

## **ARCHITECTURAL REVIEW BOARD PROCEDURES & GUIDELINES**

Association of Royal Pines Country Club Estates, Inc.  
Beaufort, SC 29907

In furtherance of the requirements of Item 7 and Item 8 of the Royal Pines Homeowners Association Covenants, the purpose of the Architectural Review Board (ARB) is to preserve the beauty of the Royal Pines community. The following Guidelines outline the process by which homeowner applications are reviewed and evaluated for construction or property alteration and details enforcement of the Covenants and Guidelines.

### **INTRODUCTION**

Property owners should review the Protective Covenants, Restrictions and Affirmative Obligations of Royal Pines. While property owners have leeway in design and material selection for their homes, our basic principle is that homes should blend with and complement the natural surroundings, not compete with them. New construction should be of the same or higher quality as that of surrounding homes. With the minimum, low square footage allowed for houses, we expect exterior elevations to reflect favorably upon Royal Pines and be aesthetically pleasing.

The Royal Pines Homeowners Association ARB must approve:

New construction of homes, garages, fences, sheds

Additions to existing structures

Tree removal if trees have greater than a 6" (six inch) diameter at the ground.

EXCEPTION: If trees are located within 10' (ten feet) of the main dwelling, accessory building or approved site for same, approval is not required.

*It is to be noted that Beaufort County also has specific requirements as to removal of trees. Failure to comply with the County requirements can result in substantial fines.*

### **FIRST STEP - Submission of Application**

Obtain an ARB application from the Royal Pines website

([www.royalpineshomeowners.com](http://www.royalpineshomeowners.com)) or from a Board member. Fill in the required information for location of construction and/or trees that will be removed. Submit the application and one (1) copy to the ARB representative. The required information includes:

- A plat showing the home site and driveway and the site plan for the house or improvement. Identify setbacks from lot boundaries and location of walkways. Show dimensions of the lot and structure(s).
- Elevations for homes, sheds and garages
- Drainage plan for removal of surface water
- Floor plan
- List of proposed exterior materials and colors
- For Tree Removal - The number, diameter and location of trees to be removed
- Fees: Include a Three hundred dollars (\$300.00) fee when making the submission for a new house. If the house is started (including tree removal or excavation) prior to ARB approval, the fee will be Five hundred dollars (\$500.00). Include a Two hundred dollar (\$200.00) fee for additions or accessory buildings. A twenty-five dollar (\$25) fee is required for applications for changes to existing homes or for sheds, fences, garages and pools. **There is no fee for tree removal.**

## **SECOND STEP - ARB REVIEW**

After completing the ARB application, submit it to the ARB representative. It will be reviewed, usually within one week, and the ARB representative will contact you.

Evaluation criteria:

- SITE UTILIZATION** - No clear cutting of lots will be permitted. Maximum consideration should be given to the appearance from the street and golf course, the preservation of specimen trees and the home's relationship to existing neighbors' homes. Consideration and respect for the natural massing of vegetation and height of the tree canopy is encouraged. Ample side and rear setbacks that allow continuity of views by neighbors and unrestricted air movement are encouraged and will be given substantial weight by the ARB in the review and approval process.
- DRAINAGE** - Like many coastal communities, Royal Pines has the potential for drainage problems. A complete drainage plan is required showing existing elevations with regard to the house, street, drainage ditches and ponds. New elevations must be shown on the plan to provide for positive drainage of the lot without diverting water to other home sites or the golf course.
- SETBACKS** - Setbacks specified in the Covenants will be strictly enforced.
- TREE SURVEY** - The design and location of the house will require removal of a minimum number of trees. Trees planned for removal must be marked for review by the ARB before beginning site preparation. Open spaces, which are greenbelts and are shown on the recorded plat of Royal Pines, will not be cut, cleared, trimmed or used for storage. They must remain undisturbed. We discourage the use of a bulldozer for clearing more than the general area for the house and drainage.
- LANDSCAPING** - A landscape plan will be submitted. The plan will show the location and type of plants to be used and will delineate natural and grassed areas. Landscaping can be completed in phases with the first phase completed along with the house and the second phase completed within one year.
- ROOF SCAPE** - Flat roofs will not be allowed.
- SERVICE AREA** - The house should include an area to accommodate air conditioners, garbage cans, electrical service entrance and other potentially unsightly items. This area should be located with consideration of accessibility to service companies and should be screened from view by vegetation or low fences.
- GARAGES** - Garages can be attached or detached. The ARB discourages carports and garage doors that face the street.
- FENCES AND SCREENS** - Fences are not permitted around the perimeter of the home site. They are also not permitted forward of the house on the street side. They may be used to screen service areas, patios and swimming pools. The ARB encourages the use of rough-hewn woods, masonry or natural plantings for fences and screening. Chain-link fences are discouraged and will be approved rarely and only if they are green, brown or black. Fences exceeding 4' in height will not be approved.
- SHEDS** - Sheds cannot exceed a footprint of 144 sq. ft. and must be behind the house, preferably not visible from the street. The shed must match the house and roof colors and should be made unobtrusive with shrubbery. Metal and plastic sheds will not be approved.
- OTHER** - Building contractors must keep the site neat, clear and orderly. A dumpster should be on site to facilitate clean-up and should be removed promptly.

when no longer needed. Work on weekends and holidays is discouraged. The ARB recommends but does not require the use of an architect.

### **VIOLATIONS, COVENANT ENFORCEMENT PROCEDURES & FINE SCHEDULE**

Item 24 of the Covenants grants authority for action to be taken in the event there are violations of the Covenants. The actions involve legal remedies including, but not limited to, entry upon the violator's property to remove offending items. The Royal Pines Homeowners Association Board of Directors has determined that the latter action could result in unsafe conditions for the violating owner/resident and/or the individuals entering upon the property to enforce the Covenants/Guidelines. Therefore, in order to preserve the safety of all parties and in addition to the "self-help" provision, the following fines will be imposed for violations after the appropriate notice to the homeowner and, if applicable, provision of a reasonable period to cure the violation.

### **GENERAL**

When a prospective homeowner purchases property in Royal Pines, the homeowner accepts all applicable conditions, covenants, restrictions, easements and rights of way recorded in the Office of the Register of Deeds for Beaufort County, South Carolina. Association of Royal Pines Country Club Estates (RPHOA) is responsible for enforcing compliance with those documents.

From time to time a homeowner within Royal Pines may violate one or more of the terms contained in these documents. Because compliance with the contents of these documents is required, the Association of Royal Pines Country Club Estates, Board of Directors is tasked with working with various governmental agencies including, Beaufort County Codes Enforcement, to work towards correcting property owner non-compliance. In the event that negotiation with the homeowner in non-compliance does not yield resolution, the Board has the option to assess a fine. Fines must be paid, and the non-compliance issue(s) must be corrected. Failure to do so will result in court action by the Board.

### **FINE ADMINISTRATION**

Historically, the Board has successfully negotiated resolution for non-compliant property owners. However, when an impasse between a non-compliant homeowner and the Board has developed, fines are administered. It is the duty of the Board of Directors to respond to neighbor complaints and to insure that violations of the covenants are corrected in a timely manner.

Fines are assessed by the Board of Directors in accordance with the FINES SCHEDULE below, and begin on the 30<sup>th</sup> day after the non-compliant homeowner receives an official written notification of violation from the President of the Board (or his/her authorized representative). If fines are not paid and the non-compliance corrected within 60 days of written notification, the applicable fine will double. When the accumulated fine reaches \$350.00, the Board will notify the homeowner in writing that it is instituting court action.

Fines will be owed and continue to accumulate until paid or a court judgment has been rendered. If the non-compliant homeowner corrects a violation prior to trial date, fine accumulation will cease as of the date of correction. Such homeowner will be responsible

for attorney fees and filing fees. Payment of the total fine at that time will avoid a court appearance.

**FINES SCHEDULE:**

Five dollars (\$5.00) per day starting on the 30<sup>th</sup> day after written notification.

Ten dollars (\$10.00) per day starting on the 60<sup>th</sup> day after written notification.

Revised April 2017

Adopted by RPHOA Board April 6, 2017