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PALMETTO HALL

ARCHITECTURAL REVIEW BOARD STANDARDS

6.15.22

These Standards (herein after the “Standards”) are established by the Architectural Review Board, (hereinafter the “ARB”), consisting of a Chairperson and members appointed by the Board of Directors of Palmetto Hall (hereinafter the “BOD”) pursuant to Section 3.3 of the Declaration of Covenants and Restrictions dated Feb 28, 1991, as amended (hereinafter the “Covenants”). Amendments, changes and revisions to these Standards may be made at any time. Please be certain you have a current copy of these Standards and the Covenants.

Before proceeding with any project, you are advised to read the Covenants. Any conflict between these Standards and the Covenants shall always be resolved in favor of the Covenants. Should you have any questions concerning the Covenants or these Standards you may speak to the Association Manager who also serves as the ARB Administrator. The Manager may be found in the PH POA Office, 11 Palmetto Parkway, Suite 201, Hilton Head Island, SC 29926 and can be reached at 843-682-4182.

The Covenants were established in order to assure and preserve certain high standards of aesthetics and materials, to provide all property owners with ample opportunity to make the best use of their property in a manner in keeping with rights and values of the adjoining property, and to create certain procedures to enable the community to permanently control the quality of its neighborhoods.

These Standards are not intended to be on the same level of authority as the recorded Covenants and, unlike the Covenants, may be amended or modified at the discretion of the ARB of Palmetto Hall. Rather it is an expression of standards and procedures to serve as the currently employed criteria for review of matters aesthetic and/or architectural in nature.

ARB MISSION STATEMENT

The mission of the Architectural Review Board (ARB) is to establish and preserve architectural grade design and construction in order to enhance the values of each homeowner's investment. Additions, renovations and exterior remodel changes will be held to the same high standards as a newly constructed house. These standards will enable all homeowners to maximize the value of their property. Standards have been established which give each homeowner the best use of their property while maintaining the values and quality of life of their neighborhood. In so doing, Palmetto Hall adds to the natural beauty of our island.

The ARB will review all plans and specifications to ensure the design is consistent with the character of the neighborhood while preserving and encouraging freedom of design. Varied materials may be used to

avoid side-by-side monotony. A house design that meets all the statistical criteria within the ARB established standards may still be unacceptable for purely aesthetic reasons.

ARCHITECTURAL REVIEW BOARD

Review and approval of plans and specifications for new construction, additions, reconstructions, alterations or changes to structures and landscaping are solely the responsibility of the ARB. Permits, fees and deposits that are required to proceed with such projects are shown on the Fee Schedule (**see Exhibit # I**). Adherence to the Standards in this document is essential to achieving a combination of high quality home/landscape design, overall diversity and individual expression within the context of a cohesive and harmonious community design setting which is accomplished in a manner that is compatible with, and complements, the natural surroundings, climate and other environmental factors indigenous to this area. Most local architects, designers and contractors will be familiar with the Standards contained herein; however, property owners are urged to verify that the design, construction and landscape professionals that they select are, in fact, thoroughly knowledgeable about the ARB Standards and Guidelines for Palmetto Hall. The standards incorporated herein are intended to protect the property values of all Palmetto Hall property owners and these Standards, Procedures and Guidelines are intended to provide a timely, systematic and uniform review of all development requiring ARB approval.

The ARB meets on a regularly scheduled basis or “as needed” to review all plans for construction and provide recommendations. This includes: discussion of the general appearance of the community and appropriate actions to improve its aesthetics; and to work with owners, architects, builders, and landscapers to assure that high standards are being maintained. By review and approval of such plans, the ARB shall not assume liability for structural design or damage to other property during the approved construction. Further, it should be noted that if some portion of the approved plans is, due to inadvertent oversight by the ARB, in violation of the Covenants, such approval will not later prevent the ARB and or the BOD, from seeking enforcement of the Covenants. The authority of the ARB is derived from the Covenants. **IN ANY INSTANCE WHEN THESE STANDARDS OR THE ARB’S PERMIT APPLICATION CONFLICT WITH THE COVENANTS, THE COVENANTS SHALL CONTROL. ADDITIONALLY, THE DECISION(S) OF THE ARB ARE NOT BOUND OR RESTRICTED BY ANY PRIOR DECISION(S) OR DETERMINATIONS.**

In the event of an emergency, or an extremely time sensitive request for ARB approval is requested by a property owner, the ARB Administrator shall first attempt to contact the ARB Committee Chairperson. The ARB Chairperson will in turn contact ARB Committee members, review the request, and with a quorum vote make a decision. In the event the ARB Administrator cannot reach the ARB Chairperson, the Administrator shall contact each ARB Committee member directly to review the request, and with a quorum vote to make a decision. In the event the ARB Administrator cannot carry out either of the above procedures, the Administrator shall consult with the BOD Liaison to the ARB for guidance and determine a course of recommended action to address the emergency/time sensitive request.

Applicants will be notified in writing of all decisions of the ARB promptly after the ARB reaches a determination. All ARB decisions are rendered based on a quorum vote (3 or more members). Oral representations of any ARB decisions shall be non-binding on the ARB. No approval of plans/location/specifications and no publication of architectural standards bulletins by the ARB shall ever be construed as representing/implying that such plans/specifications/standards will, if followed, result in a properly designed residence or that such standards comply with pertinent law. Such approvals and standards shall in no event be construed as representing or guaranteeing that any residence will be built in a good workmanlike manner. **THE ARB ASSUMES NO LIABILITY AS TO THE ADHERENCE OF BUILDING CODES AS THAT REMAINS THE SOLE RESPONSIBILITY OF THE OWNER, THE OWNER’S ARCHITECT AND THE OWNER’S BUILDER. NO IMPLIED WARRANTIES OF GOOD WORKMANSHIP, DESIGN, HABITABILITY, QUALITY, FITNESS**

FOR PURPOSE OR MARKETABILITY SHALL ARISE AS A RESULT OF THE APPROVAL OF ANY PLANS OR SPECIFICATIONS MADE OR PUBLISHED BY THE ARB.

PLAN SUBMISSION PROCEDURES

1. The ARB Building Permit Application (**Exhibit # 2**) is to be completed and all related required plans, specs, and forms are to be signed by all applicable parties including the property owner. A submission fee is due upon submission of the ARB Application and related documents. This fee is determined on an annual basis. (see **Exhibit # 1 – Fee Schedule**)
2. If the proposed construction includes any variances from the design standards stated herein, they must be requested specifically on the application form or on an attached memorandum. A written reason for each variance requested is required. The ARB reserves the right, but is not obligated, to consult with affected property owners in deciding the merit of any variance request. If the ARB determines that a variance is required but not requested, the application will be denied. The applicant may submit revised plans eliminating the need for a variance or specifically request the variance in writing.
3. For new homes, a conceptual presentation, including an artist's rendering or a computer-generated image of the exterior with all four elevations and any proposed variance request, must be submitted to the ARB in order to determine suitability of a particular style or design for construction in Palmetto Hall. The conceptual plan must be submitted 10 working days in advance of a scheduled ARB meeting. The ARB will provide an opinion as to whether a particular depiction of a design would be acceptable. Artistic renderings are not always an accurate depiction of a design scheme. In this scenario, the ARB's opinion will be strictly non-binding and will be offered only in an effort to save an applicant's time and expense in pursuing a design that would ultimately be disapproved.
4. After a conceptual plan has been reviewed by the ARB, a final plan which takes into consideration the ARB's comments on the conceptual plan, must be submitted. Hard copies of all ARB applications, plans and documents must be submitted to the offices of the ARB at least ten (10) working days prior to the scheduled ARB meeting. This will allow enough time for a thorough review. The ARB currently meets on the first and third Monday of each month. Occasionally there are adjustments to the meeting schedule. Full documentation, including drainage plans, landscaping plans, color boards, variances, etc., must be submitted with the final plan, or the plans will not be reviewed. The ARB Administrator should be contacted to confirm meeting dates.
5. All plans and documents submitted to the ARB pursuant to these requirements/procedures will become the property of the ARB and under no circumstances will they be returned. Special visual aids such as models, slides, etc. may be reclaimed by the applicant. Final plans showing all approved changes will need to be submitted to the POA office in digital format (36"x24"). One full copy of all sheets is required.
6. All surveys shall have the seal of a South Carolina licensed land surveyor - no exceptions. For new houses, major additions and other significant exterior alterations, owners are required to submit plans professionally prepared by an architect or residential designer. For minor changes, clear, legible drawings to scale prepared by the owner or contractor may be sufficient. The ARB Administrator, Chairperson or the Board itself shall determine whether or not drawings are sufficiently clear and detailed for the ARB to review.
7. Applications submitted with incomplete documentation are eligible to be considered for conceptual approval only. A subsequent submission must be reviewed by the ARB members at a future ARB meeting. In order to obtain conceptual or final approval, the documents noted in the "Documents Required at Submission" section must accompany the application.
8. Once conceptual approval is granted, a final submission that does not include all plans, materials, applications, and other items as required by this section and by the "Documents Required at

Submission" section will be rejected by the Administrator/Chairperson. It will not be placed on an ARB meeting agenda until all requirements have been met. Rejected submissions must be resubmitted at least ten (10) working days or more in advance of the next ARB meeting. Placement on the respective meeting's agenda is again dependent on all requirements having been met.

9. Conceptual approval does not constitute approval for lot clearing or construction activity of any kind. Conceptual approval requires a resubmission of final construction drawings revised to reflect the ARB's decisions/requirements/recommendations for review. Final approval will require an additional review at a future ARB meeting.
10. Final approval must be received in order to commence any construction or activity on a building site, including lot clearing/tree removal. Final complete construction plans, drawings, documents, and application signatures are required for this approval and issuance of any ARB permits. Each sheet of the plans will be date stamped when it is approved.
11. Upon having final approval of plans and specifications, no further approval shall be required unless construction has not substantially commenced within six (6) months of the approval date of such plans and specifications (e.g. clearing and grading, pouring of footings, etc.) or unless the approved plans and specifications are altered or changed. NO changes can be made to the approved set of plans without review and written approval of the changes by the ARB.
12. No **external changes** to the approved project shall be allowed without submittal to the ARB for approval. No work on such changes shall be performed until the ARB renders its written decision on the proposed changes.
13. *Internal changes* without any effect on the exterior of the building do not require approval.
14. Applicants will be notified, in writing, of all decisions of the ARB. Oral representations of any ARB decisions shall be non-binding.
15. An applicant receiving a negative decision from the ARB is advised to revise the plans in accordance with recommendations and resubmit them to the ARB for approval.
16. The ARB, through the Association Manager's office will, by letter, advise property owners both adjacent to and directly across from any property for which any plans are submitted for anticipated property owner construction. In addition, upon conceptual approval, along with the site clearance permit, new construction plans are available for review at the Association Manager's office.

DOCUMENTS REQUIRED AT SUBMISSION

APPLICATION

1. Submit original form (as revised on June 1, 2016). Copies are not accepted.
2. Complete form in its entirety. Any areas of the application that are not applicable should be so noted by placing "N/A" on the respective blank line. Do not leave any lines blank. Submissions received with an incomplete application will not be reviewed.
3. Show and explain in writing reasons for all variances requested from the ARB Standards.
4. Signatures of all parties (owner/architect or designer/builder/landscaper) are required.
5. Submission fees are due at the time of conceptual submission. Submissions received without payment of the required fees will not be reviewed.
6. Every major project must have an assigned project manager and if not, the property owner is deemed to be responsible and accountable for all aspects of the project.

SITE PLAN

1. Use scale of 1/8-inch equals 1 foot.
2. Use Tree and Topographic Survey by a S.C. Registered Land Surveyor (Seal) as a base, noting all trees six inches (6") or larger in diameter measured at four feet (4') above grade by species and size. Trees to be removed are to be clearly marked with an "X". On a separate attachment sheet

- state reason (dead, top missing, etc.) for removal of any trees or shrubbery outside of the building envelope.
3. Show all property lines and elevations of lot corners/culvert inverts/edge of roadway. Show easements (if existing).
 4. Show final grading/drainage plans. A drainage plan certified by a South Carolina Registered Professional Engineer is required. All references to drainage such as culverts and swales must be specific. The plan must be consistent with the developer's master plan for roadway drainage. Any "as required" statements will result in automatic rejection of the plan.
 5. Show exact locations (entire side outline) of existing homes on all adjoining lots.
 6. Show location of amenity, i.e. lagoon(s)/edge of golf course.
 7. Show location of service entry to property for water/electricity/telephone/cable. Show service yard and mechanical platforms, (including dimensions).
 8. Show location of builder's sign, permit posting sign, trash receptacle and portable toilet.
 9. Show exact location of home. Show both the required and actual setbacks - front, rear and sides (on vertical construction more than three feet (3') in height).
 10. Show driveway and parking area (including expansion joints, dimensions of apron and narrowest point), location/layout, including culverts (include size and type), where needed. The narrowest point of the driveway must be at least twelve (12') feet. The minimum culvert size under the driveway is twelve (12") inches and can be either reinforced concrete or PVC schedule 40.
 11. Show exact location, size, elevations above existing/finished grade and all actual setbacks from rear and side property lines (including parking area), of pool/future pool and surrounding deck/enclosure. Complete construction details are required.
 12. Show the elevations and dimensions of all service yards. See section on service yards requirements.
 13. Any changes made to the plans after the initial ARB approval must be clearly noted and clouded on the appropriate plan and either resubmitted to the ARB Committee or initialed by the ARB representative depending on the scope of the changes.

CONSTRUCTION

See Article 3, Section 3.2, of the Covenants.

No disturbance of the site, including clearance, should start before you have submitted:

1. Proposed plans
2. Specifications (height, color of roof, siding, materials and exterior finish etc.)
3. Plot plan
4. Landscape plan
5. Drainage plan
6. Construction schedule
7. Requests for variances (if applicable)
8. Town of Hilton Head Island Building Permit

Final approval must be secured in writing from the ARB before any activity commences. A new house or modifications to a house or property which meets all of the statistical criteria contained in the ARB Standards may be unacceptable for purely aesthetic reasons, and the ARB reserves the right and authority to make subjective judgments of this nature. The authority of decisions by Architectural Review Boards, based purely upon aesthetic considerations, has been recognized and upheld by the South Carolina Supreme Court.

The time frame for the construction of a new house is set in the Covenants at twelve (12) months. In order to ensure a prompt completion of project's construction, and to minimize the possible unsightly conditions and disruption of the neighborhood that may occur during renovations, a time frame for the project will be established prior to approval. The time frame for construction will be established as follows:

1. If the time frame for completion appears to be excessive, the ARB may require further explanation as to the reason for the time frame submitted and may propose a shorter time frame.

2. After approval of the project and time for completion, the ARB administrator/inspector will monitor the project indicating that either the expected completion date is still valid, or that an extension may be needed.
3. Requests for an extension to the date of completion should be made as early as possible before the actual date. Requests must be in writing and include reasons for the delay in the project's completion.
4. Extensions to the completion time frame from the initial construction start date will normally not exceed fifteen (15) days except when valid reasons exist for a longer time. Any projects that are not fully completed within the twelve (12) months, plus the 15-day grace period will be subject to fines as outlined under the Fees Required in Exhibit 1 Fee Schedule.
5. When extensions are granted for reasons of materials not being available, the contractor may be required to perform additional tasks at the site to eliminate unsightly conditions during periods when no work is being performed.
6. Projects that are not completed within the approved time frame, or when these procedures are not followed, are subject to a penalty which will include forfeiture of part or all of the Compliance Deposit.

HOUSE PLANS

1. Use scale of 1/4-inch equals 1 foot.
2. Show exterior elevations/foundation grading - all sides. Show front and rear elevations on same sheet. Show left and right-side elevations on same sheet. Indicate existing grade, finished grade/fill, finished floor and roof height/roof slope on all elevations. Indicate treatment of building from finished grade to roof. Pool equipment, emergency generators, and propane tanks (if not buried) must be in a service yard. Show elevations and dimensions of service yard.
3. Show floor plans.
4. Show service yard(s) (for utility/irrigation boxes, above ground propane tank(s), and trash receptacles) and the mechanical platform(s) (for compressors). Show location of all/any pool equipment.
5. Show foundation plans. Complete construction details are required. There must be two feet (2') minimum exposed foundation above certified finished grade elevation, with the exception of construction in Tucker Ridge. See section on Special Provisions in Tucker Ridge.
6. Show typical construction details: wall section, corner detail, privacy fence/wall detail, service yard fence/wall detail, chimney cap detail, entry step and handrail detail. Show all other details necessary to explain the materials and finishes to be used on the exterior of the building. Complete construction details are required.
7. Show roof plan. Complete construction details are required.
8. Show electrical plans (See #4 above).

COLOR BOARD

1. Use white foam core board (8 1/2" x 11").
2. Chips of all materials and colors are to be adhered to the board and labeled.
3. Elevation plans must be specifically labeled as to color of house trim, soffit, body and garage doors.

PHOTO SHEETS

1. Color prints of the front and rear of residences on adjoining lots are required on the application provided.
2. Color prints of the front and rear of subject lot are required on the application provided.

3. Color prints of all four elevations of subject home (includes completed landscape) at completion are required on the application provided.
4. Relative to additions, improvements, etc., photos of the respective areas where the addition, improvement, etc. is to be located are also required, in addition to the above required photos.
5. Each photo is to show full elevation of the property.

LANDSCAPE PLAN

1. The landscape plan submission is due with final approval submission.
2. Use scale of 1/8-inch equals 1 foot for site plan.
3. Plant schedule is to be shown on plan. Plant schedule is to associate plant symbol with specified plant size (height, spread, and container), botanical name, common name and quantity used.
4. Foundation coverage on all sides of at least 50% laterally with plant material is required.
5. Show plants drawn to scale of their approximate size at maturity. The size is to conform to American Nurserymen's Standards.
6. Show types/sizes/spreads of existing trees/plants.
7. Show a "North" arrow and flow of surface water using drainage arrows.
8. Show details of any site construction not on architectural plans (lighting, steppingstones, benches, walls etc.).

FEES REQUIRED

SUBMISSION FEE

All Fees are due and payable as per Exhibit 1, Fee Schedule. Submissions received without payment of this fee will not be reviewed.

COMPLIANCE DEPOSIT

1. The compliance deposits and road impact fee are due upon final approval of the plans and prior to the issuance of any ARB permits. The checks are to be made payable to the Palmetto Hall POA.
2. The compliance deposit(s) are refundable unless penalties have been imposed due to non-compliance with the Covenants and/or the ARB Standards:
 - a. After completion of the Final Inspection, the ARB Field Inspector will submit a report to the ARB.
 - b. Compliance funds will be refunded within fifteen (15) days after final inspection and ARB approval.
 - c. If a request for the refund of a compliance deposit(s) has not been received within 180 days of the issuance of the Certificate of Occupancy or, in the case of a major addition/renovation, after final inspection, the ARB will advise, in writing, that the compliance deposit(s) remains open and will be forfeited if a request for reimbursement, in writing, is not received within 60 days of notification.
3. An inspection deposit of \$2,500.00 must be submitted and paid by the builder with all new construction submissions. This deposit is refundable upon compliance with the requirements outlined in the Inspection Fees (item 4. below). Failure to obtain approval for any required inspection, may result in a forfeiture of compliance deposit.
4. Inspection failure due to owner, builder, or landscaper's negligence in complying with the standards, or failure to be ready at the time of the request may result in forfeiture of a portion of or the entire compliance refund.
5. ARB refund checks for Compliance Deposit monies will be made payable to the original party or parties who submitted the deposit unless written instructions from the original party who made the payment to do otherwise are received and are on file.

6. Compliance deposits may be forfeited if the project is not completed in the time agreed, inspection failures are not corrected in a timely basis, or if they are repeated. **See Exhibit 4** for the Guideline for Inspection Compliance Escalation.
7. Regarding a new home construction project not being completed within the twelve (12) month period, the following fines will be imposed and deducted from the compliance deposits before refunds are returned.
 - a. The Builder has twelve (12) months from the date of the Clearing Permit being posted to complete the project and receive the final ARB inspection.
 - b. The ARB may grant extensions provided they receive a written request from the builder/owner with a justifiable reason.
 - c. Fines will be as follows:
 - i. 30 days or less - \$250.00
 - ii. 30 -60 days - \$500.00
 - iii. After 60 days \$1000.00 for every 30-day period or less
 - iv. For example, a project that is delayed 61 days -\$1,750.00, 91 days \$2,750.00

ROAD IMPACT FEES

A road impact fee will be required with all construction plan submissions for new homes, major additions, or minor additions requiring no more than 2 deliveries of heavy equipment per the most current fee schedule on Exhibit 1. This fee is to cover general wear and tear to the roadways. Any damage to roadways during construction of new homes or other projects or repairs must be repaired to the standard of the existing roadway by the homeowner.

PERMIT PROCEDURES/REQUIREMENTS/INSPECTIONS

1. The Palmetto Hall Field Inspector performs a detailed inspection of all jobs to ensure compliance with the Standards and Covenants. Homeowners and/or Project Managers will be notified of any violations and the compliance deposit will not be refunded until violations are corrected.
2. The Submission fee covers seven inspections: 1.) Clearing, 2.) Building, 3.) Framing completion, 4.) Driveway pour, 5.) Landscaping, 6.) Drainage completion, and 7.) Final completion. It is the contractor's responsibility to advise the ARB Administrator's Office 48 hours prior to requiring any of the above inspections, with the exception of the clearing inspection, which requires five (5) days' notice.
3. Failure of any ARB Field Inspector/ARB member to detect or object to an unauthorized design change or other noncompliance matter (including but not limited to the exact location of the house as it relates to the setbacks per the approved plan) during the construction process does not relieve the owner/architect/builder/landscaper of any obligation to correct the noncompliance and shall not constitute an implied or express approval of the plans.
4. All builders and/or owners are required to meet with an ARB Field Inspector prior to performing any work on a new property home site for the purpose of reviewing ARB Standards and inspection procedures. Contractors should consult the website for the most recent version of the ARB standards.

ARB CLEARING AND BUILDING PERMIT/FOUNDATION INSPECTION

1. Upon notification by the owner/contractor that the below items (2 thru 16.) have been completed, the ARB will have the ARB Field Inspector inspect and post the ARB Clearing Permit (normally within five days (5). Until this permit is posted, no trees are to be removed nor any construction

- material stored on site. Stipulation: Release of the ARB Clearing Permit is contingent upon execution of the Stipulation Agreement for Commencement of Construction (**Exhibit 3**).
2. Place one builder's sign board on the street side of the property; maximum size is 4 ft. x 4 ft.; single faced only with sign face parallel to roadway; setback from street is ten feet (10'); provide area on/next to sign to post Town and ARB Building Permits; hanging permits on trees is not permitted; remove promptly at completion of construction.
 3. Post the Town of Hilton Head Island Building Permit on area provided on/next to builder's sign board prior to requesting a clearing permit. A copy of the HHI Building Permit must also be submitted to the ARB office prior to any construction work.
 4. Clearing crews must not be scheduled to start until the builder's sign board is installed, the Town of Hilton Head Building permit is posted, and the ARB Clearing Permit is posted.
 5. Mark trees to be removed with red tape. Any intended clearing within thirty feet (30') of the golf course/waterfront must be specifically approved by the ARB and/or ARB field inspector prior to such intended clearing. Green tape is only to be used by the topo surveyor.
 6. Stake all property corners. Install all property string lines between corners.
 7. Stake/string entire perimeter of building(s) including decks/swimming pool/driveway.
 8. Call "No Cuts" (811) to have additional cable locations (electric, water/sewer, TV, cable, etc.) flagged by the respective companies. Contractor is responsible for making sure all utilities are flagged. Clearing approval will not be issued unless there is evidence that the utilities companies have flagged their installations. The Clearing Approval Permit will be posted on the builder's sign board.
 9. Silt fences are required on sides and back of the lot.
 10. Improved lots and/or Cul-de- Sacs across from the construction site must be staked, and colored rope ribbon strung to prevent damage to these properties. In the case of adjacent improved lots, barrier fences are required. This is in addition to the property silt protection barrier.
 11. Following clearing, erosion control devices must be installed to prevent silt-laden runoff from reaching a storm drain inlet. Location of such devices must be shown on the site plan. Storm drains on the front of the property should be protected by anchored straw bales or properly installed fabric fences may be used. Any other device must be submitted for approval. These erosion control devices must remain in place and properly maintained until the landscaping is installed.
 12. Compact area at designated entrance to construction site and cover with gravel or approved equivalent (no straw).
 13. If the driveway entrance requires a culvert, the culvert must be installed when the temporary gravel bed for the driveway is laid.
 14. Place a portable toilet facility on the property as far back on the lot as possible with door facing away from street and adjoining houses (minimum setback from street is fifteen feet (15')); keep clean/odor free; remove promptly at completion of construction. Portable toilets are to be enclosed with a three-sided lattice wood screen as approved by the ARB. This requirement applies to all porta toilets installed for any project.
 15. Place trash receptacle on lot (minimum setback from street is fifteen feet (15')); receptacle must be covered with a properly fitted tarp and securely fastened with rope or bungy straps on all four sides each evening and emptied when full; and full containers over a weekend or holiday are not permitted. Trash receptacle is to be removed promptly at completion of construction (before the final inspection).
 16. In advance of severe weather, construction sites must be made safe for high winds. Building materials including buckets, wheelbarrows, loose debris, boards, are to be securely covered or moved inside the building or removed from the site, scaffolding boards and ladders are to be removed and secured, and dumpsters are to be secured covered, etc.
 17. All construction vehicles must be parked on the designated parking area within the construction area. Overflow vehicles may be temporarily parked in front of the construction site, provided traffic safety cones are placed in the front and rear of the vehicle(s).
 18. Prior to the Posting of the ARB Building Permit, items (18. thru 19.) below must be completed.

19. Establish foundation placement with batter boards (do not pour concrete). A copy of the Foundation Survey, and a copy of the Elevation Certificate are to be provided to the ARB.
20. No pouring of concrete may commence until the Foundation Survey and Elevation Certificate are provided and the ARB inspector has issued permission to proceed by posting the ARB Building Permit. Underground plumbing (at contractor's risk) may be installed within the batter boards prior to the issuance of the ARB Building Permit.

FRAMING INSPECTION

The Framing Inspection must occur when:

1. All exterior stud work is completed.
2. All exterior sheathing is completed.
3. All door, garage door and windows openings are framed in, but doors and windows have not been installed.
4. All roof sheathing is completed.
5. Upon successful completion of this inspection, the ARB building inspector will issue an approval for further construction to proceed.

DRIVEWAY INSPECTION

Driveway Pre-Pour Requirements: All driveway aesthetic features (brick banding, etc.) are to be installed in accordance with approved Driveway Site plan.

1. Driveway location layout is to be in conformance with Approved Driveway Site Plan
2. Driveway dimensional layout is to be in conformance with Approved Driveway Site Plan
3. Under Driveway Drainage piping location and type in to be in accordance with approved Drainage Plan (If applicable).
4. Upon successful completion of this inspection, the ARB building inspector will issue an approval for further construction to proceed.

BUILDING COMPLETION, LANDSCAPING, DRAINAGE COMPLETION, AND FINAL INSPECTION

1. Upon receipt, a copy of the Certificate of Occupancy is to be provided to the ARB.
2. Upon completion of the home, a copy of the As-Built Survey is to be provided to the ARB.
3. Upon completion of the home and landscape installation, color prints (4"x6") of all four elevations of the completed home are to be provided to the ARB on the forms provided with the ARB Permit Application.
4. Copy of a South Carolina Registered Professional Engineer's confirmation letter stating that the drainage plan was installed per plan and that the plan complies with the Palmetto Hall Master Plan and that it works on the property. The final drainage certificate is to be provided to the ARB.
5. Final inspection includes completion of house per approved plans, removal of portable toilet and trash receptacle, construction materials, debris, and the builder's sign. Repairs to off-site areas, including road edges, damaged in the construction process must be completed. Landscaping per approved plans and removal of landscaping materials/debris must be completed.
6. Submit final digital plans for all major projects with all changes noted prior to receiving the compliance refund.
7. For houses that are not owner-occupied after the construction is completed:
 - a. The owner is responsible for properly maintaining the house and grounds during the time between construction/landscape completion and occupancy.
 - b. The ARB has the right to require that the owner provide to the POA office a copy of the lawn and landscape maintenance contract for this work or a schedule for the work if it is to be performed by the owner.

- c. The ARB has the right to retain all/or a portion of the compliance deposit until the house is occupied.

INQUIRES & APPEALS

1. Upon request, a property owner may make a presentation to the ARB for a project that has been initially denied. No discussion will take place with the owner at a presentation meeting and no decisions will be made while the owner is present. If an agreement cannot be reached proceed to step 2.
2. A written request for a hearing (the "request") before the BOD shall be submitted to the ARB Administrator and signed by the Property Owner or an authorized agent of the Owner. The request shall include:
 - a. Specific reference to the determination of the ARB which is sought to be reviewed.
 - b. Statement of objection to the determination of the ARB shall be provided giving the reasons for the objection.
 - c. Suggested resolution of the objection shall be provided.
3. Upon receipt of a properly completed request, the ARB Administrator shall inform the BOD that a request has been received. The BOD shall schedule a hearing and provide notice to the person who signed the request, of the time and place of a hearing. At the hearing the person(s) aggrieved may present their reasons and explanations for the relief they seek. The BOD shall thereafter render its decision in writing and a copy of the decision shall be provided to the ARB, and the person who signed the request.

VARIANCES

1. Variances are not considered/granted without good cause (lot size, lot configuration, tree salvage, etc.).
2. Despite what the plans show, any variance from these Standards will not be considered by the ARB unless the variance is requested in writing by the applicant. The variance is not ARB approved until the variance approval is in writing.
3. Verbal variance requests and, if given, verbal variance approvals are non-binding on the ARB. IF IT IS NOT IN WRITING, YOU DON'T HAVE IT! THE BURDEN OF SECURING THE VARIANCE REQUEST/APPROVAL IN WRITING IS ON THE APPLICANT. THERE ARE NO EXCEPTIONS. PENALTIES WILL BE IMPOSED FOR NON-COMPLIANCE.
4. Notice of the variance request will be given to all adjacent and affected property owners for comments. If no responses are received within ten (10) days, the ARB will rule on the variance.

ADDITIONS, ALTERATIONS, RENOVATIONS TO EXISTING HOUSES

For existing houses: no building additions, renovations, replacement of structures, replacement of the roof with a different material, alterations to exterior finish, addition to driveways and parking areas, and/or major changes to landscaping that will materially alter the appearance of the property; can be started without having plans submitted, reviewed, approved, necessary permits issued by, and deposit/fees paid to the POA . Similar standards to those for new construction will apply. This is important to ensure that the architectural, design and drainage standards for Palmetto Hall, as mandated by the Covenants, continue to be maintained with existing structures as well as with new construction. As with the construction of a new house, any additions, alterations or renovations must comply with the procedures outlined in the Plan Submission Procedures, Documents Required at Submission, Fees Required and Permit Procedures Requirements as stated above in these Standards. All additions must be architecturally integrated with the

main house. All major projects such as new homes, pool additions, home additions etc. are required to have a project manager appointed to coordinate and be responsible for all phases of the project per ARB approved plans.

PERMITS FOR ROOF REPLACEMENT, REPAINTING/RESTAINING, DRIVEWAY REPAIRS, MINOR REPAIRS (NO ALTERATIONS TO THE APPEARANCE OF THE PROPERTY)

An ARB permit is required for replacement of roof coverings with the same material, repainting/restaining the house with the same color, replacement of the driveway with the same material, and minor exterior repairs to houses such as replacement of decayed/rotten wood, and replacement of doors or windows. If the scope of work requires a Town of Hilton Head Island Building Permit, a copy of the permit must be provided to the ARB before the ARB will issue a permit to proceed with the proposed work. Minor repairs to stucco or siding don't require an ARB permit. Major repairs to stucco or siding do require an ARB permit. Window replacements require an ARB permit and, in most cases, a TOHHI permit.

LANAI/SCREENED ADDITIONS AND PATIO ADDITIONS

1. Lanai/Screened Additions construction requires plans submitted, reviewed, approved, necessary permits issued by the ARB and deposits/fees paid to the POA. Lanai structures/screened additions must aesthetically match and appear as an architecturally integral part of the house in regard to massing, proportions, roof lines, details, colors and finishes. Lanai/Screened additions are not permitted at the front or sides of the house and must not encroach into any required setback area. Metal framed structures over patio and pools (i.e. birdcages) are prohibited. A landscape plan is required at time of submission with landscape screening around the perimeter of the lanai/screened addition. Plantings are to be a minimum of two feet (2') in height.
2. Patio additions or extensions, whether they be at grade or at the same level as the first floor are considered to be Minor Building Additions and must be approved by the ARB. An application fee and compliance deposit are required: (**see Exhibit 1- Fee Schedule**) landscaping may be required for above grade additions or extensions.

REBUILDING FROM A NATURAL DISASTER

The homeowner is directed to contact the Town of Hilton Head Island to determine the Town's guidelines for Post Natural Disaster Rebuilding. In the event a Palmetto Hall home must be rebuilt as a result of destruction from a natural disaster, the homeowner may rebuild using the original house plan with notification and approval of the ARB. A substantially different structure will require the Palmetto Hall homeowner to follow the ARB process for a new home with notification and approval of the ARB. Permit fees, Compliance deposits and other Deposits will apply.

EXTERIOR MAINTENANCE

Maintenance activities such as power washing, regular landscaping, cleaning of gutters, etc. or replacement of minor items such as door handles, locks, exterior lights, minor exteriors repairs, etc. that will not alter the appearance of homes do not require any approvals or permits.

1. Regular maintenance and edging of the grass along the road to prevent intrusion and damage to the road surface is required (normally monthly during the growing season). Using a string weeder trimmer is best to prevent damage to the road edge. Driveway should also be edged on a regular basis.

SITE CLEARING/TREE REMOVAL

1. All cable locations are to be flagged by the respective utility companies prior to any clearing/grading/digging. Call 811.

2. No trees of any kind above six (6") inches in diameter at a point four (4') feet above the ground level may be removed without the written approval of the ARB. On all trees of any size shown to be removed outside the building envelope, a reason (dead, top missing, etc.) for removal is to be stated on the site plan.
3. Trees remaining after clearing the site are to be protected from damage during the construction process. Construction storage vehicles/sub-contractor's vehicles are not to be parked, and construction materials (lumber, etc.), are not to be stored against the trees or on their root system as determined by the projected line of the canopy of the tree
4. In areas where tree removal results in a significant treeless/barren area, tree replacement/addition is required. Trees must be replaced with the same species or higher category and in caliper inches per the Town of Hilton Head Island Tree Guidelines and be approved by the ARB.
5. Trees that die during the course of construction or occupancy must have their removal approved by the ARB prior to removal and replacement approved by the ARB (per 4. above).

TREE PRESERVATION on Undeveloped Property

1. Communication between builder and homeowner is essential to the preservation of specimen trees.
2. Removal of trees (approved for removal) should be done by a qualified arborist or experienced individual to ensure that specimen trees are not damaged by the removal of surrounding trees.
3. Trees designated to be preserved are to be protected by sturdy barricades as close as possible to the drip line. The drip line is defined as an imaginary line on the ground that represents the widest point or the tree's canopy. This should be done prior to clearing.
4. Root compaction is to be avoided as much as possible by prohibiting construction traffic within the drip line of trees designated to remain. Assignment of designated parking is mandatory.
5. Damage to tree trunk, roots and overhanging limbs is to be avoided. Designate an area for storage of building materials and related construction equipment. The area should be well away from specimen trees.
6. A house located near specimen trees which is built on piers creates less stress and compaction of the root system than other foundation types.
7. Where specimen trees are involved, the selected routes for driveways/walkways should circumvent the root system when possible. When crossing root systems, pervious blocks should be used to allow drainage and air exchange.
8. When making grade changes around trees to remain, no more than three inches (3") of porous material is to be added to raise grade levels. Tree wells are to be used only when other methods are not practicable.
9. Hand clearing around specimen trees, to avoid use of heavy root raking equipment, is essential, as damage to or destruction of lateral roots/tension roots will result in dangerous tree failure.
10. Pruning and removal of vines, as necessary, is required after clearing/construction. Use of insecticides, as required, after clearing minimizes bark beetles. Fertilizing/feeding certain trees is recommended and in some cases required.
11. If, in the judgment of the ARB, a specimen tree is damaged/destroyed due to carelessness or avoidable activities on the part of the owner or contractors, the ARB will require suitable replacement specimens to be planted. A portion of the compliance deposit may also be retained as a penalty.
12. A qualified arborist's services are recommended to inspect questionable condition of a specimen tree(s). Additional money spent up front for preservation is money well spent. A healthy specimen tree is a valuable commodity to the homeowner, neighborhood, and Palmetto Hall. A full list of trees may be found on the Town of Hilton Head Island Website.
13. All Tree Removal contractors are required to receive an orientation on tree removal procedures prior working in the Palmetto Hall and receive a copy of the various sections of the ARB Standards relevant to Tree Removal and Preservation.

14. Tree Removal on Developed Property

- a) Obtain and complete a tree(s) removal application form from the Association Manager's office. The completed form must be submitted prior to an ARB Field Inspector physically visiting the site to grant or reject approval for the removal request. If approved, a permit will be issued and is to be posted on a location visible from the street.
- b) When a tree is removed, the tree stump is to be removed or ground down to below the grade level.

If required, the Owner shall submit a tree mitigation plan with the tree removal request, which must be approved by the ARB or its ARB Field Inspector. The owner's mitigation plan should be consistent with the Town of Hilton Head Island's mitigation guidelines, as appropriate. When mitigation is required, a compliance deposit per tree will be required prior to the permit being issued. See the Fee Schedule Exhibit 1. Tree mitigation must be completed within 90 days of tree removal. Extensions will be granted for extenuating circumstances. Owners who will not comply will be subject to a fine.

- c) Although an ARB Permit is required, no compliance deposit will be required for the removal of trees that are dead or hazardous, within ten feet (10') of a house's roof overhang.
- d) An owner found not in compliance with the above is subject to a \$1,000.00 fine per tree (levied by the Board of Directors), in addition to mitigation action as approved by the ARB.

FILL/GRADING/DRAINAGE

1. Architectural design/building siting should be integrated into existing site conditions in order to prevent excessive disruption of the native site. Unsightly grading; indiscriminate earth moving or clearing of property; retaining walls; removal of trees and vegetation which could cause disruption of natural water courses, or scar natural landforms, or destroy native plant groupings, is prohibited.
2. Fill/grading is to be designed so as to prevent standing water by sloping to available drainage (swales, culverts, lagoon, etc.), assure no run off to adjoining properties (includes easements, streets, etc.), and promote a smooth/natural transition between existing grades of adjoining properties and the subject property itself. Drainage for individual properties must be integrated into the overall master drainage plan as initially developed for Palmetto Hall. All drainage pipes are to be reinforced, twelve inches (12") minimum, concrete, or PVC schedule 40 as required by Town code.
3. In general, the areas of the lot that may be filled are limited to the area immediately under and around the house and the adjacent driveway area. This fill area should transition down to existing grade as soon as possible once beyond the building line. It should be anticipated that natural low-lying areas will be preserved and that these low areas may retain water for several days following heavy rainfall. There is a minimum setback of five feet (5') from the property line of all/any fill dirt placement. (Larger when deemed necessary by the ARB.)
4. Each owner shall submit a certified drainage plan by employing the services of a South Carolina Registered Professional Engineer to design the appropriate drainage plan for the property. The certified plan must also include the elevations of the adjoining properties. Special consideration should be given to establishing appropriate building site elevations for foundations, sub-surface drainage, establishment of final grades, etc. Any deviations from the master plan need to be justified in writing by the certified engineer for ARB consideration. Upon completion of the building, the ARB must receive confirmation in writing from the drainage engineer that the drainage plan has been executed as per the approved drainage plan and complies with the Palmetto Hall Master Plan and Palmetto Hall Drainage policy. The drainage plan requirement also applies to pool installations and major additions to the home, like porches and room additions.

EASEMENTS

Be advised that any improvements other than landscaping are not permitted within easements. Landscaping placed within an easement by a property owner and disrupted by a legitimate user of the easement need not be replaced.

SOLAR PANELS

1. A non-refundable application fee of \$150.00 is required as well as a refundable compliance deposit of \$500.00.
2. No solar panel application will be considered which calls for mounting on the front roof of the home.
3. A detailed plan of the scope of the project must be included with the application. This submission must include a plan illustrating the solar panels as they will appear on the roof, both design and location, as well as photo representation of the solar panel product (i.e. brochure). The size of the panels must be in proportion to, and determined by, the amount of the roof area available.
4. Only roof mounted photovoltaic solar panel systems, solar shingles and solar hot water collector systems will be considered. The solar panels must extend no more than four inches (4") above the level of the roof.
5. All plumbing pipe and electrical wiring must be kept in the interior of the house.
6. Every effort should be made to blend the colors of the solar panels with the adjoining roof.
7. No approval will be given for tree removal. Tree trimming is permitted in accordance with the current ARB Standards.
8. The total overall appearance of the Solar Panel installation project will be considered as part of the ARB review.
9. An ARB permit is required. A TOHHI permit may be required.

FENCES

1. Fences of any type, other than service yard enclosures and fences around swimming pools, are not permitted.
2. Fences around swimming pools will require ARB approval as to location. Palmetto Hall's standard is a four foot (4') black fence. Contact the ARB Administrator for specification details. CHAIN LINK FENCING IS PROHIBITED. Swimming pool fences must be screened with an ARB approved landscaping plan. Landscape plantings must be a minimum of three feet (3') high when planted.
3. Deer Fencing: The ARB continues to encourage property owners to landscape with plantings that are not attractive to our wildlife population. However, deer fences may be permitted, WITH ARB APPROVAL, provided they are single or double mono filament and landscaped screened with plantings a minimum of three feet (3') high. Should such fences be determined inadequately screened, the PHPOA Board reserves the right to request improved screening and/or fence removal.

GAZEBO

1. The minimum setback from side property lines is twenty feet (20'). Rear property line setback is thirty (30') feet.
2. The structure is to be of pressure treated wood, Hardi-plank, or similar material designed to complement the house and must be stained/painted to match the house.
3. The structure should be screened from adjacent properties. A site plan showing exact location complete construction/elevation details and a landscape plan is required with all gazebo submissions.

POOL/HOT TUB/SURROUNDING DECK

1. The setback for pool/hot tub/surrounding deck no higher than three feet (3') from ground level is a minimum twenty feet (20') from the rear and side property lines. If an amenity (golf course, lagoon, etc.) borders the property, the minimum setback is thirty feet (30').

2. The setback for pool/hot tub surrounding deck/pool higher than three feet (3'), the setback minimum is thirty feet (30') from the rear and twenty feet (20') from the side property lines. If the property borders an amenity (golf course, lagoon, etc.), then the set back is a minimum of forty feet (40') in the rear.
3. Pool/hot tub equipment tools, hoses, chemicals, etc. are to be located in a service yard type enclosure or beneath an enclosed elevated deck surrounded by landscaping. Pool drain hose is to be located to assure drainage remains on subject property and is not directed to adjoining properties, amenity, or easement areas. Pump motor location is to be located in the service yard and must provide minimal noise disturbance to adjoining properties. See details of service yard requirements.
4. A drainage plan prepared by a certified South Carolina Engineer must be submitted for all pool plans.
5. Perimeter of the pool/surrounding deck is to be landscaped in a manner as to complement the pool itself, provide a smooth transition to the surrounding lot itself, and buffer/screen the pool/hot tub from adjoining properties/amenity/easement areas relative to noise/privacy. A landscape plan is required which will screen the pool/hot tub from neighboring properties and/or amenities with plantings three feet (3') or higher.
6. Swimming pools/hot tubs on the street side of the residence are not permitted
7. A site plan showing exact location, complete construction details and a landscape plan is required with all pool/hot tub submissions.
8. Fences around the pool will require ARB approval as to location. Palmetto Hall standard is a four foot (4') black fence. Contact the ARB Administrator for specification details.
9. See Exhibit 1 for required fees and deposits.

DRIVEWAY

1. Driveway setback and parking pad is a minimum of five feet (5') from the side property line.
2. Driveways normally are concrete. Brick or like materials can be considered.
3. A twelve inch (12") reinforced concrete or PVC schedule 40 culvert under the driveway in the road right-of-way is required if drainage is affected.
4. Space for parking two (2) automobiles on the site and adequate turn-around space/appropriate angles are to be provided.
5. Driveway dimensions at the narrowest point and the apron at the street must be shown on the site plans. Typically, the narrowest point should not be less than twelve (12) feet.

DRIVEWAY/LAWN REFLECTORS

Homeowners who wish to install reflectors (an owner's choice) to mark their driveways or direct traffic away from lawns and mailboxes must adhere to the following guidelines.

1. The Homeowner is responsible for the installation, cost, and repair of reflectors.
2. Pole mounted reflectors must be at least twelve inches (12") from the road.
3. The reflectors must be round and a 3 to 3 ½ inch red reflector.
4. If the reflector is pole mounted, they must be on top of a metal pole (silver/gray color) not to exceed thirty inches (30") in height above ground level.
5. The reflector color must be red only.
6. If a reflector is broken it is the responsibility of the homeowner to remove, repair or replace the broken reflector.
7. To avoid the appearance of clutter, there must be a minimum of five feet (5') between the reflectors.

EXTERIOR ANTENNAS/SATELLITE DISHES

1. No outside television, radio aerial/antenna, or other device for the reception/transmission of radio/television or other electronic signals shall be erected or maintained on any lot, or upon the

exterior of any dwelling, without prior written approval of the ARB. The installation of said device is to be for the personal use of the owner or resident.

2. Satellite dishes are not to be visible from the front of the dwelling. The device is to be virtually indistinguishable from, and no more visible than, structures/devices/ improvement such as heat pumps/air conditioning units. The Satellite dish is to be no more than twenty (20") inches in diameter and mounted on the rear roof of the house or in a service yard/type enclosure surrounded by landscaping. Satellite dishes located on the ground are discouraged. Exterior wires for the Satellite dish are to be concealed in conduit securely fastened to the wall of the house. The conduit should be painted to match the exterior siding color of the house.

HOUSE

1. Architectural designs should be directed toward ensuring that the location and configuration of structures are visually harmonious with the terrain and vegetation of the home site, and with surrounding home sites and structures, and do not unnecessarily block scenic views from existing structures on adjacent properties or tend to dominate any neighboring homes or natural landscape.
2. The eventual building form of every residence should be a carefully planned addition to the natural setting of its site. Building shapes should provide interest and be compatible with neighboring structures. The roof-scape of each home should complement the design of the home, the natural surroundings, and neighboring designs.
3. The aesthetic appearance of a residence depends greatly upon the articulation of the siding, roofing, details, and windows or doors. Fences/walls are to be used to enclose service areas and HVAC units. Details at the soffit, fascia, base, corners, windows, and decks should have common elements that help unify the appearance. Hurricane window/door protection devices are allowed with the approval of the ARB. For aesthetic reasons, roll-up shutters are not allowed.
4. Maximum roof height allowed is forty-seven feet (47') above average natural grade in the area of the building footprint. Chimney height is left to the ARB's discretion. Repetitive rooflines are not allowed within six (6) lots of each other. Exposed metal flues are not permitted. Prefabricated chimney flue caps shall be screened with a metal or other non-combustible material shroud.
5. First finished floor elevation is to be at least the minimum prescribed by the National Flood Insurance Administration requirements for Beaufort County. Also, it must be two feet (2') higher than the finished grade elevation at minimum.
6. The enclosure of a raised foundation must receive the same careful attention to detail and finishes as the main portion of the house. Foundation walls are to be stucco. Exposed wooden/round pilings are not acceptable. The raised foundation must be fully enclosed with a foundation wall or a combination of foundation wall, louvers, or the like. All foundation wall openings (on all elevations) are to be of the same design/material treatment. The exterior wall of the raised foundation is to be the same color as the remainder of the house or match the other house trim. Lattice can be considered in small areas.
7. Due to flood elevations, sometimes a substantial foundation is required. High foundation walls require careful architectural articulation to help reduce their apparent height and massiveness. Pier foundations with wood infill are considered too minimal and lacking in design. Louvered openings in a foundation wall are a preferred alternative. Terracing of decks, stairs, planters, etc. should also be implemented to reduce height/mass.
8. Exterior walls should be of stucco/wood/brick/Hardi-plank. Plywood composite materials, cedar shakes, fiberboard, or metal siding materials are not acceptable. Architectural treatment/detailing of the exterior is required to break up the massiveness which will help the building blend into its surroundings. Flashing should be copper when it is visible.
9. If shading factors are included in the glazing material for windows, a mirror type effect is not acceptable.

10. Application for ground water heat pump installation is to be made directly with the Public Service District. Their written approval is to be provided to the ARB with plan submission and prior to permit issuance.
11. If house elevation and/or floor plans are exact or modified plans of a structure previously constructed in Palmetto Hall, it must be so noted on the ARB permit application.
12. Minor internal remodeling with no change to the exterior of the building and not requiring a Town of Hilton Head Island Building Permit does not require submission to or approval by the ARB. If major internal remodeling work, needing a Town Permit and/or the need for a dumpster, is being done, the ARB must approve the dumpster.

GARAGE

1. Front entry garages are discouraged but when a side entry is not possible due to lot size/lot configuration/tree salvage or the like, they are to have two single doors as opposed to one double door. When possible, these doors are to be heavily screened from street view with tall/full evergreen/screening type landscaping. A meandering driveway along with the landscape buffer is required.
2. When side entrance garages are designed under a building, they should be at the front of the building to minimize paving near the side property line.
3. Color of the garage doors should be consistent with the color palette of the house. The use of the house trim color for garage doors will be considered for approval by the ARB.

SERVICE YARD(S)/STORAGE SHEDS/PROPANE TANKS

1. Service yard(s)/mechanical platform(s) are required to contain any heat pump/air conditioning equipment, electric/gas meters, cable/telephone boxes, irrigation boxes, pool equipment, propane fuel tanks, storage tanks (automotive fuel tanks are prohibited), garbage receptacles or the like.
2. Service yard(s)/mechanical platform(s) must be similar in design and complement the house. Lattice or similar see-through materials are not acceptable construction materials. Overlapping wood siding, stucco, louvers or similar construction are acceptable. To make these fences/walls visually pleasing the ARB requires some type of design treatment (horizontal) that will visually minimize the height of the fences. Service yard(s) entry door is to be on the side and the floor is to be paved with concrete.
On the side of the house, a minimum setback of five feet (5') from the front or rear corners of the house are required. The service yard must be attached to and is not to project more than six feet (6') from the house wall. The service yard enclosure(s) must be six feet (6') high and the same color as the house
3. Landscaping around the perimeter of the service yard with full/evergreen/screening type plants is required.
4. Storage sheds, animal shelters, or equivalent are not permitted without ARB approval.
5. Propane tanks may be located outside the service yard, provided they are in the ground. The cap of the in-ground tank must be the color of the surrounding landscape (i.e. in the grass-green, in the ground cover-brown).

HOUSE GENERATORS

1. An ARB Permit is required for Residential House Generators in Palmetto Hall.
2. The following is required for the submission of application.
 - a. Technical information about the generator including decibel level, and type of fuel.
 - b. Location of the propane and capacity. Propane tanks generally must be buried.
 - c. A service yard is required to screen the generator.

- i. Service yards must be 6-foot tall and not more than 5-feet in width measured from the side of house. The door of the service yard must not face the adjacent property.
 - ii. A sketch of the service yard is needed, and it must be consistent with any other service yard locate on the property.
 - iii. The service yard must be painted the same color as main body of the house or a color that compliments the house. Sample paint chips are required with the application.
 - iv. The service yard must be adequately screened with landscaping.
 - 1. A plant schedule is required indicating number and size of the plant at maturity.
 - d. A full size site plan is to be submitted showing the property line set back line, Including the elevations of the service yard and the measurements of the service yard the setback line and property line.
 - e. If a variance is needed, it must be indicated on the application.
 - f. Picture of the side of the house where the service yard will be located and a picture of the adjacent house.
3. A TOHHI permit must be obtained, and Palmetto Electric Coop guidelines must be followed.
 4. A licensed Electrician must be used to connect the generator to the house electrical main panel along with other electrical requirements of the electric utility and Town of Hilton Head.

SQUARE FOOTAGE REQUIREMENTS

The minimum square footage requirements of the enclosed dwelling area for the residential units constructed on the various residential lots are: 2,000 heated and air-conditioned dwelling area, except Tucker Ridge, which requires a minimum of 1,600.

SETBACKS

1. It is the intention of the ARB Standards to provide the maximum view and privacy available for each building and lot. The buildings will be located with regard to the topography of each property taking into consideration the location of large trees, structures previously built or approved pursuant to this Standard. The ARB shall have the right to control and to decide (subject to the provisions of the pertinent land use regulations of public authorities having jurisdiction) the precise site and location of any building or structures located on the lot. The location shall be determined only after reasonable opportunity is afforded the Property Owner to recommend a specific site.
2. House setbacks are measured from the nearest vertical construction over 30 inches (30") in height and include garage, service yard/mechanical platform, decks, planters, landings, stairs, etc.
3. Following are the minimum setbacks from their respective property lines: Front – thirty feet (30'); Rear - fifty feet (50'); Sides - fifteen feet (15'). Where a street, golf course, lagoon, etc. is the adjacent to a side property, the minimum side setback is thirty (30') feet from the property line.
4. The ARB has the authority to grant variances to these setbacks where justified by special circumstances (lot size, lot configuration, tree salvage or the like) or for aesthetic/other reasons.

SPECIAL PROVISIONS REGARDING TUCKER RIDGE (LOTS 501 THRU 552)

1. There are preapproved exterior house designs available for construction. These designs are in the nature of zero lot line structures and one of the walls of the residence will be a privacy wall (see #3 below). Contact the ARB Administrator for further details.
2. There is no requirement for homes in Tucker Ridge to have the two-foot exposed foundation above finished grade as referred to in the section on House Plans item #5.

3. There will be a minimum side yard setback of five (5') feet on both sides and a thirty (30') feet front setback. There is no rear set back. Homes may not be built within 3 feet of the rear property line so as to allow for landscape shrubbery.
4. The privacy wall must be located so that the exterior of the wall will run up to, or be located on, the privacy wall setback line. The privacy wall is predetermined. Consult the ARB administrator prior to design. No operable windows are permitted in privacy walls.
5. Planned residences must be a minimum of 1,600 square feet of enclosed heated/airconditioned dwelling space.

ROOF/COLOR SELECTIONS

1. When building a new home, ARB written approval of roof/color selections is required prior to application/installation. It should be clearly understood that roof/color selections of some houses that have been approved in the past may now be found to be inappropriate.
2. "Chips" of all roof/color selections (including picture of and color selection for front entry door) need to be labeled and submitted for approval on white foam core board (8 1/2" x 11").
3. Larger samples are to be submitted separately in addition to the color board. These larger samples of the exterior color/finish of all materials proposed for the building include siding, band boards, fascia, trim brick, roof, columns, railings, supports, porches, patios, decks, walkways, driveway, pools and planters. They are to be submitted on actual samples of materials proposed for use. These samples are most important to both the owner and the ARB in evaluating the eventual appearance of the house as color chips often vary from actual applications.
4. All vertical construction (treated or untreated) is to be painted/stained and includes hand/deck rails, posts, stair risers, lattice, columns, etc. All vents (including roof) are to be painted to blend with the area in which they are located.
5. Wood shingles/shakes are not acceptable roofing materials. No vents are permitted on the front plane of the roof. Roof vents are to be painted to blend with the roof.

LANDSCAPE DESIGN

Landscape is to a home what a frame is to a picture. A landscape plan can make the best use of available space in the most attractive way. A home is a very important investment and the landscape surrounding the home should be a reflection or continuation of the beauty of that investment. An effective landscape design should complement the house and shape the land to make the most of the site's natural advantages.

A landscape architect/design professional can be a great help in designing a plan that will fit specific needs. Plant selection is a very important factor in a design. A professional will have the knowledge and experience of choosing the correct plant life for a specific lifestyle, budget, and area. A landscape architect/professional will also advise on the best variety of grass for your application. Color is another important design factor in the overall plan. There are many different ways to provide color to the outdoor living space. It can be something as simple as annual bedding plants or the color of leaves in a plant or tree.

The professional landscape architectural plan can be one of the best investments. It will improve the appearance of the property as well as provide climate controls such as wind breaks and shade.

1. The landscape plan is to be designed by a landscape architect/design professional and is due with final submission.
2. Landscape plants/materials schedule is to be on the plan itself and is to show number, botanical name, common name, species, container size, spread, height and spacing at installation and maturity.
3. House/deck/garage/service yard/mechanical platform foundation is to be fully landscaped on all sides. Foundation plants are to be full size and provide a minimum of 50% laterally foundation coverage at installation. Depending on the height of the foundation, plant size requirements will vary.

4. Garage entry/parking areas/pool areas are to be fully screened from the street and adjoining properties.
5. Use of mature/well established plant material (existing and/or new) is strongly encouraged. The use of native materials, including deer resistant, drought resistant, winter hardy plant varieties, is encouraged. Winter hardy evergreen plants are to be used for foundation and screening/buffering purposes. The minimum size plants to be used for foundation and screening are to be at least 24" in height from the soil line and at least 18" in spread.
6. Golf course lots should blend rear landscaping with that of the adjoining golf course property.
7. All grass is to be installed as sod. Sod must be installed at the street for a minimum of ten (10') feet from the road into the lot, from lot line to lot line. A significant area of lawn must be maintained along the street as well as on the amenities and/or rear of the property. The lot is to have a finished look to the street's edge as well as the side and rear property lines. Property owners are responsible for landscaping and maintenance of landscaping from property lines to the roadway. Exceptions with good cause may be made at the sole discretion of the ARB. For example: areas that are heavily covered by the tree canopy and have insufficient sunlight may be mulched or planted with shrubbery.
8. Leaving "natural" areas may be appropriate and acceptable in some cases, but owners are cautioned that these areas must be maintained (cleaned, pruned, weeds/vines removed) and not left to grow wild. Natural does not mean unkempt.
9. Home sites on lagoons must have sod installed from the water's edge to the top of the bank or a minimum of ten feet (10') from lot line to lot line. Exceptions with good cause may be made in the sole discretion of the ARB. For example, there are trees or natural vegetation along the lagoon bank. Removing existing natural vegetation along the lagoon bank is discouraged and requires ARB approval. Shrubby strengthens the lagoon bank and helps slow and filter run off.
10. Deer Fencing: The ARB continues to encourage property owners to landscape with plantings that are not attractive to our wildlife population. However, deer fences may be permitted, with ARB approval, provided they are single or double mono filament and landscaped screened with plantings a minimum of three feet (3') high. Should such fences be determined inadequately screened, the PHPOA Board reserves the right to request improved screening and/or fence removal.
11. The landscaping should also be designed with an eye toward water conservation whenever possible. Rain sensor gauges are recommended on irrigation systems.
12. Curbing of any type (includes landscape timber, railroad ties, posts, rocks, etc.) along the edge of the street by a property owner is not permitted for both aesthetic and safety reasons.
13. At final inspection of the landscape installation, the ARB, in its sole judgment, will determine if the landscape plan design intent has been met.
14. Every property owner is responsible for preventing the development of any unclean, unsightly or unkempt conditions of buildings or yards which shall reduce the beauty of the neighborhood as a whole or the specific area. In formal landscaped areas, bed and lawn areas must be maintained. In natural areas, weed growth must be controlled, trees pruned, vines removed and yard debris removed. Any proposed changes in landscaping such as fences, fountains, lighting, game structures, drives, walks, landscape structures and statuary must be approved by the ARB.
15. Sewer clean-outs must be designed so they are not visible from the street. Painting them to match the landscape is encouraged.
16. Palmetto Hall periodically conducts ride arounds to check property conditions to insure that property owners are maintaining the home exterior and landscaping to a good standard and will alert property owners if improvements are needed. The communication is in the form of a covenants violation letter that points out areas for improvement. Compliance is mandatory and noncompliance may result in a fine.

EXTERIOR LIGHTING

1. Exterior lighting may be provided to illuminate the driveway, walkways and entryways, or to highlight landscaping features. Such lighting, however, shall be of low intensity and shall comprise a limited number of fixtures. Generally, illumination of the exterior of the house is not allowed. All exterior lighting and interior lighting visible from the exterior shall be installed so as not to disturb neighbors or street traffic. Higher intensity lights are allowed when they are coupled with an alarm system provided, they are illuminated only when the alarm is activated and then only for a limited time.
2. Lone standing lamp post lighting is permitted to illuminate driveways, walkways and entry ways. It must be of low intensity, not exceeding 60 watts. The fixture must match or coordinate, in style and finish, with existing exterior lighting and must be submitted for ARB approval. The fixture will consist of only one globe, standing no more than seventy-eight inches (78") in height and be installed no closer to the street than the property line.

WINDOW TREATMENTS & AWNINGS

1. The exterior surfaces of all window treatments (blinds, shades, curtains, etc.) are to be subdued in color and compatible with the exterior colors of the residence.
2. Awnings are to be the same color as the house and compatible with the exterior colors of the residence. Only solid colors are permitted.

WATER/SEWER CONNECTION

1. Hilton Head Island #1 Public Service District provides sewer and water services within Palmetto Hall. Tap fees and user fees are established by the district and are published. Copies of the rate structure are available at their office (843-681-5525).
2. The district reserves to itself the right to use the easements as specified in the covenants for utility services, namely ten feet (10') along the front and ten feet (10') along each side of the property line or as may be shown on the master plan. The district is responsible for the location and supervision of the connection for both water and sewer tap as well as inspection of lateral lines leading to the house.
3. No private water wells may be drilled or maintained on any residential property. Water may not be pumped from the lakes or lagoons, nor may swimming pool water be discharged in the direction of a lagoon, or onto a neighboring property.
4. Prior to the construction and occupancy of any residential unit, proper and suitable provision shall be made for the disposal of sewage by connecting with the sewer mains within Palmetto Hall.

STATUARY ELEMENTS, FLAGS/FLAGPOLES AND CLOTHESLINES

1. Statuary elements of less than thirty inches (30") tall may be permitted at the front of the property providing they are of stone or natural substance and integrated within the landscape plantings. However, the PHPOA reserves the right to disapprove any statuary element for any reason.
2. The American Flag is the ONLY flag that may be displayed on the front of the house. The American flag should be displayed on a proper pole mount from a porch column, the house, or a tree. Permanent flagpoles require prior ARB approval. The American flag should not be flown horizontally.
3. A limit of two flag or banner poles are permitted in the rear of the lot and not within twenty feet (20') of the property line, with a maximum height of twenty five feet (25') above natural grade.
4. No exposed clotheslines are permitted.

BASKETBALL BACKBOARDS

The installation of a single backboard on a residential home site is allowable without the need for an ARB permit provided the following guidelines are utilized to render the backboard as inconspicuous as possible.

1. The backboard should be placed totally on the property at the side of the residence and the front surface of the backboard, whether permanent or portable, is to be set perpendicular to the public roadway.
2. Backboards made of transparent Plexiglas or with muted neutral color which render it indistinguishable (e.g. gray or beige) are preferred. Bright (red, orange, etc.) stripe accents are not permitted.
3. The wooden or metal post which supports the backboard and the back of the backboard should be painted Charleston green or black.
4. The responsibility for the continued general appearance/maintenance/upkeep of the basketball backboard and surrounding area is the responsibility of the property owner.

TENTS, GYMSET/PLAYHOUSES AND TRAMPOLINES

The ARB does allow, without formal application or permit, the placement and use of play facilities on a residential home site provided the following guidelines are met. The responsibility for the continued general appearance/maintenance/upkeep of the playhouse/gym set and surrounding area is the responsibility of the property owner.

1. Tents of any type are prohibited.
2. Tree houses, tree stairs or platforms or any other structure in or on a tree are prohibited.
3. An aesthetically pleasing playhouse may be placed in the rear yard of a residence provided it is not visible (or is landscape screened) from public roadways. Minimum setbacks from the rear and side property lines are twenty feet (20'). Color of playhouse is to be neutral earth tone/color and is to blend with its surroundings.
4. A gym set or playhouse (with swings, slide, etc.) may be placed in the rear yard provided it is a stained/varnished wooden structure and is not visible (is to be landscape screened) from streets. Minimum setback from the rear and side property lines is twenty feet (20'). Gym sets that are not wooden structures must be specifically approved by the ARB.
5. A trampoline may be placed in the rear yard provided it is not visible from streets. Minimum setbacks will be determined on an individual basis depending upon the lot configuration and other specific attributes of the specific property location. Hammocks, fire pits or other playground equipment may not be located in the front yard.

MAILBOXES

1. Mailboxes must conform to the mailbox specifications which can be found on the PHPOA website. No other color or type of mailbox is permitted in Palmetto Hall. As a convenience to the property owner, the Association Manager can arrange for the installation of a new mailbox and post at the property owner's expense.
2. The street postal number is to be clearly visible.
3. The responsibility for the continued general appearance/maintenance/upkeep of the mailbox and surrounding area is the responsibility of the respective property owner.
4. Plantings at the base of the mailbox post may be no higher than thirty inches (30").
5. Hanging potted plants are not permitted on the mailbox.

SIGNS

1. In compliance with the Town's regulations, each residential property must have a small sign bearing the house number placed in the front yard so as to be easily visible from the street. The purpose of this sign is for emergency and utility services, and PH Security and Law Enforcement vehicles to readily identify the residence when they respond to a call.
2. Builder/Architect signage installed during construction, must be promptly removed at the completion of construction/ARB final inspection. This signage copy is limited to builder's name, address, and phone number.

3. Property owners may display permanent signage of an advisory nature, i.e. security or pet control, not to exceed (8" x 11 ½") in size. The Advisory nature and number of signs is at the discretion of the Covenants Committee.
4. No signs will be permitted on golf courses or lagoons.

REFUSE DISPOSAL/DUMPSTERS

1. All external trash receptacles are to be concealed in a service yard.
2. Household refuse disposal service for Palmetto Hall is provided by various contractors. They are required to pick up your refuse directly from the service yard.
3. During construction or remodeling of a home, a dumpster may be used. Dumpsters must be tarped and secured at the end of each work day.
4. The builder/contractor is responsible for providing a fully fastened tarp cover of the disposal dumpster at the end of each workday. The properly fitted tarp must be fastened with rope or bungy cords on all four sides. Failure to comply will result in the loss of a portion of the Compliance Deposit, and/or a one-day work stop order, as determined by the ARB. Full dumpsters must be removed from the construction site asap, but within 24-hours.
5. Use of the disposal dumpster is strictly restricted to the property owner or builder/contractor. Anyone, other than the property owner or builder/contractor, identified using the disposable dumpster will be considered in violation of this policy and subject to a fine imposed by the Board of Directors.

GENERAL POLICIES for CONTRACTORS

1. Owner/Builder/Contractor/Landscaper is to observe the Covenants and Architectural Review Board Standards/Guidelines and ensure that all sub-contractors do likewise. Communications between the Owner/Builder/Contractor/Landscaper and the ARB, POA and Security staff are to follow generally accepted standards for good conduct. If disagreements should arise at any time including during the inspection process they should be resolved in a businesslike and professional manner. Unacceptable or threatening behavior may be escalated to the POA BOD and in some cases to Beaufort County Sheriff. If it is a contractor, they may be removed from Palmetto Hall.
2. Adherence to the site/house/landscape plans as they were submitted to, and approved by, the ARB is required. Any changes to approved plans, along with a set of revised plans, must be submitted to the ARB for approval, and must be approved PRIOR to site changes being made-no exceptions!
3. Plan approvals are dated and are effective up to six (6) months from date of approval. Construction on new residences is to begin within six (6) months of plan approval and is to be completed within twelve (12) months after commencement. Landscape installation is to begin within thirty (30) days of completion of the house (includes decks, walkways, driveways) and be completed within ninety (90) days of receipt of Certificate of Occupancy. Compliance deposits will not be considered for refunds until all work is completed to the satisfaction of the ARB.
4. No lot clearing is permitted until the Town of Hilton Head Island Building permit has been posted, submitted to the ARB, and the ARB Field Inspector has posted the ARB Clearing Permit. No construction is to begin until the ARB Building Permit has been posted by the ARB Field Inspector and the Town of Hilton Head Island Building Permit has been posted by the builder on the structure provided by the builder adjacent to/on the builder's sign.
5. Builder is responsible for providing water and electrical service at the job site prior to starting any work that requires their use. Usage of water and electricity from neighboring properties is not permitted.
6. All construction work is to be performed Monday through Friday between 7:00 a.m. and 7:00 p.m. Construction work is not permitted on Federal and State holidays. All construction work should cease at 6:30 PM allowing 30 minutes for the work site to be cleaned and organized in a safe and tidy manner. Weekend construction work will ONLY be granted on an exception basis and not routinely. If Saturday work is authorized by the Association Manager, then it may only be

between the hours of 9 am and 5 pm. As above, 30 minutes should be allowed for cleaning and organizing the work site. The request for weekend work must be submitted by email to the Association Manager's office (843-682-4182), by Friday 1 p.m. The site is to be kept in a good, safe, and orderly appearance always. Construction area is to be policed and free of debris at the end of each day, or the job may be shut down. Burning or dumping of any kind is prohibited. Failure to keep the site in proper order may also result in forfeiture of some or all of the Compliance Deposit. (see Exhibit 4 Compliance Violation Schedule).

7. In advance of major windstorms construction sites must be made safe to prevent materials and other objects from flying around and endangering other property. Where possible materials should be moved to the inside the building or garage. This includes stacks of lumber, loose boards, wheel barrels, buckets, scaffolding boards, ladders, etc. Failure to do so will result in deposit forfeitures and possible damage claims.
8. When building on a lot in a cul-de-sac and/or next to developed properties, it is required that median is roped off, and that the abutting property owner's property is protected with a barrier fence.
9. Store all materials on building lot and not on adjacent property. Access to property by means of adjacent property is not permitted without that owner's permission.
10. All vehicles used by contractors/subcontractors must display VALID COMMERCIAL DECAL and will not be permitted access prior to issuance. These vehicles must be parked off the roadway and on the site.
11. All speed and traffic regulations of Palmetto Hall are to be obeyed.
12. Music players or loudspeakers are not permitted to be used on construction sites at any time. Noise/noxious behavior complaints by property owners should be reported to Security. No fishing or hunting by construction workers is permitted within Palmetto Hall. No animals/pets belonging to construction workers or any persons associated with the job, shall be allowed within Palmetto Hall. Construction personnel are not allowed to walk to the job site.
13. Cost of repairs/maintenance to offsite areas (neighboring lots, roadway, cart paths, right of ways, etc.) damaged in the construction process are the responsibility of the owner/builder/landscaper. The owner/builder shall construct a temporary driveway entrance of compacted earth covered with stones, gravel, or approved equivalent, connecting the lot to the road at one point, and graded so as not to interfere with drainage along the road in order to minimize any damage to the edges of the roadway. If a culvert is required in the drainage plan, it is to be installed at the same time the temporary driveway is installed. The roadway must be kept clean and free of muddy tire tracks during construction period.
14. The ARB reserves the right, pursuant to inspection by same, to require adherence to any and all the policies, procedures and guidelines, as described in this document, that in its sole judgment, have not been followed.
15. Contractors and subcontractors must display signage on both sides of their vehicle identifying the name of the company and a contact phone number.

GENERAL FINES AND PENALTIES

Fines may be imposed by the Palmetto Hall Board of Directors in amounts determined on a case by case basis.

REVISIONS

These standards, as noted earlier, are subject to revision and modification from time to time and without notice by Palmetto Hall in its sole discretion. They have been printed for informational purposes only.

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