DESIGN REVIEW COMMITTEE

GUIDELINES AND POLICIES

FOR

PORT ROYAL LANDING
Port Royal, South Carolina

Approved by the Board of Directors of the
Port Royal Landing Owners Association
October 2, 2014
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ARTICLE 1
INTRODUCTION

Section 1.1 - General

1.1.1 Port Royal Landing is a privately owned community and every owner is a member of the Port Royal Landing Owners Association and subject to the Declaration of Covenants, Conditions and Restrictions.

1.1.2 These Guidelines and Policies describe the design philosophy and details of how the intent may be expressed in individual residences and structures subject to the Covenants. Portions of the Guidelines reflect the requirements set forth in the Declaration of Covenants, Conditions and Restrictions for Port Royal Landing.

1.1.3 The Design Review Committee (DRC) section of this document sets forth the organization, authority and administrative procedures for the DRC. These are intended to describe procedures in detail to assist owners.

Section 1.2 - Design Review Committee Overview

1.2.1 In accordance with Article VI of the Declaration of Covenants, Conditions and Restrictions for Port Royal Landing, a DRC was established to review and approve all plans for residences and structures to be built in Port Royal Landing subject to the Covenants. This committee administers the aesthetic and environmental controls over individual structures and is the final link in coordinating development and post-development design-related activities. The DRC's purpose is, by means of a thorough review, to ensure that the individual residences reflect the overall design objectives within the community and that the unique natural setting is preserved and enhanced.

1.2.2 The policies and procedures of the DRC are detailed in Article 3 below.

1.2.3. The DRC is the governing authority during the design, construction and alteration of all residences. Port Royal Landing is a mature community; therefore, a continuing function of the DRC is to ensure that post-construction external alterations are consistent with the Declarations of Covenants, Conditions and Restrictions for Port Royal Landing. Replacement of damaged, non-functioning, or worn exterior components where the replacement item consists of materials, design, and colors exactly like the original does not require DRC approval. However, if the material, design, or color of the replacement item is different from the original, then the DRC must review and approve the replacement item.

1.2.4. For post-construction external alterations, the Committee offers the following preplanning services:

1.2.4.1 The owner is required to schedule a conference with the DRC prior to the commencement of any work. The DRC will discuss with the owner and/or
architect the proposed external alterations. Depending on the type of alteration, the discussion may include: site views, vegetation, drainage, orientation of sun, utility easements and site setbacks, and overall compatibility with the adjacent properties and the community at large.

1.2.4.2 The DRC may provide information pertinent to Port Royal Landing regulations.

1.2.4.3 The DRC may refer the homeowner to the appropriate authorities for local building codes for single-family detached homes. Alterations, external and internal, must comply with current local building codes.

1.2.5 For pre-design and pre-construction, the committee offers the following preplanning services:

1.2.5.1 The owner is required to schedule a pre-design conference with the DRC to discuss the full range of considerations that should be given to the design of a particular residence on a specific lot. The owner should ensure that the architect attend this meeting; and the contractor, if selected, should also attend. Items to be discussed may include: advice on site views, vegetation, drainage, orientation of sun, utility easements and site setbacks and pre-construction determination of overall compatibility with the adjacent properties and the community at large.

1.2.5.2 The DRC may provide information pertinent to Port Royal Landing regulations.

1.2.5.3 The DRC may refer the homeowner to the appropriate authorities for local building codes for single-family detached homes.

Section 1.3 - Design Philosophy

1.3.1 The Port Royal Landing design intent is one of simple Southern comfort, sympathetic not only with the environment and riverfront setting, but more importantly with the restriction of lot size and the resultant scale of the built environment. The building policies described on the next several pages define what materials, designs and construction procedures are necessary to achieve an atmosphere of continuity and harmony. These guidelines will provide for a community of cohesive identity.

1.3.2 The theme for Port Royal Landing is the "coastal cottage style" architecture typical of that found in the southern Atlantic coastal region in the late 1600's to early 1700's. Typical features of this style include a simple rectangular plan, which evolved from the medieval English hall and parlor house and to which many variations (depending on the culture of the builder, available materials and climate) evolved, including the coastal Carolina cottage with its steeply pitched main roof and shed roof porches which was an import from the West Indies.
ARTICLE 2
BUILDING POLICIES AND RESTRICTIONS -
SINGLE-FAMILY DWELLINGS

Section 2.1 - Size

2.1.1 All single-family dwelling units within Port Royal Landing shall have a minimum footage of enclosed dwelling space as noted below. The term "enclosed dwelling space" as used in these minimum size requirements shall mean the total enclosed heated and air-conditioned area within a dwelling.

2.1.1.1 Single-Family One Story ........................................ 1,250 sq. ft.
2.1.1.2 Single-Family More than one Story ..................... 1,700 sq. ft.

A minimum of 1,150 sq. ft. shall be provided on the ground floor.

Section 2.2 - Building Setbacks

2.1.2 The DRC shall ultimately dictate the exact location of any structure or dwelling to be built. The DRC shall use as a basis the following setback recommendations.

2.1.2.1 Street to house................................................................. 20 ft.
2.1.2.2 Side of house to property line......................................... 4 ft.
2.1.2.3 Back of house to property line................................. 20 ft.

2.1.3 Variations may be permitted to the setbacks noted above by the DRC to protect trees and privacy. Houses will be staggered where practical and appropriate to assure the maximum amount of view and breeze. The DRC will control the precise site and location of any house. No construction or tree removal will begin without the approval of the DRC.

Section 2.3 - Heights

In order to maintain the scale of the residential community, single-family homes within Port Royal Landing will be limited to two stories in height. To allow for flexibility in architectural style through sloping roofs, etc., the maximum height of a structure is limited to 35 feet above the finished ground floor with the exception of chimneys or other approved roof ornamentation, which may exceed the limitation. Wherever possible the second floor should be tucked into or related to roof structure as much as possible with dormers or small roof terraces used to diminish the scale.

Section 2.4 - Foundations

2.4.1 As is common to all coastal areas, the federal government requires that the elevation of the first-floor heated and air-conditioned living space be above the level of possible flood waters expected at statistically predicted 100-year intervals. This elevation is 17.0 feet above mean sea level. At Port Royal Landing most lots are well above this level.
2.4.2 All finished ground floors shall be at the greater of 17.0 feet above mean sea level or at finish grade as measured at the street-facing exterior walls.

Section 2.5 - Exterior Wall Finishes

Acceptable exterior finishes include lapped siding or shake shingles.

Section 2.6 - Windows and Doors

2.6.1 Areas with major door and window openings should be oriented to afford privacy while taking advantage of special views.

2.6.2 Single-hung, double-hung, polygon and half-moon windows are permitted. However, because of the variety of polygon window designs available, homeowners should consult with the DRC about selections. French and sliding doors are permitted; however, sliding glass doors cannot be visible from the main or side streets. Window and door frames are to have anodized aluminum, vinyl, fiberglass, or painted finishes. Color of frames and sashes shall be white, and all trim should be white for consistency.

2.6.3 It is recommended that houses not have openings (doors or windows) that total more than 35% of the external wall area. All residences, regardless of the percentage, should conform to the South Carolina Electric and Gas Energy Code requirements.

2.6.4 While tinted glass is acceptable, no foil or reflective material shall be used on windows or sunscreens. Roof overhangs and awnings are appropriate sun-screening devices with approval of the design and color.

Section 2.7 - Roofs

2.7.1 The roofs of all houses within Port Royal Landing shall be asphalt shingle and shall have a similarity of form and color to provide for the homogenous character, with all gable and hip roofs having a minimum roof slope of 6/12. All roofs will be covered by composition shingles.

2.7.2 Roof overhangs form an integral part of the architectural character and should be maximized wherever possible to shelter from both sun and rain. While in many cases the roof overhangs can incorporate balconies, decks and screened porches, the minimum depth shall be 12 inches with gable ends of 12 inches.

2.7.3. It is preferable that all roof accessories such as vent stack flashing and roof vents shall be painted to match the roof color. Where possible, vents shall be located away from the entry elevations. No raw aluminum or galvanized flashing is allowed where it may be visible.

2.7.4 The incorporation of solar energy-producing devices (active or passive) is subject to DRC approval.
Section 2.8 - Lighting

2.8.1 For existing homes, all new permanent lighting must be submitted to and approved by DRC with consideration taken for use, style and necessity. Replacement permanent lighting, if different from the original, must also be approved. Fixtures must conform with architectural design of Port Royal Landing.

2.8.2 For new home construction, all proposed permanent lighting shall be included on house plans for review and approval of the DRC.

2.8.3 There shall be no light spillage in excess of six lux onto neighboring properties.

2.8.3.1 Exterior lights should be adjusted for compliance regarding light spillage.
2.8.3.2 Avoid light intruding into neighbor’s homes, particularly the living spaces.

Section 2.9 - Chimneys

In the style of Port Royal Landing architecture, chimneys and other projections above roofing surfaces play a dominant role in depicting the character desired. Chimney dimensions shall be visually compatible in scale to the structure. All exposed surfaces of chimneys should be of a material consistent with the type of siding. Prefab metal fireplaces are acceptable within a residence; however, the metal flue must be totally concealed by approved materials. No prefabricated metal spark arresters or flue tops may be exposed to view.

Section 2.10 - Garage Doors and Driveways

2.10.1 Garage doors will normally be kept closed so as to contribute to the attractiveness of Port Royal Landing. Leaving garage doors open for an extended period does not conform to an Owner's responsibility to maintain the appearance of his home in accordance with the community-wide standards of Port Royal Landing.

2.10.2 Driveways must be paved with concrete and provide a minimum of two parking spaces.

Section 2.11 - Colors

2.11.1 In addition to the form and massing of a structure, the color is perhaps the single
most dominant visual expression of a building. In general, the color scheme will be to blend with rather than dominate the environment which includes not only the topography and vegetation but also those structures that are located nearby.

2.11.2 A given residence should use not more than four colors including the roofing color. Trim and garage doors must be white. Roof, siding, and front door colors may each be different. Roof, siding and front door colors for new construction and changes to colors for existing construction must be approved by the DRC

Section 2.12 - Screening Requirements

Trash receptacles, utility meters, fuel tanks and HVAC equipment should be appropriately screened from public view. Provision should be made to screen from view or keep in attached storage rooms items such as lawn care equipment and supplies.

Section 2.13 - Fencing Requirements

Fencing material is to be consistent and approved by the DRC. Perimeter fencing will be natural wood and solid board six (6) feet tall. Interior fencing will be board-on-board natural wood not to exceed a height of six (6) feet. All fencing must be approved by the DRC prior to construction.

Section 2.14 - Landscaping

2.14.1 There is no rigid prescription for the treatment of the grounds of each home. However, the treatment of the homesite should be a logical and interesting extension of the architectural expression of the home. For new construction, the plans for the house and lot should evolve together. The materials and spatial definitions should be relevant to the natural site conditions and the proposed use of outdoor areas.

2.14.2 For existing homes, significant alterations to the existing, visible landscaping must be approved by the DRC. Exact replacements of dead or diseased plantlife do not need to be approved by the DRC.

2.14.2.1 It is preferred that proposed alterations be prepared by a qualified landscape designer or contractor.

2.14.2.2 The guidelines in section 2.14.3.2 through 2.14.4.4 for new home construction shall apply.

2.14.3 For new home construction, landscape plans must be submitted to the DRC. These plans will include the entire lot and will depict all elements of the site as specified hereinafter. In addition to these elements, there are other requirements of which the property owner should be aware.

2.14.3.1 It is preferred that the landscape design be prepared by a qualified
landscape designer or contractor.

2.14.3.2 A complete plant list shall accompany the landscape plan.

2.14.3.3 For trees to be installed, a caliper of not less than two inches is required.

2.14.3.4 All shrubs must be at least three-gallon size.

2.14.3.5 The construction of features such as topiary, sculpture, free-standing fountains in the foreground of homes or landscape lighting systems must be approved by the DRC.

2.14.3.6 The following is a partial list of recommended plants. A few are native to Lowcountry woodlands while others reflect some of the characteristics of native plants. Plants permitted are not limited to this list; however, these are the ones that experience indicates grow best in our climate and that most reflect the intent of landscape planting expected in Port Royal Landing.


2.14.3.6.2 Shrubs: Azalea, Cleyera, Nandina, Pittosporum, Podocarpus, Indian Hawthorn, Yaupon holly, Wax myrtle, Oleander, Crepe myrtle, Juniper, Vitex.

2.14.3.6.3 Grasses: Centipede grass and St. Augustine grass are most adaptable to this area and should be used. Bermuda and Bahai grasses are not recommended.

2.14.3.6.4 Ground cover: English and Algerian ivy, Asian jasmine, dwarf lily turf (Monkey grass), big blue liriope, creeping liriope, Confederate jasmine, holly fern, cinnamon fern, Boston fern, fig vine and Carolina jessamine.

2.14.4 No plant is specifically prohibited in Port Royal Landing; however, there are some that should be used carefully. Generally, they include plants that are very unlike coastal vegetation or those plants associated with exotic effects (such as those more common to a Florida tropical or Arizona desert environment) and formal pruning, such as topiary.

2.14.4.1 The name of the proposed landscape contractor shall be provided at the time final plans are submitted.

2.14.4.2 Any plant material that dies or becomes unsightly after installation shall be replaced by approved plants within 30 days of installation or notification by
2.14.4.3 No trees six (6) inches in diameter or shrubs with stems larger than three (3) inches in diameter shall be removed from any lot without the written approval of the DRC.

Section 2.15 – Mailboxes, Garden Features, Furniture and Accents

2.15.1 A mailbox shall be provided by each property owner in accordance with U.S. Postal Service requirements and the Port Royal Landing design. White mailboxes are preferred.

2.15.2 It is preferable to avoid use of materials and site furniture that are inconsistent with the character of Port Royal Landing and the Lowcountry coastal areas. Birdbaths, sundials and other decorative items (such as sculpture and free-standing fountains) should conform with the overall character and design of the community.

2.15.3 As with plant materials, any earth forms used should be consistent with the natural setting. Generally, the topography of the coastal area is very flat. Earth can add interest to a homesite, but if used, should be done with great sensitivity. An earth mound with gentle slopes can require a rather large open area to blend naturally into existing topography of the site. Since earth fill on roots can kill existing trees, earth mounds should be held away from the trunks of trees.

ARTICLE 3

DESIGN REVIEW COMMITTEE POLICIES

Section 3.1 - Statement of Principles and Purpose

3.1.1 A major concern in the original planning of Port Royal Landing was the integration of the development with its immediate environment and existing structures. Manmade improvements should, as much as possible, blend with nature rather than stand in stark contrast with it. The result is a development more pleasing to the eye and spirit and a more attractive community in which to live.

3.1.2 In order to assure that this objective is maintained, the Declaration of Covenants, Conditions and Restrictions for Port Royal Landing has been devised. Article VI of the declaration established the Design Review Committee (DRC) and sets forth its jurisdiction, powers, obligations and guidance under which it will conduct its review of proposed improvements. Any statements contained in this document are to condense, amplify or clarify provisions of that Declaration. In the event of a conflict, the Declaration's provisions shall prevail.

3.1.3 The applicant is urged to carefully review all provisions of the Declaration prior to
submitting an application to the DRC.

3.1.4 The DRC has been established for the purpose of defining aesthetic standards of construction in Port Royal Landing and examining and approving or disapproving any and all proposed improvements for a building site within the development. Improvements subject to review include, but are not limited to: dwellings, garages, outbuildings or any other buildings, construction of sidewalks, driveways, parking lots, mailboxes, decks, patios, courtyards, swimming pools, greenhouses, playhouses, awnings, walls, fences, exterior lights, and exterior addition to or change or alteration to any existing structure and the painting or staining of any exterior surfaces.

3.1.5 DRC approval must be obtained for shaping of land areas and drainage, as well as removal of any tree more than six (6) inches in diameter, measured at a four (4) feet height, or shrubs with stems measuring more than three (3) inches in diameter.

Section 3.2 - Administration

3.2.1 The Board of Directors of Port Royal Landing Owners Association, Inc. shall establish the DRC, which shall consist of three (3) members and one (1) alternate member; and DRC members may or may not be members of the Board of Directors. One and only one member of the DRC may be a non-property owner in Port Royal Landing, if for the sake of construction/engineering experience/expertise is required on the DRC. The regular term of office for each member shall be one year commencing on 1 January of each year. Any member appointed by the Board may be removed with or without cause by the Board at any time by written notice to such appointee, and a successor or successors appointed to fill such vacancy shall serve the remainder of the term of the former member.

3.2.2 The DRC shall elect a chairman and he, or in his absence, the vice chairman, shall be the presiding officer at DRC meetings.

3.2.3 The DRC shall meet upon call of the Chairman. All meetings shall be held at an appropriate location unanimously acceptable to all DRC members and convenient to homeowners. The DRC is authorized, with pre-approval from the Board of Directors, to obtain the services of consulting architects, landscape architects, urban designers, engineers, inspectors and/or attorneys in order to advise and assist the DRC in performing its functions set forth herein.

Section 3.3 - Plan Submission Procedures

3.3.1 General Requirements:

3.3.1.1 Plans must be submitted along with a completed copy of Annex A. The plans should be appropriate to the type of request (i.e., Existing Home Alteration or New Home Construction). The DRC will assist the owner with completing Annex A during the pre-construction meeting.

3.3.1.2 Plans must be submitted to the Chairman of the DRC.
3.3.1.3 Plans must be submitted at least 14 days prior to a called meeting to allow enough time for a thorough review by all members.

3.3.1.4 Plans will be stamped as to the time of day of receipt by the DRC.

3.3.2 Existing Home (Alteration) Plans
Plans should be sufficient to show the proposed alteration and how it affects the existing home, landscaping, and if applicable its effect on surrounding properties. The requirements outlined in Final Plans for New Home Construction can be used as a guide, and/or the DRC can be consulted to determine sufficiency for the proposed alteration.

3.3.3 New Home Construction Plans:

3.3.3.1 Preliminary Plans: Preliminary plan submission is required to identify and resolve potential problems. Each plan submitted will be given preliminary approval if appropriate. Preliminary approval does not constitute approval for lot clearance or construction. In the event of disapproval, specific reasons shall be stated. Preliminary plans should include, but not be limited to:

- 3.3.3.1.1 Tree survey and boundary survey of existing property.
- 3.3.3.1.2 Site plan to scale, overlaid on tree survey, indicating all structures and other improvements to be included in the scheme with an indication of trees to remain and trees to be removed and an indication of all required setbacks from property lines.
- 3.3.3.1.3 Street-facing elevation drawings.
- 3.3.3.1.4 Indication of colors and materials.

3.3.3.2 Final Plans: Final plans, in complete form, must be submitted in order to gain approval to commence any construction on a building site, including removal of trees. Final plans must include:

- 3.3.3.2.1 Site plan: Minimum scale of 1 inch equals 10 feet showing but not limited to the following:
  - 3.3.3.2.1.1 Access street(s) and walkway(s), drives and other site improvements;
  - 3.3.3.2.1.2 Grading drainage plan;
  - 3.3.3.2.1.3 Fill plan, if any (indicating runoff and tree preservation method);
3.3.3.2.1.4 Culvert(s) location, size and flow direction;

3.3.3.2.1.5 Foundation plan;

3.3.3.2.1.6 Exterior lighting plan;

3.3.3.2.1.7 Service yards;

3.3.3.2.1.8 Location of service entry to lot of water, sewer, natural gas, electricity and telephone;

3.3.3.2.1.9 Tree survey showing location and species of existing trees six inches or larger and existing shrubs with stems three (3) inches or larger in diameter measured at breast height above ground. Indicate trees and shrubs to be removed;

3.3.3.2.1.10 Location and identification of special features on or immediately adjacent to the property (e.g. drainage ditch, body of water, easement, adjacent structures, etc.). Note: Adjacent structures including previously built residences shall be depicted in relationship to property lines.

3.3.3.2.1.11 Proposed location of contractor's sign and portable outdoor toilet facilities.

3.3.3.2.2 Architectural Drawings showing, but not limited to:

3.3.3.2.2.1 Floor plans at a minimum scale of 1/4 inch equals 1 foot including an exact computation of the square footage of each floor, specifically indicating the total enclosed heated/air conditioned square footage (stated by floor in case of multi-floored residence);

3.3.3.2.2.2 Elevation drawings - all sides. Indicate existing grade, fill and finished floor elevation. (Indicate treatment of building from grade to floor in elevated buildings);

3.3.3.2.3 Detailed drawings of:

3.3.3.2.3.1 Outside wall sections;

3.3.3.2.3.2 Fencing sections.

3.3.3.2.4 Complete identification of colors and materials. Samples of exterior materials and colors must be submitted at the time final plans
for construction are submitted to the DRC.

3.3.3.2.5 Complete landscape plans, to scale, indicating number, size and species of specimens to be installed as well as the ratio between grass lawn areas and natural areas and locations of each.

3.3.4 Any submission that does not include all plans, materials, applications and other items as required by this section may be rejected by the DRC and will not be placed on the agenda until all requirements have been met. Rejected submissions may be re-submitted when corrected.

Section 3.4 - Meetings

3.4.1 Meetings of the DRC will be scheduled on an "as required" basis by the Chairman. A quorum requirement will have been met if a simple majority of the members is in attendance or represented by proxy. Resolutions, approvals and disapprovals may be based only upon a majority vote. All decisions by the DRC will be final unless appealed. Applicants shall be notified in writing of all decisions by the DRC.

3.4.2 The Chairman may choose to have a virtual meeting and vote by email. This type of meeting may be employed if the request is simple, straightforward, and all submitted applications and materials can be reviewed electronically. It is not appropriate for review of significant alterations or new home construction. If the Chairman employs a virtual meeting/vote, then all applications and materials must be sent to each DRC member for review and vote. The Chairman must retain all electronic correspondence for the DRC records.

3.4.3 Applicants may have returned to them a copy of plans reviewed by the DRC with appropriate markings to amplify review comments or recommendations made by the DRC. Marking of plans so received shall not bind the DRC to any design indicated therein, but are offered only as advisory comments. One set of plans received shall be retained by the DRC as part of a permanent record along with color and material samples. Special visual aids such as models and slides, etc., may be reclaimed by the applicant.

3.4.4 The DRC Chairman will report all actions to the PRLOA Board at its next meeting.

Section 3.5 - Posting Bonds

3.5.1 The DRC, in its sole discretion, may require that an owner issue the DRC a letter of credit in an amount not to exceed $1,000 with form and terms acceptable to the DRC to assure the completion of all DRC-approved improvements, including landscaping, within a twelve (12)-month period from the start of new home construction. In the event that such improvements or landscaping are not completed within the provided period, the DRC shall be entitled to apply for payment under the terms of the letter of credit.
3.5.2 The DRC shall be entitled to retain any sums specified above and held in escrow on behalf of an owner who fails to complete as defined above as a penalty for such failure to complete, and such sums shall be remitted to and shall become the property of the Association.

3.5.3 Upon completion of construction and all improvements to the satisfaction of the DRC, the letter of credit shall be returned to the owner.

Section 3.6 - Inspections

3.6.1 DRC approval of existing home alteration plans or new home construction plans shall be certified to the owner by letter. No construction may proceed until DRC approval is received.

3.6.2 The DRC may perform periodic inspections at any building site to ensure that all construction activity is in accordance with plans previously approved. The inspections performed by the DRC are for the sole purpose of ensuring compliance with guidelines of the DRC and shall not be construed as inspection for compliance with any other agency having jurisdiction at the building site.

3.6.3 Prior to any clearing, excavation or filling on a lot for new home construction, a string stake-out inspection must be performed. Applicant must string out the lot lines and building lines; all trees to be removed must be clearly marked without damage. Upon request of the applicant, the DRC will review the string-out for conformity. This only applies to exstisting home alteration if the alteration includes construction that requires clearing, excavation or filling.

3.6.3.1 Prior to emplacement of permanent improvements; e.g. footings, pilings, slabs, etc., applicant must receive a batter board inspection approval. Applicant shall place batter boards indicating all building areas. The DRC, upon request of the applicant, will review the batter board placement for conformance.

3.6.4 At such time as the applicant has completed the new home construction, including landscaping, he shall request a final inspection. The DRC will determine if all improvements have been made in accordance with approved plans. Upon certification that all improvements have been satisfactorily completed, including landscaping, the DRC shall release the owners letter of credit, if one was required, and issue a final approval certificate.

Section 3.7 - Appeals of DRC Decisions

3.7.1 An applicant receiving a negative decision from the DRC is advised to revise the plans in accordance with recommendations and resubmit them for approval.

3.7.2 Appeal procedure:

3.7.2.1 If an applicant is unable to comply with the requirements of the DRC, he
may request a hearing before the Board of Directors. The request must be made in writing and be directed to the DRC within 2 weeks of rejection.

3.7.2.2 The DRC shall request a meeting of the Board for the purpose of hearing the applicants appeal within 14 days of receipt of request.

3.7.3 The Board of Directors as an Appeal Board:

3.7.3.1 The Appeal Board may consult with any professionals it deems necessary. The Appeal Board shall conduct a review of the most recently disapproved plans of the applicant.

3.7.3.2 The applicant will be given the opportunity to speak before the Appeal Board, using whatever visual aids or consultants he feels appropriate.

3.7.3.3 All Appeal Board members must be present for a quorum. The majority vote of the Appeal Board will carry a decision. The decision of the Appeal Board will be final.

Section 3.8 - Amendments

3.8.1 The foregoing policies of the DRC may be amended at any time by action of (a) a majority vote of the DRC at a duly constituted meeting, and (b) ratification by a majority vote of the Board of Directors of the Association.

3.8.2 No prior notices or announcements will be required to amend these rules and regulations.

3.8.3 Any plan marked received shall be subject to the DRC Policies that are in effect at the time.

Section 3.9 - Severability

This document shall not be rendered invalid or unenforceable should any of the provisions of the document or the application or effect thereof be invalid or unenforceable, for any reason and to any extent. Those provisions which are not invalid or unenforceable shall be enforced to the greatest extent permitted by law.

Section 3.10 – Compliance and Enforcement

Compliance and enforcement of these guidelines are covered in the “Declaration of Covenants, Conditions, Restrictions and Easements for Port Royal Landing,” Article XV Enforcement of Covenants; and “Association Rules for Port Royal Landing,” Section 19 Rule Enforcement Procedures.
### PRLOA DESIGN REVIEW COMMITTEE

#### Request for Review

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<th>Owner Name (Print/Signature)</th>
<th>Change Type (Structure/Landscape)</th>
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**Description of Project:**

Attach Any Drawings/Renderings of Work to be Accomplished: (Include color selections as applicable).

If the proposed change will obstruct neighbor’s view or access, or create potential safety issue, then signatures of affected neighbors are required to indicate agreement with the proposed change:

Name______________________________Address_____________________Signature______________

Name______________________________Address_____________________Signature______________

**DRC Approval:**

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**Comments:** (Use reverse if necessary)

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Design Review Committee Guidelines and Policies for Port Royal Landing

Annex A

1 Oct 2014