintained during the construction phase until commencement of landscaping.

### **12.3. Builders Sign**

During construction of a new home, the builder may place a lot designation sign to aid in delivering materials. The builder's sign may display the builder's name and phone number, construction site job rules and lot owner's name, if desired. No other signage or advertisement will be allowed on the construction site other than that which is approved by The Woodlands ARC. Ref CCRs 3.3(c)iii

### **12.4. Parking**

The builder will advise subcontractors to drive or park only on the property they are working on or in the street. This applies to deliveries and equipment.

### **12.5. Offensive Activities / Noise**

Construction activities shall not be injurious or offensive to the occupants of adjacent premises by reason of the emission or creation of excessive noise, vibration, smoke, dust or other particulate matter, toxic or noxious waste materials, odors, fire and explosive hazard or glare.

Loud radios or excessive noise will not be allowed within the subdivision.

### **12.6. Portable Toilet**

Builder will be responsible for furnishing portable toilet facilities for their projects.

### **12.7. Pets**

No contractor personnel will be allowed to bring pets on the property.

### **12.8. Fires**

No burning is allowed.

### **12.9. Dumpsters and Materials in Transit / Site Cleanliness**

Operators of delivery and construction vehicles are required to ensure that no spillage of construction material occurs on streets. If spillage occurs, contractors are required clean it up immediately, to avoid damage to other vehicles.

Because local winds frequently carry debris from construction sites, contractors are required to keep their job sites free of trash, materials and waste. The site will be left in a neat and orderly condition at the close of each workday.

Dumpsters are required on each site and will be staged on the building site, not the road, deviations will require ARC approval. It is strongly encouraged that dumpsters be covered with a tarp at the end of each day to prevent contents from blowing around the community. Trash and discarded materials must be removed *before* dumpsters are overfilled. There will be no stockpiling or dumping on adjacent lots or streets. Unsightly weeds are to be routinely cut back.

Streets adjoining a construction site are to be frequently swept clean. Any cleanup of trash, debris and waste not removed in a timely manner shall be removed at the builder's expense as directed by the Woodlands POA. Ref CCRs 3.3(c)ii



**12.10. Speed Limit**

The established speed limit within The Woodlands for all is 25 miles per hour as posted. This must be obeyed.

**12.11. Damage**

If any electrical, water, cable TV or telephone lines are accidentally cut or damaged, it is the builder's responsibility to report such accidents to The Woodlands ARC within 30 minutes of occurrence. It will be the builder's responsibility to pay for any such damage.

Any damage to streets, drainage inlets, street markers, mail boxes, and walls etc., caused by contractors or their personnel shall be repaired by contractor in a timely manner. If not repaired in a timely manner, The Woodlands POA shall make the repair at the contractor's expense.

**12.12. Construction Equipment**

Construction equipment (i.e., skid-steers, excavators, trailers) will completely be the liability of the contractor. It may be left on site while needed; however, it must not be left on the streets.

**12.13. Temporary Structures**

The installation or location of any temporary structures such as trailers is prohibited, without expressed written consent of the ARC. Ref CCRs 3.3(c)i

**12.14. Completed Construction**

Construction will proceed in a timely manner and will be completely finished and kept clean. No materials will be stored on the property or in the house after it is completed. Finished landscaping on unsold houses will be maintained by the builder. This includes normal cutting, fertilization and watering of grass and plants. Dead plants, trees, and weeds are to be removed.

- a. Any damage to the finished house or property, such as broken window panes or erosion will be corrected by the builder immediately.
- b. In the event the builder does not comply with any of the above items within a reasonable amount of time, The Woodlands POA has the right to execute these items at the builder's expense.

**12.15. Changes or Modifications After Final Approval**

All changes to the approved site plans, exterior elevations, storyboard and landscape plans must be submitted to the ARC for review in accordance with the procedures and submission requirements specified herein. The applicant may not proceed with changes from the ARC approved documents without prior approval from the ARC and is therefore encouraged to submit changes at the earliest possible time to avoid project delays. To communicate changes to the ARC the builder must either: 1) submit a revision to the affected ARC approved document or 2) submit a New Construction Change Order Request Form (Appendix I). The ARC will attempt to review changes within 48 hours of receiving the change.

#### **12.16. Stop Work Order**

A Stop Work Order will be issued if any clearing, grading, construction or landscaping is performed without the written approval of the ARC, or if any work is done in violation of an approval of the ARC, or work is done in violation of any provision of the Architectural Design Guidelines. A Stop Work Order will result in the immediate suspension of work on the site, excepting any required remediation to protect erosion run-off or public safety. The builder and subcontractor will be denied access to the building site until a corrective course of action is approved by the ARC. Fines may be assessed for violations listed in Appendix C.

#### **12.17. Violation of the Architectural Design Guidelines**

Violation of the Architectural Design Guidelines could result in the suspension of the building approval for a given residence until the builder has taken corrective action. A builder who repeatedly violates either the letter or “spirit” of these guidelines may be required to post a larger Builder Deposit in the future, or be prohibited from working in The Woodlands.

### **13. LANDSCAPE & SITE IMPROVEMENT GUIDELINES NEW HOMES**

#### **13.1. Landscape Plan**

At the time of the initial building application, or before the unit is "dried in", the builder and or homeowner must submit one (1) electronic copy of the proposed Landscape Plan for ARC review and approval. Ref CCRs 3.4

Landscape plan must clearly be identified with date and revision letter. In case of a drawing/plan with multiple sheets all sheets shall have same date and revision letter as cover sheet. The first version of a drawing/plan shall be identified with date and revision dash “-“. Thereafter any changes shall require a new date and revision letter starting with “A”. This requirement is to ensure the ARC, the builder and homeowner are all reviewing and working to the same drawing/plan.

The minimum requirements for the Landscape Plan are as follows:

1. Landscape Plan at a scale of no less than 1/4" = 1'
2. Show property lines, setback lines and utility or drainage easements (if any).
3. Show outline of the home, garage, driveway, sidewalks, retaining walls and any patios or decks.
4. Show location of existing trees
5. Identify the locations of AC compressors, electrical meter and gas meter on the plan. (if using propane, show the size and proposed location of underground storage tank)
6. Show the location, quantity, species and size of proposed plant materials including trees, shrubs, and ground cover. All perimeter foundation planting areas and landscape beds shall receive a minimum of 4 inches of mulch using shredded hardwood mulch or pine straw. Please note that at a minimum foundation planting must be installed along the entire front and side elevations of the home.
7. Show the outline of all areas to receive sod or seeded lawn and specify the type of grass to be used. Please note that plant material, ground cover, sodding / seeding or

mulch are required for ALL property areas that were disturbed during the construction process or within the original Site Plan clearing limits. Areas intended to remain natural shall be identified on the Landscape Plan.

8. Storm water drainage must be considered in the overall grading and landscape design. The use of berms, swales, natural barriers, rock, retaining walls and plant material are encouraged. The following are factors that must be considered:
    - a. Storm water must be directed away from foundations but not onto adjacent property in a concentrated manner. Ref CCRs 4.12
    - b. Except for driveways, avoid directing water run-off onto roads.
    - c. Utilize gutters, downspouts, and other control features to manage roof run-off and supplement irrigation where possible.
- **All work described on the Landscape Plan shall be completed within six (6) months of the issuance of the Certificate of Occupancy.**
  - **Please note that the balance of the Builders Deposit cannot be released until the landscaping work has been completed and approved by the ARC.**

### **13.2. Lighting for Landscape, Pathways & Driveways**

All exterior lighting should be a low-level, non-glare type and located to cause minimal visual affect to adjacent properties and streets and must be approved by the ARC. Ref CCRs 3.3(c)v

### **13.3. Satellite Dishes / Antennae**

Satellite dishes, amateur radio and other antennae shall be erected so as to be inconspicuous and the location must be approved in writing by the ARC.

### **13.4. Fences**

Use of fences is discouraged. Trees, shrubs, and plants are the preferred choice for providing privacy and screening. All fences require ARC approval. Applications must include a copy of the most recently recorded property survey. The survey should be marked up to show the location of the proposed fence.

- Fences should be made of Black Aluminum and should be 4 feet in height.
- Fences are not allowed in the front or side yards.
- Dog pens, dog houses and dog runs are not allowed

No Lot or Dwelling owner may install any fencing between the Golf Course Land and the Property.

### **13.5. Hot Tubs, Spas**

Exterior hot tubs must be screened from view. All pump, filter, etc., equipment for spas must be sited where it will not cause a nuisance to neighbors and must be screened from view.

### **13.6. Swimming Pools and Tennis Courts**

Any swimming pool or tennis court to be constructed on any lot shall be subject to the approval of the ARC. Any lighting of a pool or other recreational area shall be designed to

buffer the surrounding residences from the lighting and must be approved by the ARC. Pools must meet the following requirements:

(a) Pool construction may be of concrete, concrete type, or vinyl lined. The pool shall be surrounded by a concrete pad at least thirty (30) inches wide. No "above ground" pools are permitted.

(b) In cases where the backyard surrounding a pool is not fenced in, the pool itself must be enclosed with a fence not less than four feet (4') in height. The entrance gate to the backyard or the pool itself, as the case may be, is to be constructed with a self-closing latch placed at least forty inches (40") above the ground. These are minimum requirements, and in no way relieve the owner from meeting existing Greenville County codes and statutes governing construction of swimming pools.

Tennis courts shall be surfaced with concrete, asphalt, or other approved tennis court surfaces.

## **14. LOT CLEARING, BRUSH REMOVAL & SIGHT LINES**

### **14.1. Tree and Vegetation Removal**

No trees having a trunk diameter of six (6) inches or more at a point four and one-half (4'6") feet above ground level shall be removed without the written consent of the ARC. No trees shall be unnecessarily disturbed. Ref CCRs 4.2

### **14.2. Sight Lines**

Fence, wall, hedge, vine or shrubs which obstruct the street sight lines, as determined by the ARC, shall not be placed, or if existing shall be removed or pruned to prevent obstruction of the driving view. This pertains to driveways as well as intersections.

Fence, wall, hedge, vine or shrubs which obstruct the sight lines of golf course lots, as determined by the ARC, shall not be placed such that they would significantly obstruct the golf course view. The sight line will be determined from the most logical viewing area of an existing or proposed home (interior room or exterior deck)

Pruning of existing trees, hedges, vines or shrubs is preferred to prevent obstruction of such sightline rather than removal.

## **15. AFTER CONSTRUCTION REQUIREMENTS**

Upon completion of construction and landscaping, all building debris must be removed from the site and the surrounding area and the construction site sign must be removed. At this time, the Builder should notify the ARC that he is ready for Final Inspection.

## **16. MISCELLANEOUS**

### **16.1. Trash Receptacles**

All trash, garbage and other waste shall be kept in sanitary containers, and except during pick-up, all containers shall be kept out of sight from normal street traffic. Ref CCRs 4.17

## **16.2. Boats, Trailers, Equipment and Recreational Vehicles**

The outside storage or parking of boats, trailers, equipment and recreational vehicles in yards, driveways, roads or vacant lots is prohibited. Ref CCRs 4.15

## **16.3. Temporary Structures**

The installation or location of temporary structures, such as trailers, is prohibited. Temporary shelters, including mobile homes, trailers, recreational vehicles, and tents, may not be used as temporary or permanent residences and are not permitted. Ref CCRs 3.3(c)i

## **16.4. Mailboxes**

All homes in the Woodlands will install the POA Board approved mail box.

## **16.5. Standby Generators**

Permanently installed standby generators are allowed and require ARC approval. They must not be visible from the road and must be well screened from all other views. The location of any generators MUST BE SHOWN on drawings submitted for approval.

## **16.6. Fire Pits / Fireplaces**

Outside **permanent** structured fire pits and fireplaces require approval from the ARC.

## **16.7. Flags**

American flags can only be flown from a flag bracket attached to the house; no free-standing flag poles are allowed.

## **16.8. Window Mounted Fans and Air Conditioning Units**

Window mounted fans and air conditioning units are not allowed.

## **16.9. Clotheslines and Drying Yards**

No clotheslines or drying yards shall be located upon the premises so as to be visible from any adjoining property or lot. Ref CCRs 4.5

## **16.10. Games, Play Structures and Outbuilding**

All basketball backboards and any other fixed game and play structures shall be located at the rear of the dwelling or on the inside portion of a corner parcel within the setback lines. No tree houses, play houses, storage sheds, greenhouses, cabanas, swimming pools, tennis courts, barns, or other outbuildings or structures shall be erected on any parcel in front of the rear line of the dwelling constructed thereon, and all such structures must have prior approval in writing as to design, location, and materials by the ARC.

## **16.11. Woodpiles**

Woodpiles should be located in the rear yard. Tarps covering a woodpile are allowed only if the woodpile is completely screened from view. For example, a tarp-covered woodpile may be located under a deck with shrubs planted around it.

### **16.12. Outdoor Storage**

Outdoor storage of garden tools should be screened from view. Preferably, these items should be stored inside either the garage or basement.

### **16.13. Sign Restrictions**

No Signage is allowed other than the following: Ref CCRs 3.3(c)iii, 4.9

■ Homes that are for sale may have a “flyer box” attached to a mail box or secured on front porches. *It may not be a free standing FOR SALE sign.*

■ *No such box may be erected on a Lot without a dwelling.*

■ During construction of a new home, the builder may place a lot designation sign to aid in delivering materials. The builder’s sign may display the builder’s name and phone number, construction site job rules and lot owner’s name, if desired.

### **16.14. Bird Baths, Bird Houses and Yard Art**

Bird baths and bird houses should be tasteful, and in keeping with the style and colors of the house. They should be located to blend naturally into the setting. No yard art is permitted.

### **16.15. Holiday Decorations**

Exterior holiday decorations must not be displayed more than four (4) weeks prior to the holiday. All exterior holiday decorations must be removed within two (2) weeks following the holiday.

## **17. APPENDICES**

<b>Appendix A</b>	<b>New Construction Application</b>
<b>Appendix B</b>	<b>Modifications, Alterations or Addition to Existing Home or Lot</b>
<b>Appendix C</b>	<b>Schedule of Fines</b>
<b>Appendix D</b>	<b>New Construction Steps / Milestones</b>
<b>Appendix E</b>	<b>Exterior Materials and Color Plan (Storyboard) Example</b>
<b>Appendix F</b>	<b>Landscape Plan Example</b>
<b>Appendix G</b>	<b>Foundation Verification Survey Example</b>
<b>Appendix H</b>	<b>Site Plan Variance Request</b>
<b>Appendix I</b>	<b>New Construction Change Order Request Form</b>

## New Construction Application

## THE CLUBS AT CHEROKEE VALLEY POA DBA "THE WOODLANDS"

Recorded Lot # \_\_\_\_\_ Property Address in the Woodlands \_\_\_\_\_  
Estimated Start and Completion Dates \_\_\_\_\_ to \_\_\_\_\_

Builder Company Name \_\_\_\_\_

Builder Company Address \_\_\_\_\_

SC License # \_\_\_\_\_ Exp Date \_\_\_\_\_ Bond Number \_\_\_\_\_

Builder Name \_\_\_\_\_

Builder Title \_\_\_\_\_

Builder Email \_\_\_\_\_ Cell # \_\_\_\_\_

Other Contact Name \_\_\_\_\_

Email \_\_\_\_\_ Cell # \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Property Owner Address \_\_\_\_\_

Property Owner Email \_\_\_\_\_ Cell # \_\_\_\_\_

## Appendix A

## New Construction Application

### NEW CONSTRUCTION APPLICATION FORM

#### THE CLUBS AT CHEROKEE VALLEY POA DBA "THE WOODLANDS"

**Mail the following Application Fee and Builder Deposit to**

The Woodlands at Cherokee Valley, ATTN CEDAR ARC, P.O. Box 481349 Charlotte, NC, 28269

Checks Payable to: "The Clubs at Cherokee Valley POA DBA The Woodlands"

- ☐ \$500      Application Fee (Non -refundable)
- ☐ \$5,000      Builder Deposit (Refundable, provided by builder)

**Email digital copy and mail hard copy as noted below to the following:**

- Mail hard copies to Woodlands ARC, P.O. Box 84, Tigerville, SC, 29688
- email digital copies to: CVWOODLANDSARC@gmail.com

- ☐ NEW CONSTRUCTION APPLICATION FORM (digital)
- ☐ PROPERTY SURVEY (as recorded with Greenville County) (digital or hard copy)
- ☐ SITE PLAN (specific requirements detailed within) (digital)
- ☐ CONSTRUCTION PLANS (showing all exterior elevations) (digital and one hard copy)
- ☐ STORYBOARD (picture showing colors/materials – example in Design Guidelines, digital)
- ☐ ARCHITECTURAL DETAIL FORM (Form within, digital)
- ☐ LANDSCAPE PLAN (submitted no later than when home is "dried in", digital)

**SITE PLAN REQUIREMENTS:** (Reference Architectural Design Guidelines for specifics)

- |  |   |
|--|---|
| <input type="checkbox"/> Boundary survey (Property Lines)  | <input type="checkbox"/> Setbacks and any easements |
| <input type="checkbox"/> Topographical survey (lines at 1 foot)  | <input type="checkbox"/> Clearing Limits            |
| <input type="checkbox"/> Erosion control measures (silt fence location)  | <input type="checkbox"/> Proposed Finished Grades   |
| <input type="checkbox"/> Drainage structures and surface water drainage management   |   |
| <input type="checkbox"/> Footprint of house with garage, driveway, walks, patios, decks, retaining walls or site walls   |   |
| <input type="checkbox"/> Location of heat pump, AC compressors, generators, electrical and gas meters  |   |
| <input type="checkbox"/> Finished floor elevations main level, garage and basement (if applicable)   |   |
| <input type="checkbox"/> Location, diameter and species of all trees over 6" at a point 4'6" above ground level (trees to be removed marked with an "X" on plan) |   |



# Appendix A

# New Construction Application

## NEW CONSTRUCTION APPLICATION FORM

THE CLUBS AT CHEROKEE VALLEY POA DBA "THE WOODLANDS"

### ARCHITECTURAL DETAILS

Front Elevation ☐ Single story ☐ Two Story

Square Footage Total \_\_\_\_\_ 1<sup>st</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor\* \_\_\_\_\_ Basement \_\_\_\_\_  
\* excludes bonus rooms

	Manufacturer / Material	Manufacturer / Color(s)
Example 1	James Hardie / Cement Lap Siding	James Hardie / Mountain Sage
Example 2	James Hardie / Cement Shake Siding	SW-7598 Sierra Redwood
Main Body		
Trim		
Decorative Features		
Roof		
Foundation Finish		
Gutters		
Windows		
Shutters		
Front Door		
Garage Door		
Brick		
Stone		
Railing		
Other		

# Appendix A                      New Construction Application

## NEW CONSTRUCTION APPLICATION FORM

### THE CLUBS AT CHEROKEE VALLEY POA DBA "THE WOODLANDS"

Has the Builder, or its subsidiary or parent company, had any of the following occurrence(s) within the last five (5) years immediately preceding the date of this application?

1. [Yes] [No] Any violation, or notice of violation, of any restrictive covenant, rule, or architectural guideline for any project within any Cherokee Valley Golf Community subdivisions?
2. [Yes] [No] Any violation, or notice of violation, of any federal, state, or local law or ordinance, or building code for any project within any Cherokee Valley Golf Community subdivisions?
3. [Yes] [No] Any threatened or pending legal action?
4. [Yes] [No] Any suspension or cancellation of any license to operate its business or perform work as a contractor of any type?

If your Answer to any of the preceding questions is "Yes," you must submit a detailed explanation below of the occurrence and provide the ARC with any documentation in your possession. The ARC reserves the right to reject, in its sole discretion, any applicant, on a temporary or permanent basis, based upon its review of any occurrence set forth herein, or any other matter or occurrence the ARC deems relevant. Furthermore, the ARC reserves the right to reject an applicant for any false or misleading answers or explanations to the preceding questions.

Explanation Section:

Builder's Signature \_\_\_\_\_ Date \_\_\_\_\_

## NEW CONSTRUCTION APPLICATION FORM

### THE CLUBS AT CHEROKEE VALLEY POA DBA "THE WOODLANDS"

Builder and property owner must abide by The Clubs at Cherokee Valley POA DBA "The Woodlands" Architectural Design Guidelines. If Builder is a property owner, the builder acknowledges that they will be treated as a builder, not a property owner, regarding any violations of the Design Guidelines that are specific to new construction. Failure to comply may result in fines.

I/We hereby grant permission to members of the ARC and appropriate ARC representatives to enter on the property to make reasonable inspection of the construction location.

As a builder in the Woodlands I agree that any property improvements will be constructed in accordance with the plans and specifications which have been approved by the Architectural Review Committee (ARC). I further agree that:

1. I have read and understand The Woodlands Declaration of Covenants, Restrictions, and Limitations, the ARC Design Guidelines and the Woodlands POA Fine and Fee Schedule and will follow and obey the said Covenants, Restrictions, Limitations, Design Guidelines and Fine and Fee Schedule
2. I am responsible for completing the project as described by the drawings and specifications approved by the ARC.
3. I will maintain a clean construction site at all times and install a job sign, dumpster, job toilet, and construction driveway apron in conformance with the ARC Guidelines.
4. I am responsible for the conduct of all workers performing services on this project at all times while they are contracted by us.
5. ARC approval does not relieve you as a builder of your responsibility for compliance with all municipal, state, or federal laws that may be applicable. ARC approval does not constitute any opinion or representation by the ARC that the plans comply with these requirements.

Builders Signature \_\_\_\_\_

Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix B    Modifications, Alterations or Addition to Existing Home or Lot**

### **Modifications, Alterations or Addition to Existing Home or Lot**

The Architectural Review Committee ("ARC") reviews all requests for modifications to homes and lots. The ARC encourages that all changes be consistent with the existing structures and landscaping within The Woodlands Community in addition to complying with the "CCR's" as well as the Architectural Design Guidelines. The ARC is concerned with the impact that modifications may have to the surrounding neighbors and property.

**To complete an application, the homeowners must submit the following to the ARC at [cvwoodlandsarc@gmail.com](mailto:cvwoodlandsarc@gmail.com)**

**1. The Modification to Existing Home / Lot Application Form (Below)**

**Major Modifications and Supporting Documentation**

- Exterior Renovation, Additions, Changes (i.e. paint color, roof style and color, brickwork or stonework, and decks) See section 3.1 for additional documentation requirements.
- A detailed scale drawing of any significant landscape changes (i.e. – tree removal)
- construction plans or final survey as appropriate, of the improvements / changes
- Builder information (page 2 of the Application Form)

**3. Applicable Fees – made payable to The Clubs at Cherokee Valley POA DBA "The Woodlands"**

**Major Modification – Pass through fees incurred by the ARC.**

Any fees the ARC incurs for professional consultation, documentation, surveys. These fees will be billed to homeowner through Cedar Management.

**Major Modification** – These are more extensive modifications that would involve such things as changes in the footprint or dimensions of the existing house, change of square footage, as well as any poured concrete or stone pads / walkways. Some examples of a Major Modification – adding a room or closing in an existing patio or deck, adding walkways, retaining walls, or external structures such as gazebos, and the removal of trees greater than 6" in diameter. Ref CCRs 3.4, 4.2 and section 3.2 of the ARC guidelines.

If you have any questions, please contact The Woodlands ARC at [cvwoodlandsarc@gmail.com](mailto:cvwoodlandsarc@gmail.com)

## Appendix B Modifications, Alterations or Addition to Existing Home or Lot

### Modifications, Alterations or Addition to Existing Home or Lot

#### Application Form

Date: \_\_\_\_\_

Homeowner's Name \_\_\_\_\_

(Applications can only be submitted by the homeowner of record)

Property Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address (if different)

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Approval is hereby requested to make the following modification, alteration or addition to the home or lot listed above.**

(Describe the modification and attach appropriate documentation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that only complete applications be considered by Architectural Review Committee for review / approval.

I acknowledge that the proposed changes are in accordance in the Covenants, Conditions and Restrictions ("CCR's) and the Architectural Design Guidelines which can be found on the Woodlands website [www.thewoodlandscommunity.org](http://www.thewoodlandscommunity.org)

I acknowledge that I have reviewed the "Fine and Fee Schedule", also available on The Woodlands website.

I also acknowledge that the work **will not** commence on this improvement until I have received written notification of approval from the ARC. This approval is valid for 6 months from the date of ARC approval, and if work has not commenced within 6 months of that date a new application and fees must be resubmitted for approval.

## **Appendix B    Modifications, Alterations or Addition to Existing Home or Lot**

### **Modifications, Alterations or Addition to Existing Home or Lot**

#### **Application Form**

I understand that ARC approval does not replace the requirement to abide by all applicable County building and zoning ordinances. All required Building Permits must be obtained prior to any work-related activity commencing.

Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

#### **BUILDER INFORMATION**

Builder's Name \_\_\_\_\_

Builder's Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

License Number: \_\_\_\_\_ Expiration Date \_\_\_\_\_

# Appendix C      Schedule of Fines

## The Woodlands POA   Fine Schedule

(all fines assumed after written warning, unless otherwise indicated)

### Fine Process

In the event of a violation or non-compliance the Woodlands ARC shall

1. notify, in writing the builder and/or owner of the property, of said violation and timeframe / deadline for rectifying
2. specify the amount of the fine to be imposed and timeframe (if applicable)
3. and if the violation is not corrected, within the specified timeframe, the ARC will notify the Woodlands POA Board of Directors and recommend that the appropriate fine be levied.

Violation - Construction		Business Days to Rectify	Fine Amount	Additional Fine if violation continues
Starting Site Work without first obtaining written ARC approval		Immediate "cease work" order, in addition to warning letter with amount of the fine	\$500	\$1,000
Clearing, Grading or Storage of Materials-prior to Building Permit posted on site		Immediate "cease work" order, in addition to warning letter with amount of the fine	\$250 per day	
Burning		No warning required.	\$500	
No Portable Toilet on site prior to construction commencing		5 days	\$200	\$350
No Dumpster on site prior to foundation framing		5 days	\$200	\$200 per day
Littered Site or Dumpster not emptied when full if additional offenses occur, builder will be required to use covered dumpsters, in addition to the fines		3 Days	\$250	\$350

## Appendix C      Schedule of Fines

<b>Violation - Construction</b>		<b>Business Days to Rectify</b>	<b>Fine Amount</b>	<b>Additional Fine if violation continues</b>
<b>Silt Fencing</b> is missing, damaged or not installed as per site plan		5 Days	\$200	\$350
<b>Inadequate erosion Control</b> Failure to control mud runoff onto the roadways and adjacent lots		2 Days	\$250	\$500
<b>Non-Conforming Job sign</b> (no signage other than conforming Builder Sign and required County postings may be posted without prior ARC approval		5 Days	\$100	Sign will be removed by Woodlands BOD
<b>Builder sign to be removed within 30 days of certificate of occupancy date.</b>		5 Days	\$100	Sign will be removed by Woodlands BOD
<b>No overnight parking allowed on roadways or adjacent properties</b> (Construction Parking must be completely off the road )		1 Day	\$200	\$350
<b>Parking on Adjacent property w/out permission from owner</b>		1 Day	\$200	\$350
<b>Building materials or equipment on adjacent property</b>		2 Days	\$200	\$350
<b>Building Material in right-of way.</b>		2 Days	\$200	\$350
<b>Damage to adjacent property</b> (or any neighboring areas outside the build site)		Plan to rectify within 5 days	\$250 plus restoration deducted from deposit	\$500
<b>Concrete washed out in area other than job site property (must be removed)</b>		2 days	\$200	
<b>Damage to small trees, vegetation or natural areas</b>			\$250	\$500
<b>Fill placed on tree roots</b> (barriers should be placed around trees to be protected from fill dirt and construction traffic)		5 days	\$250	\$500



## Appendix C      Schedule of Fines

<b>Violation - Construction</b>		<b>Business Days to Rectify</b>	<b>Fine Amount</b>	<b>Additional Fine if violation continues</b>
<b>Unauthorized removal or destruction of trees six (6) inches or larger in diameter - per tree.</b> (Owner will replace trees with "like species and size" unless otherwise approved by the ARC)		No warning required. Mitigation fee placed into Escrow until replacement trees have been planted and verified by the ARC	\$800 mitigation fee per tree	
<b>Working outside of approved Days/Hours (without written permission from the ARC)</b>			\$200	\$350
<b>Proceeding to next stage of construction without ARC approval of Plan Changes</b>		2 days	\$500	
<b>Unauthorized Plan Change (Minor)</b>			\$250 per change	\$500 per change
<b>Unauthorized Plan Change (Major)</b>		No warning required.	\$1000 per change	\$1500 per change
<b>Unauthorized finishes (i.e., paint, stain, roof material)</b>			\$500	
<b>Incomplete or non-complying Landscaping within 6 months of occupancy</b>		10 Days	\$200	\$350
<b>Non-Compliance with ARC Guidelines</b>			\$100 - \$500	Double the initial fine amount
<b>Loud Music/Noise that disturbs others</b>			\$200	\$300
<b>Damage caused by wind, storm rain etc. to be cleaned up or repaired</b>		3 Days	\$250	
<b>Trash or Debris placed on any portion of the development (fine plus cost of removal of such debris)</b>		3 days	\$200	

## Appendix C      Schedule of Fines

<b>Violation - Existing Homes</b>		<b>Business Days to Rectify</b>	<b>Fine Amount</b>	<b>Additional Fine if violation continues</b>
<b>Non-Compliance with ARC Guidelines</b>			\$100 - \$500	Double the initial fine amount
<b>Lawn and Property Maintenance</b>		7 Days	\$200	
<b>Unauthorized removal or destruction of trees six (6) inches or larger in diameter - per tree.</b> (Owner will replace trees with "like species and size" unless otherwise approved by the ARC)		No warning. Mitigation fee placed into Escrow until replacement trees have been planted and verified by the ARC	\$800 mitigation fee per tree	
<b>Unauthorized finishes (i.e., paint, stain, roof material)</b>		Plan to rectify within 5 days	\$500	
<b>Damage caused by wind, storm rain etc. to be cleaned up or repaired</b>		3 Days	\$250	
<b>No overnight parking allowed on roadways or adjacent properties</b>		1 Day	\$200	\$350
<b>Loud Music/Noise that disturbs others</b>			\$200	\$300

Should a builder or lot owner incur 3 violations within a 12 month period the fine will be double the amount shown.

The ARC will assess fines on a case-by-case basis and may elevate to the Board Of Directors if legal action if necessary.

The amount of the fines given above are subject to periodic review at the discretion of the ARC

## **Appendix D      New Construction Steps / Milestones**

The following steps / milestones are provided to aid in the application and construction process (this list is not all inclusive; it is only intended as an aid):

### ***BEFORE CONSTRUCTION***

1. Pre-Construction Meeting — with Owner, Builder and ARC (Ref Section 6).
2. Building Application Package Submission — by Builder to ARC (Ref Appendix A).
3. Building Application Package Review and Written Results — If denied, Builder may re-submit with changes (Ref Section 8 thru 11).
4. Building Permit — Copy submitted to ARC and posted on site before construction begins.
5. Lot Clearing — Conducted according to Approved Site Plan; includes tree removal, grading and silt fence installation (Ref para.12.2 and Section 14).

### ***DURING CONSTRUCTION***

**NOTE: Any changes to the Building Application Package, including the Approved Site Plan, must be approved by the ARC in advance (Ref Sec 12.15).**

6. Staking Approval — A "Re-Staking Letter" will be submitted from a licensed surveyor to confirm placement of the house when clearing has been completed (Ref Section 11.2).
7. Foundation Verification Survey — Survey by a licensed surveyor will be submitted to outline the location of the foundation on the lot upon completion of the foundation and prior to the start of any framing activities (Ref Section 11.3).
8. Landscaping Plan — Due to the ARC at the time of the initial building application, or before the unit is "dried in". (Ref para. 13.1)

### ***AFTER CONSTRUCTION***

9. Certificate of Occupancy (CO) — Copy submitted to ARC
10. ARC Final Inspection of Home and Landscaping — Written results provided to Builder. If landscaping is completed after the CO, the ARC final inspection of the landscaping will occur at that time (Ref para. 7.1, 13.1 and Section 15).

# Appendix E Exterior Materials and Color Plan Example (Storyboard)

**Note: Primary home color should include LRV which is required to be lower than 60. Reference para 1.4 and 4.7**

## Example 1

**Photo of samples of exterior materials and colors**

**Primary Siding: James Hardie**  
**Color: Mountain Sage, LRV 13.2**

**Trim James Hardie**  
**Color: Cobblestone LRV 52.8**



## Example 2

**Manufacturer Stock Photos**

**Primary Siding: James Hardie**  
**Color: Heathered Moss , LRV 32.6**

## Exterior Selections



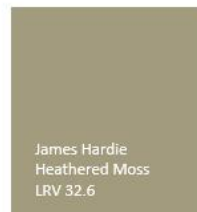
Dormer Brown SW 7521

Shakes



Weathered Shingle  
SW 2841

Soffit and Fascia



James Hardie  
Heathered Moss  
LRV 32.6

Lap Siding



Ashen Weather  
Ledge Stone



Dark Walnut

Shutters, Posts,  
Accents, Front  
Door

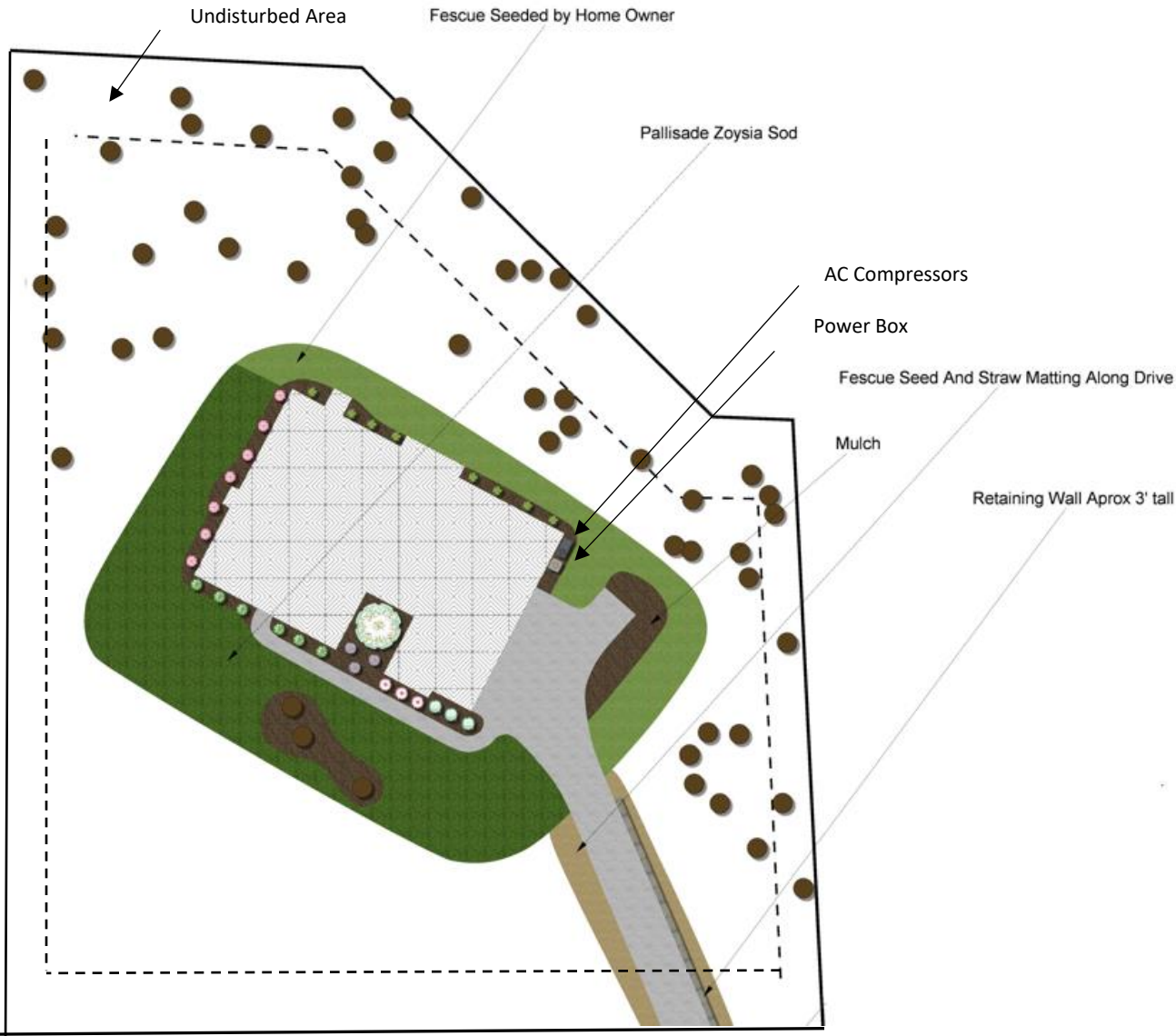









IKO Weathered  
Wood Shingle



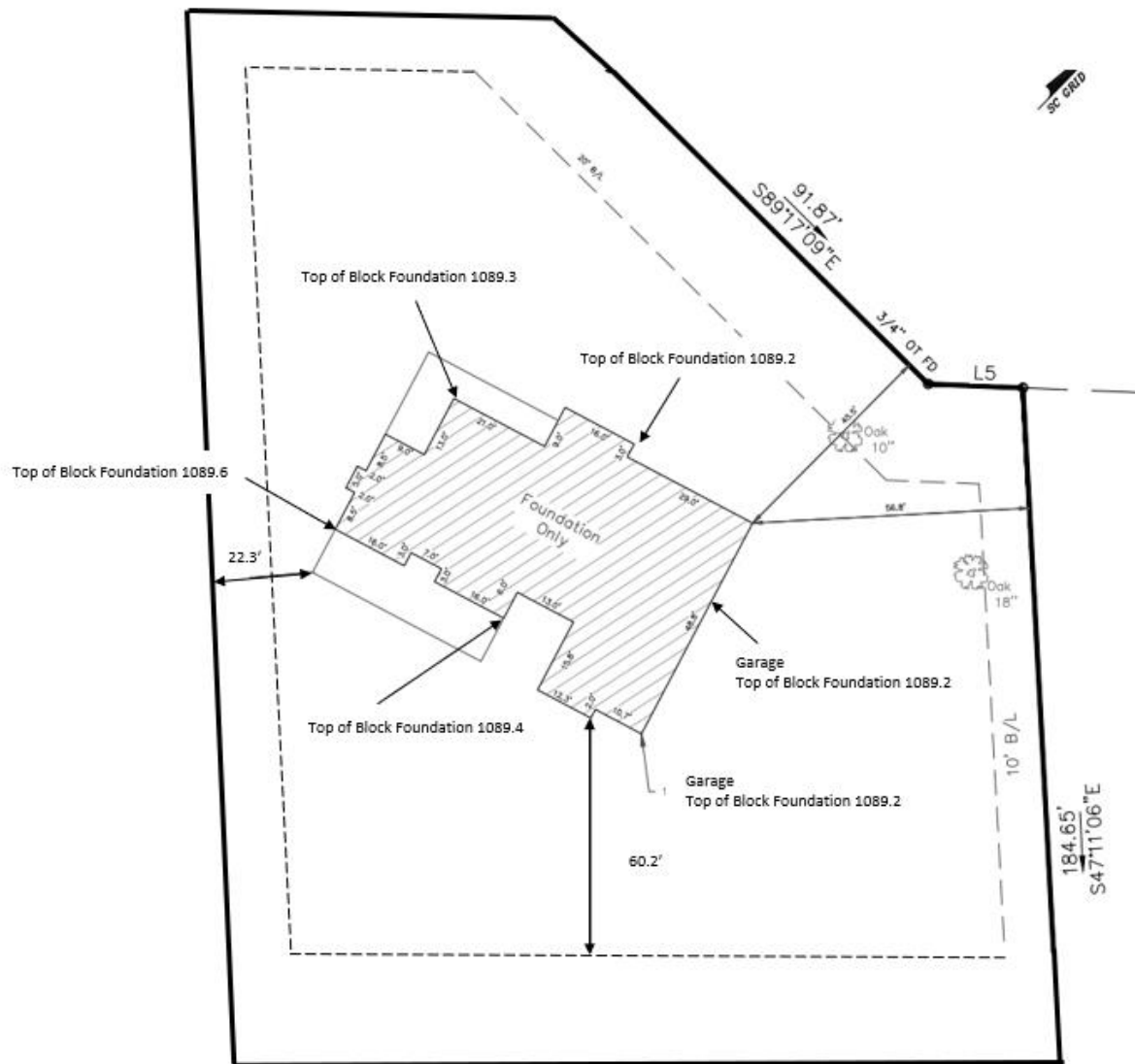
Amarr Classica  
Walnut

# Appendix F Landscape Plan Example



Plant Legend			
Symbol	Qty	Common	Size
	7	Camellia	
	3	Compact Red Camellia	#3
	1	Crape Myrtle Acoma	#15
	6	Gardenia Frost Proof	#3
	8	Japanese Painted Fern	
	3	Loropetalum Crimson Fire	#3
	3	Variegated Abelia	#3

# Appendix G Foundation Verification Survey Example



## Appendix H Site Plan Variance Request

## SITE PLAN VARIANCE REQUEST

(As Applicable / Required)

This page to be completed only if you are applying for a Variance

Requests for block retaining walls shall be reviewed by the ARC and approved on an individual basis. If the retaining wall will be visible from the street or neighboring properties, the ARC may require that a landscape plan also be submitted showing heavy evergreen plantings to adequately screen the wall.

Builder's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Business Address \_\_\_\_\_

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Property Address \_\_\_\_\_

Lot: \_\_\_\_\_

Subject of Variance Request: \_\_\_\_\_

Does the Variance affect Property Line Setback? Yes \_\_\_ No \_\_\_

If "Yes", indicate Location and Distance:

Location: Front \_\_\_ Right Side \_\_\_ Left Side \_\_\_ Rear \_\_\_ Distance (in feet): \_\_\_\_\_

**Variance Justification:**

[illegible]

Attach additional documentation as needed.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix I

## New Construction Change Order Request Form

Builder Company Name \_\_\_\_\_

Construction Contact Name \_\_\_\_\_

Construction Contact Email \_\_\_\_\_ Cell # \_\_\_\_\_

Lot Owner of Record \_\_\_\_\_

Property Address or Lot# \_\_\_\_\_

Builder Signature \_\_\_\_\_ Date \_\_\_\_\_

Describe the change(s) being requested. As required for clarification attach appropriate updated storyboard, construction, site or landscape plans. Add additional pages as required and note as such.

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To be completed by the ARC:

Approved ☐

Denied ☐

Conditions for Approval or Reason for Denial \_\_\_\_\_

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