

MANUAL OF POLICY GUIDELINES

**BY
OCEAN RIDGE
PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD**

REVISED: JULY 2013

**AN APPOINTMENT MUST BE MADE WITH THE PROPERTY MANAGEMENT OFFICE
(843-869-4300) NO LATER THAN THE THIRD THURSDAY OF EACH MONTH AT WHICH TIME
ALL ACCURATE, COMPLETE, AND SUFFICIENT BUILDING PLANS MUST BE SUBMITTED.**

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INTRODUCTION
OCEAN RIDGE PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD

The Ocean Ridge Property Owners Association and the Architectural Review Board of the Association welcome you to our growing community.

The architectural and developmental controls of Ocean Ridge are administered by the Property Owners Association (POA) through the Architectural Review Board (ARB) pursuant to Article VII, Architectural Control, of the Declaration of Covenants and Restrictions of Ocean Ridge Property Owners Association, Inc. The purpose of this Manual is to establish guidelines and regulations for residential construction in order to keep the community attractive for the enjoyment of the residents and for the protection of property values.

The primary aim of the Architectural Review Board will be to promote the construction of appealing architectural designs that are harmonious and compatible with surrounding residences and topography. Each building and its location will be reviewed individually as well as part of a carefully, planned addition to the natural setting which embraces the site. This requires that buildings be unobtrusive in form and color in order to compliment their natural setting.

To ensure that the objectives of the property owners and the Property Owners Association are met violations of the Restrictive Covenants and the Regulations of the ARB will be called to the attention of the contractor and/or the property owner in writing. If this warning is ignored and the violation continues, the ARB may refuse to approve any further submissions from the contractor for construction at Ocean Ridge. The ARB may elect to take further action as circumstances warrant, including imposing monetary fines or other penalties against contractors or property owners for non-compliance with the rules and regulations set forth in these guidelines.

All new construction, additions, or exterior modifications or improvements on your property must first have written approval from the ARB. Any project pertaining to a property within a regime must have prior approval from the regime board of directors for the project to be considered by the ARB. The ARB shall have the right to disapprove any plans, specifications or details submitted to it in the event the same are not in accordance with any of the provisions in this "Manual of Policy Guidelines."

A property owner who is not in agreement with a decision made by the ARB shall have the right to present his/her case before the ARB. Further, if the property owner is still in disagreement with the ARB, (s)he may appeal the decision to the Board of Directors of the POA. A two-thirds vote by the Board will be required to overturn a decision of the ARB. This appeal process shall apply to any decision or ruling of the ARB, including rejection of plans for construction or assessment of fines or penalties against a property owner of a property owner or a property owner's contractor.

Exterior construction shall be completed within nine months after receipt of the Ocean Ridge Building Permit and be in strict conformity with the approved plans. An additional three-month extension may be given. It is the responsibility of the Property Owner to request, in writing, a three-month extension. If the extension request is not received in the Property Management Office within seven days prior to the original permit expiring, a penalty will be assessed. The ARB shall be entitled to stop any non-conforming construction. Nothing in these building regulations shall constrict or in any way derogate the authority of the ARB to grant variances or exceptions.

PRIOR TO BEGINNING ANY WORK, please review and familiarize yourself with the rules, regulations, and restrictions of Ocean Ridge as set forth in the Declaration of Covenants and Restrictions of Ocean Ridge Property Owners Association, Inc., the Beautification Ordinance, and the Declaration of Rights, Restrictions, Affirmative Obligations and Conditions Applicable to All Property In the Ocean Ridge Subdivision, on Edisto Beach, South Carolina.

The ARB reserves the right to address any and all issues not contained within this manual but that are covered under the Guidelines as set forth in the Declarations of Covenants and Restrictions.

An **ARB BUILDING PERMIT** should be obtained before a Building Permit is requested from the Town of Edisto Beach. **In order to obtain the ARB Building Permit the following documents must be completed, submitted, and approved by the ARB:**

- 1) OWNER'S AGREEMENT:** Read and sign the Owner's Agreement regarding the dwelling construction and repair of damaged roads
- 2) UTILITY EASEMENT AGREEMENT:** Read and sign this agreement regarding driveways located on easements. You must submit a sewer tap fee of \$500 or \$2,500, whichever is applicable (Please check with the Property Management), made payable to Ocean Ridge with your application.
- 3) APPLICATION FOR CONSTRUCTION:** Your contractor must read, sign, and submit the Application for Construction and attend the ARB meeting for presentation of the project.
- 4) CONTRACTOR'S AGREEMENT:** Your contractor, or you, acting as your own contractor, must read, sign, and submit the Contractor's Agreement.
- 5) BUILDING PLANS:** One set of building plans for a new structure, in accurate, sufficient, and complete detail, for the ARB to identify the location of the proposed structure on the property and its external appearance; or plans sufficient to fully document the location and appearance of an addition or modification are to be submitted to the ARB. These building plans should include but are not limited to the following:
 - a)** All floor plans
 - b)** All four elevations
 - c)** Location of external AC equipment
 - d)** Specify material of exterior siding and color as well as any special treatment (sample should not exceed 6" x 6").
 - e)** Location of driveway, (a minimum of a two car capacity for driveway or under-house parking is required.)
 - f)** A construction schedule, showing the dates construction is planned to start and to be completed.

The ARB will give particular attention to street elevations to ensure a pleasing appearance. Shutters, window boxes, door details, lanterns, etc. should be carefully considered.

- 6) **SITE PLAN: DWELLING:** One copy of site plans showing property lines and dwelling location with all dimensions, elevation of ground floor, corner lot pin placements, location of driveways, driveway entrance pipe, if required, North point, property identification, and owner's name. **TREES:** Indicate all trees measuring six inches or larger on site plan. All trees to be removed must be properly identified. At the conclusion of construction, the site will be cleared of all brush and debris.

No significant tree removal or landfill can be done prior to thirty days before beginning construction.

LANDSCAPE PLAN: One set of landscape plans outlining the following.

- a) Location and description of all plantings on Lot line perimeter only
 - b) Location of all exterior lighting and signage. **No lighting unattached to the dwelling will be allowed without prior approval of the Architectural Review Board.**
 - c) Changes in surface elevations planned, cuts or fills. No dirt should be placed on the property prior to ARB approval. **Should you have a need to place fill on a lot a Storm Water Drainage Plan must first be approved by the ARB.**
- 7) **EXTERIOR COLOR:** A small sample (**maximum 6" x 6"**) of the proposed siding, trim, paint, or stain color and a shingle sample must be submitted. All exterior wood, excluding deck and porch floors, must be painted.
- 8) **SECURITY DEPOSIT:** A contractor's security deposit **must be submitted to the ARB to ensure compliance with the "Manual of Policy Guidelines."** This deposit must be in the form of a check made payable to the Ocean Ridge Architectural Review Board and will be placed in an escrow account until construction is complete and all terms have been met. The deposit will be in the amount of:
- \$2,000.00 – for a new home
 - \$ 750.00 – for additional living space to an existing structure
 - \$ 250.00- for an addition or modification other than living space
 - \$ 100.00-for all other, to include tree removal, flood light addition, landscaping, land fill, etc.

NOTE: FOR SPECIAL, RUSH REQUESTS, ADMINISTRATIVE FEE WILL BE CHARGED.

Your plans and specifications will be approved or disapproved within thirty days (30) of submission. When approved, an ARB Building Permit will be issued to you. **This permit must be displayed at the building site with the other permits.**

You must also secure the following:

- 1) **BUILDING PERMIT:** After the ARB Building Permit is received, a Town Building Permit should be obtained from the Town of Edisto Beach Building Inspector, Town Hall located at 2414 Murray Street, Edisto Beach, SC 29438. (It is recommended that the ARB Building Permit be obtained prior to obtaining the Town Building Permit for the property owner's protection. The ARB may not approve construction that would have been approved by the Town. This could cause the property owner to lose the cost of the Town permit.)
- 2) **UTILITIES:**
 - a) Electricity: Contact South Carolina Electric & Gas Co., Highway 162, Hollywood, SC 29449. Phone 1-800-922-7497
 - b) Sewer and Water: Application must be made to the Town of Edisto Beach Water Authority located in the Town Hall for sewer and water installation approval. A sewer tap fee of \$500 or \$2,500 (whichever is applicable) is payable to Ocean Ridge at the time of application. A water tap fee and water/sewer/garbage user fee is payable to the Town of Edisto Beach.
 - c) Telephone: Contact AT&T Telephone Co., Phone 1-800-288-2020.
 - d) Cable TV: Contact Comcast, P O Box 469, Johns Island, SC 29457 or phone: 1-800-266-2278.

Upon receipt of a site plan, a site inspection shall be made by the ARB for approval. All lot lines must be staked, strung, and clearly visible (bush hogged if necessary); all house corners must be staked, strung, and clearly visible; and all trees to be removed clearly marked. The ARB will make periodic inspections during construction.

The Master Property Owners' Association dues will be adjusted to reflect the change in the status of the property.

The owner or the builder should make a request to the ARB for a final approval inspection, along with a copy of Certificate of Occupancy from the Town of Edisto Beach. Upon approval by the ARB, the security deposit will be refunded less any fines that may have been assessed for violations of the requirements and restrictions set forth in this manual.

The Architectural Review Board Meets the fourth Thursday of each month or as required in case of emergencies. An appointment must be made with the property Management office (843-869-4300) no later than the third Thursday of each month at which time all accurate, complete, and sufficient building plans must be submitted. The Property Management office is open between the hours of 9:00 am and 4 pm Monday through Friday.

Ocean Ridge Property Owners Association
Architectural Review Board
C/O SCS Property Management Office
P O Box 700 (51 Station Court Suite A)
Edisto Island SC 29438
843-869-4300
hkinsey@scs-carolina.com

**GUIDELINES AND RESTRICTIONS
OCEAN RIDGE PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD**

1. Setbacks and building lines:

Buildings and other structures will be located so that the maximum view, privacy and breeze will be available to each building. Structures will be located with regard to the topography of each property, taking into consideration the location of large trees and other aesthetic and environmental considerations. The ARB reserves the right to control and decide the precise location of any building or structure. This will be determined after reasonable opportunity is afforded the property owner to recommend a specific site. The Board requires all residences to be set back.

- a. At least 20' from the front lot line
- b. At least 10' from each side lot line
- c. At least 10' from the rear lot line

2. Fences:

To preserve the natural quality and aesthetic appearance of the existing geographic areas, no fences shall be permitted unless approved by the ARB (due to extenuating circumstances) **No external animal enclosure is allowed. All animal enclosures beneath the house and inside the perimeter of the house must have ARB approval.**

Fences: Fences may be allowed only upon approval by ARB. Before planning any fence, we suggest consultation with the Property Management and a review of this section of the Design Manual.

As per the Covenants and By-Laws, (Article 7, Section 2), fences are allowed in Ocean Ridge provided they are reviewed and approved by the ARB. Therefore, in order to continue the effort of maintaining as much of the natural beauty, breezes views and openness as has been established within the property, and also to provide for some modicum of privacy and/or safety that residents may desire for their property, the ARB hereby establishes the following guidelines for fence construction.

A-SUBMITTALS

- 1) As part of the applicants' submittals, a brief letter outlining the reasons for requesting a fence must be included in submittals.
- 2) A dimensioned site plan showing the property lines, house location including steps, driveways, tree locations, proposed fence location, gates, and other pertinent site items (Note: Site Plan should be drawn at not less than 1" = 30')
- 3) Site Plan should also show exact locations of proposed fence, showing dimensions from all property lines, dimensions from house, gate locations with opening widths, trellis locations, etc. plus the landscaping/painting schedule (See landscaping requirements and set-back requirements in paragraphs B- (5) and B- (6) below.
- 4) An accurate stringed layout of the proposed fence location on the site must be provided for on-site visual review by the ARB.

- 5) Details of the fence "style, including posts, panels, caps and ornaments, gates, trellis, materials, and colors, etc. All details must show typical panel details to include posts size and spacing newel size and spacing, heights, gate and trellis details, etc. (Note: These details of typical fence should all be drawn at not less than $\frac{1}{2}" = 1'-0"$, or in the case of pre-manufactured fencing, their submittals must be clearly show all of the above in enough detail so as to be easily read by the ARB.
- 6) If the fence is located on a sloped grade, an elevation drawing showing the proposed "stepped" design with an accurate grade-slope shown, or, if fence is proposed to follow the slope without "stepping" then the elevation drawing must indicate the design to be followed along the slope.
- 7) Landscaping will be required outside all fence and should be indicated on Site Plan showing number of plants, locations, type and size of plant. (Note: Fence is to set-back minimum of 2 ft. from property line to allow for landscaping as noted in paragraph B-(5) below.

B – NOTES AND GENERAL CRITERIA

- 1) **Height:** Maximum height of any portion of the fence to be 48-inches above grade (See exceptions below)
- 2) **Style:** While the style and materials may vary, it is desired that fence panels be designed with approximately 50% open area (posts not included). In order to better define the general style of fence that is recommended the following styles are mentioned only as a general guide, and utilize "Lowe's" and/or "Home Depot" vinyl fencing as the descriptive nomenclature (Note: This is not an endorsement of Lowe's or Home Depot, but is merely to utilize their literature for a general style description. Other styles and other materials may be submitted for review.)

Style / Supplier

- Classic Gothic Panel (Home Depot/Lowe's)
- Classic Gothic and/or Classic Gothic Scallop (Home Depot/Lowe's)
- American Gothic Panel (Home Depot/Lowe's)
- Full Lattice Panel (Home Depot/Lowe's)
- Westfield Style Panel (Home Depot)
- Chesapeake Scallop Panel (Home Depot)
- Portsmouth and/or Portsmouth Scallop Panel (Home Depot)
- Whitehall Panel (Home Depot)
- Post and Rail (2, 3, or 4 rail) (Home Depot/Lowe's)
- Cape Cod (Lowe's)
- Brunswick and/or Brunswick Scallop (Lowe's)
- Weymouth and/or Weymouth Scallop (Lowe's)

- 3) **Post Spacing:** Post should be spaced no more than 8 ft. apart
- 4) **Panel Recess:** Panels should be "recessed" at least 1-inch back from face of posts, (i.e., post should be displayed.)

- 5) **Landscaping:** The area outside of fence (minimum 24-inches) is to be landscaped and kept clean, mowed, and free of weeds and debris. Note: The more "open" panel design of the fence, the less landscaping may be required. Note: Submittals must include a plan for landscaping.
- 6) **Set-Back:** Fences may extend beyond the building set-backs along all sides but must be held away from property lines by a minimum of 24-inches. (See landscaping requirements within this 2-ft. set-back)
- 7) **Materials:** In general, approvable materials include vinyl, aluminum, and/or wood. (Note: Metals such as wrought-iron are not recommended. Chain-link fencing is not acceptable except as defined below). Fences with brick pier and/or posts are not recommended.
- 8) **Colors:** In general approvable colors/finishes include white (preferred) natural, painted, or stained. (All colors subject to ARB approval) (Note: If fence is wood an actual sample of the proposed wood with the proposed color of paint or stain is to be submitted for approval) (Note: Minimum sample size of wood is to be 4" x 36").

C. EXCEPTIONS AND/OR SPECIAL NOTES

- 1) The reference above to maximum height of 48-inches means that the maximum height of any portion of the fence, including the posts, be limited to 48-inches above grade. Exception: a trellis could be up to 8-ft. at its highest point. (Note: In the case of sloping sites where stepped panels may be required the height of 48-inches maximum can be measured at the mid-point between posts)
- 2) The reference above to "50% open areas" means that fences of the "shadow box" design, "staggered board" design, or of the "solid panel" design will be considered as less desirable for approval than those with an open design. (Note: gates could be of a more "solid" design, subject to approval)
- 3) The reference above to "ornaments of caps" means that a post ornament or cap may be allowed to extend above the 48-inch height restrictions (Note: submit exact details of ornaments and/or caps and where located ornaments such as of animals, fish, birds, or other such items likely will not be approved)
- 4) An exception to "chain-link fence not acceptable" would be thus with ARB approval: An animal enclosure utilizing chain-link fencing may be allowed provided the entire enclosure is located within the footprint of the main house, and is no higher than 7-ft. above slab and encompasses no more than 400 sq. ft.

D. PERMITS, FEES AND DEPOSITS (to be determined later . . see Property Management)

3. **Skirting:**

In order to maintain a uniform appearance of height among houses within the resort, the ARB Board recommends a minimum of nine (9) feet and a maximum of thirteen (13) feet for the bottom of the skirting. However, each individual case will be governed on its own merit in relation to its surroundings.

4. Temporary Structures:

No temporary house, trailer, tent, garage, or other outbuilding shall be placed or erected on any lot.

5. Materials:

All structures constructed or placed on any lot shall be built of substantially new material and no used structures shall be relocated or placed on any such lot.

6. Signs:

No sign (including but not limited to "For Sale", political, or similar signs), billboard, or other advertising structure of any kind may be erected or maintained upon any lot or structure, or located within any structure so as to be visible from the outside. Permanent property identification signs not more than two square feet may be erected with the approval of the ARB.

7. Sewer:

Prior to the occupancy of a dwelling unit, proper and suitable provisions shall be made for the disposal of sewage by connection with the sewer mains. No sewage disposal system shall be permitted on any lot.

8. Exterior Lighting:

All exterior lighting must be included in the plan submitted to the ARB for approval. If lights are to be installed at a later date, a plan showing location and type (size, wattage, type –incandescent, mercury, vapor, etc.) must be submitted to the ARB for approval prior to installation. No lightning unattached to the dwelling will be allowed without prior approval of the Architectural Review Boards.

9. Drilling:

No oil or natural gas drilling, refining, quarrying or mining operations of any kind shall be permitted upon or in any lot and no derrick or other structure designed for use in boring for oil or natural gas shall be erected, maintained or permitted on any lot.

10. Water Wells:

No private water wells for human consumption may be drilled or maintained on any residential lot that has a city water line within 100' with adequate water pressure for normal household use.

11. Antennas:

No television antenna, radio receiver or sender, satellite dish or other similar devise shall be located on any lot or attached on the exterior portion of any dwelling unit, without the written approval of the Architectural Review Board.

12. Trash, Tanks and Clothes lines:

Each lot owner shall provide an area not visible from the street or the golf course for the storage of garbage receptacles or similar storage receptacles, and clotheslines. Plans delineating the size, design, appearance and location of fuel tanks must be approved by the ARB prior to construction.

13. Destroyed Buildings:

Any dwelling or outbuilding on any lot which may be destroyed in whole or in part by fire, windstorm or for any other cause or act of God must be rebuilt or all debris removed and the lot restored to an acceptable sightly condition within six (6) months. If a building is to be rebuilt, or if any exterior repairs are required, ARB approval must be obtained.

14. Ground Elevation Changes:

No elevation changes shall be permitted which cause drainage of surface water onto surrounding lots.

15. Mail Receptacles:

Receptacles for the receipt of mail shall be approved by the Post Office and by the ARB and shall be erected in an approved manner at such location as the ARB may in it discretion designate. The Post Office regulations require that the distance from the ground to the bottom of the box be 38-42 inches. Upon the approval of the Post Office, mail receptacles may be clustered in such locations as the ARB and any applicable regimes may deem appropriate. No separate receptacle for the receipt of newspapers or similar delivered materials shall be erected or permitted.

16. Propane Tank:

Propane Tank(s) must be on a cement slab, secured with eyebolts and enclosed with lattice.

17. Interior Construction:

Anytime a Dumpster is required an ARB application form must be completed and a deposit made to the Architectural Review Board.

18. Re-subdividing:

Any alteration of lot lines needs prior approval from the ARB.

19. Permit Extension

The original ARB Building Permit is granted for nine months construction time. One three-month permit extension can be granted. If a written request for an extension is not received in the Property Management Office within seven (7) days prior to the original permit expiring, a minimum of 10% of the contractor's deposit will be deducted. If construction is not completed within nine months and an extension has to be granted, the original \$2,000 deposit will be forfeited. At this time another \$2,000 deposit will be required and a three-month extension will be granted. If at the end of the twelve months construction is still not complete, a fine of \$100 per day will be put into place until construction is completed and final approval is granted.

20. Consistency with Other Law:

Notwithstanding any other provision of these guidelines and restrictions, where a particular guideline or restriction is inconsistent with or less stringent than the general law of the State of South Carolina or the zoning ordinance of the Town of Edisto Beach as the same may be applied to planned unit developments, the general law or the zoning ordinance, as the case maybe, shall apply.

PLEASE NOTE: The foregoing guidelines are consistent with The Declaration of Rights, Restrictions, Affirmative Obligations and Conditions Applicable to All Property in the Ocean Ridge Subdivision on Edisto Beach, SC and sanctioned under the approval of the Master Property Owner Association Board of Directors and are stated in condensed form for use and review by the Architectural Review Board. Please refer to a copy of the recorded documents for a full and complete text of these covenants and restrictions, as well as the Beautification Ordinance.

OWNER'S AGREEMENT WITH THE OCEAN RIDGE PROPERTY OWNERS ASSOCIATION ARCHITECTURAL REVIEW BOARD

The undersigned, being the Owner(s) of (Property Identification)

Located in the Subdivision of Ocean Ridge, Edisto Beach, SC hereby acknowledges receipt of a MANUAL OF POLICY GUIDELINES dated _____ and agrees to its conditions.

- 1) **It is agreed that the owner(s) will not, nor will they direct any contractor, to execute any external changes, such as changes in color, materials, design, location on lot, landscape or drainage, fences, walls, drives, sidewalks, light posts, mail boxes, driveway head walls, etc., without prior submittal of request to and approval of such changes by the Architectural Review Board.**
- 2) It is agreed that no lot clearing, other than bush hogging, is allowed until the Town of Edisto Beach Building Permit and the ARB Building Permit is posted on the site. No trees, six inches or more in diameter at a point two feet above the ground may be removed from the site without the written approval of the ARB. All stumps, trees, and debris are to be removed from the site at the time of clearing. No significant tree removal or landfill can be done prior to beginning construction.
- 3) It is acknowledged that in the process of construction, it is possible that some damage may result to the roads, ditches, aprons, banks or pavement. The owner(s) hereby agree and promise to repair any damage and return all phases of the damaged areas to its original condition at the owner(s) expense and to the satisfaction of the Architectural Review Board.

Whenever a ditch is required to be cut into a paved street, all repairs must be made in the following manner: Ditches will be well compacted with a mechanical compactor by filling in six inch layers and compacting each layer. The final eight inches shall consist of six inches of crushed rock thoroughly wetted down and packed, then topped with two inches of plant mixed asphalt.

The owner(s) certify that all Property Owner Association dues, including any fines or assessments, are paid in full to this date.

It is acknowledged that upon approval for construction the Master Property Owner's Association fees will be increased.

**OCEAN RIDGE PROPERTY OWNER'S ASSOCIATION
ARCHITECTURAL REVIEW BOARD
UTILITY EASEMENT**

I, _____, being the owner of Lot
No. _____ in Ocean Ridge, realize that
by constructing my house on the aforementioned lot and installing a driveway
thereon, I will be in violation of the utility easement as depicted on the recorded
plat or as provided in the Restrictive Covenants of Ocean Ridge.

If for any reason it should be required to cut into my driveway, I will repair it at
my own expense.

Property Owner Signature

Date

Received by the ARB

ARB Board Member Signature

Date

**CONTRACTOR'S
APPLICATION FOR CONSTRUCTION
OCEAN RIDGE**

An appointment must be made with the Property Management Office (843-869-4300) no later than the third Thursday of each month at which time all accurate complete and sufficient building plans along with any required deposits must be submitted. The Property Management Office hours are 9 a.m. to 3 p. m., Monday through Friday. You will be contacted with a time for your presentation to the Architectural Review Board at their next meeting.

Submit to:

**Ocean Ridge Property Owner's Association
Architectural Review Board
51 Station Court Suite A
Edisto Beach, SC 29438**

Or

**Ocean Ridge Architectural Review Board
c/o Property Management Office
P.O. Box 700
Edisto Beach, SC 29438**

PROPERTY IDENTIFICATION _____

OWNER _____ PHONE # _____

HOME ADDRESS _____

CONTRACTOR _____ PHONE # _____

CONTRACTOR'S ADDRESS _____

CONTRACTOR'S SC LICENSE # _____

Complete * items where applicable: *Square feet of heated living area: (1400 SQ. FT. MIN.) _____

*Square feet of unheated decks, porches, and storage _____

*Square feet of ground level storage _____

*Finish floor elevation above grade _____

*Highest point of structure above ground level _____

*A/C location _____

*Propane Tank location _____

CONTRACTOR'S APPLICATION CONTINUED

*Roofing Material _____ Color _____
*Exterior Siding Material _____ Color _____
*Exterior Trim Material _____ Color _____
*Lattice (must be Painted) _____ Color _____
*Pickets (must be painted) _____ Color _____
*Columns (must be painted) _____ Color _____
*Steps _____ Color _____
*Shutters _____ Color _____
*Windows _____ Color _____
*Door _____ Color _____
*Awnings _____ Color _____
*Mail Box Description _____ Color _____

CHECK LIST

_____ OWNER'S AGREEMENT	_____ ONE SET LANDSCAPE PLANS (If planting on the perimeter)
_____ UTILITY EASEMENT AGREEMENT	_____ EXTERIOR PAINT PANEL
_____ CONTRACTOR'S AGREEMENT	_____ ROOFING SAMPLE
_____ ONE SET BUILDING PLANS	_____ SEWER TAP FEE
_____ MAIL BOX DESCRIPTION	_____ BUILDING PERMIT

_____ Schedule meeting to submit plans and all samples to the Property Management Office by the third Thursday of the month.

Building Addition or Renovation (Describe in Detail) _____

Other (Describe in Detail) _____

CONTRACTOR'S APPLICATION CONTINUED

Security Deposits

1. Owner

- a. New Home \$2,000
- b. Additions or Modifications to Living Space of Existing Home \$800
- c. Additions or Modifications to other than Living Spaces of Existing . . . \$250

It is agreed that the owner (s) are responsible for seeing that these agreements are adhered to. The owner(s) understand that the owner's contractor may be subject to monetary penalties for violation of the rules and regulations of the Manual. These fines will be deducted from the Contractors Security Deposit. Any fines in excess of the Deposit will be assessed against the owner(s). A lien will automatically be placed on the property in question when fines exceed the amount of the security deposit.

Owner(s) further certifies that he/she has read the details related to completion time and understands that if construction is not completed within the time frame stipulated, time penalties will be imposed.

We appoint _____ as our
contractor for construction of _____

CONSTRUCTION SCHEDULE:

START DATE _____

COMPLETION DATE _____

Contractor Signature

Date

Property Owner Signature

Date

Received by the ARB

ARB Board Member Signature

Date

**AGREEMENT WITH
OCEAN RIDGE PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD**

The below signed Contractor, for itself, its employees and subcontractors, while building, modifying, or improving a residential structure in Ocean Ridge and using the roads is required to agree and for valuable consideration agrees to the following.

CONTRACTOR GUIDELINES

The General Contractor will be solely responsible for the compliance of these guidelines by all workmen and subcontractors and suppliers on the job site.

Construction Hours: 7:00 a.m. to 7:00 p.m. Monday through Saturday, Sunday by special permission. 8:00 a.m. for high level noise, saws, heavy equipment, etc.

Job Site

1. One builder's identification sign, not to exceed four square feet, is permitted. A copy of the Town of Edisto Beach Building Permit from the Architectural Review Board must be prominently displayed.
2. The Contractor shall keep the construction site free of trash, litter, and construction debris. A suitable Dumpster is required for construction of a new house. And for an addition or modification if necessary to control trash and debris. All excavated materials, construction materials, tool and equipment is to be kept within the boundaries of the Lot. If interior construction requires a Dumpster, the same rules will apply.

No open burning is permitted in Ocean Ridge. However, during construction, a controlled fire in a 55-gallon or smaller drum located outside the structure, for personnel comfort, is permitted. Vehicles and equipment must enter property so as not to damage trees, street paving and curbs. All construction material, equipment and supplies shall be stored in an orderly manner. Absolutely no dumping is permitted on Ocean Ridge property.

3. A portable toilet facility must be provided during construction of a new house and located so as not to be obtrusive.
4. Avoid scarring trees. Trees with damage root systems should be fertilized to enhance recovery.
5. No clearing, other than bush hogging, is allowed until the Town of Edisto Beach Building Permit and the ARB Building Permit is posted on the site. No trees six or more inches in diameter at a point two feet above ground level may be removed without written approval of the ARB. All stumps, trees and debris are to be removed from the site at the time of clearing. No significant tree removal or landfill can be done prior to thirty days before beginning construction. Before excavation in the road right-of-way or easements, information must be obtained on the location of all underground utilities from SCE&G, Southern Bell, U.S. Cable and the Town of Edisto Beach Water and Sewer Authority. Before gravity drain elevations are established, the sewer

service for the lot should be uncovered and grade checked. Contractor agrees to install, if required by the ARB, an eight-inch (8") PVC pipe under the driveways on the lot.

6. **The Contractor agrees not to deviate from the approved building plans, including, without limitation, construction of additional structures or alterations of the exterior appearance. Any changes, additions, or deletions from the original plans must receive ARB approval prior to commencement of the work.**
7. The nine month period to completion of construction will begin on the date of receipt of the ARB Building Permit.
8. The Contractor shall be responsible for the acts of all their employees and subcontractors and all persons performing any work on the building site.

Pertinent rules and regulations include the following:

- A. No firearms, alcohol or other contraband are allowed on the site
 - B. Speed limits are to be observed
 - C. All vehicles are subject to periodic security search
 - D. Ocean Ridge is not responsible for loss or damage on job site
 - E. Workers may not use Ocean Ridge amenities
 - F. Radios and tape players are not permitted if audible outside the limits of the job site
 - G. No loud or offensive language is allowed
 - H. No dogs are allowed on the job site
 - I. Visits by friends or relatives are prohibited except for emergencies
9. The Contractor is responsible for any damage done to adjacent lots or common properties including damage to trees and plantings. The Contractor may be required to correct any such damage.
 10. The Contractor agrees to adhere to the requirements contained in the Manual of Policy Guidelines.

Nothing in any approval by the ARB shall be construed as approval or compliance with any building codes and/or ordinances, including, but not limited to: Southern Standard Building Code, National Flood Insurance Program, SC Coastal Council or the Town of Edisto Beach Ordinances. Those matters are the responsibility of the Building Inspector of the Town of Edisto Beach and the coordination of this rests solely with the Contractor and/or the owner.

I agree that I, my workers, my subcontractors and their workers will abide by the guidelines set forth in this document and in all of the procedures and standards set forth by the Ocean Ridge Architectural Review Board and in the Safety and Security Rules and Regulations of the Ocean Ridge Property Owners Association. I will take prompt action on the items noted on the periodic site inspection reports. I understand and agree that any fines or other

penalties levied against myself, my employees, workers or subcontractors for non-compliance with the rules and regulations of Ocean Ridge, the ARB, and the Safety and Security Rules and Regulations of the Ocean Ridge Property Owners Association will be deducted from my Security Deposit. If the Security Deposit is depleted by payment of such fines and penalties, I understand that I will be required to make an additional deposit, or deposits, before construction can continue.

ACCEPTED BY (CONTRACTOR) _____ **DATE** _____

CONTRACTOR FOR _____

APPROVED BY (OWNER) _____ **DATE** _____

PROPERTY IDENTIFICATION _____

RECEIVED BY THE ARB

ARB BOARD MEMBER SIGNATURE _____ **DATE** _____

**SPECIAL RESTRICTIONS
AFFECTING RESIDENTIAL AREAS
LOCATED ON GOLF FAIRWAYS IN
OCEAN RIDGE**

"Golf Fairway Residential Areas" is defined as all those residential lots of land or blocks of land intended for subdivision located adjacent to any golf course located in the property.

That portion of any Golf Fairway Residential lot or block within thirty feet of the lot or block line bordering the golf course shall in general conform to the overall landscaping pattern for the golf course fairway area established by the golf course architect. All individual lot or block landscaping plans must be approved by the ARB before implementation.

There is reserved to the Company and the Association a "Golf Course Maintenance Easement Area" on each lot adjacent to any golf course located in the property. This reserved easement shall permit the Company or the Association, at its election, to go onto any Golf Course Maintenance Easement Area. This Golf Course Maintenance Easement Area shall be limited to the portion of such lots within thirty feet of the lot line(s) bordering the golf course, or such lesser area as may be shown as "Golf Course Maintenance Area" on the recorded plat of such lot, provided, however, that the above described maintenance and landscaping rights shall apply to the entire lot until there has been filed with the Company a landscaping plan for such lot by the Owner thereof, or alternatively, a residence constructed on the lot.

Until such time as a residence is constructed on the lot, the Company and the Association reserve an easement to permit and authorize registered golf course players and their caddies to enter upon a lot to recover a ball or play a ball, subject to the official rules of the course, without such entering and playing being deemed a trespass. After a residence is constructed, such easement shall be limited to that portion of the lot included in the Golf Course Maintenance Easement Area, and recovery of balls only, not played shall be permitted in such Easement Area. Golfers or their caddies shall not be entitled to enter on any such lot, or in any way commit a nuisance while on such lot. After construction of a residence on a Golf Fairway, "Out of Bounds" markers may be placed on said lot at the expense of the Company. Owners of Golf Fairway lots shall be obligated to refrain from any actions which would detract from the playing qualities of the golf course or the development of an attractive overall landscaping plan for the entire golf course area. Such prohibited actions shall include, but are not limited to, such activities as burning trash on a lot when the smoke would cross onto the fairway, and the maintenance of unfenced dogs or other pets on the lot under conditions interfering with play due to their loud barking, running on the fairways, picking up balls or other like interference with play.

PLEASE NOTE: The foregoing restriction is an excerpt from the declaration of Rights, Restrictions, Affirmative Obligations and Conditions Applicable to All Property in the Ocean Ridge Subdivision of Edisto Beach, SC and is stated in condensed form for convenience only. Please refer to a copy of the recorded documents for a full and complete text of these Covenants and Restrictions.

**ACKNOWLEDGMENT OF CONSTRUCTION WITHIN
GOLF COURSE MAINTENANCE EASEMENT**

THE UNDERSIGNED acknowledges that the proposed improvement (or a portion of it) at the address listed below is to be built within a 30 foot easement granted to the OCEAN RIDGE PROPERTY OWNERS' ASSOCIATION on all lots bordering The Plantation Course at Edisto as recited in the Declaration of Rights, Restrictions, Affirmative Obligations and Conditions dated April 5, 1978 and accepts all risks associated with locating that improvement within the easement area and adjacent to an active golf course.

DATE: _____

(Signature)

(Print Name)

(Property Address)

**BUILDING PERMIT APPLICATION
OCEAN RIDGE
ARCHITECTURAL REVIEW BOARD**

TO: Building Inspector, Town of Edisto Beach
2414 Murray Street
Edisto Beach, SC 29438

FROM: Ocean Ridge Property Owner's Association
Architectural Review Board
P O Box 700 (51 Station Court – Suite A)
Edisto Beach, S.C. 29438

_____ Contractor for

_____ Owner of

Property Identification _____

Subdivision of Ocean Ridge has met all of the requirements of the Architectural Review Board and has been issued a Building Permit to commence construction of:

The contractor will be required to take the following action in the event any change or changes need to be made subsequent to the issuance of this building permit that would in any way change the external appearance of the building from what had been previously approved. Pick up a MOVE-ADD-CHANGE FORM from the Property Management office, complete the form and return it to the Property Management office by the third Thursday of the month for ARB approval. You will be notified as to their decision.

All construction MUST be completed within nine (9) months on original permit. If construction is not completed, the \$2,000 deposit will be forfeited. A three (3) months extension may be granted with an additional deposit of \$2,000. If construction is not completed at that time, there will be a forfeit of the second deposit, as well as, a \$100 dollar per day fee for every day construction is not completed and final approval is granted.

For the Architectural Review Board

Date Issued

Building Permit Expires: _____

Date

**BUILDING PERMIT RENEWAL EXTENSION
OCEAN RIDGE
ARCHITECTURAL REVIEW BOARD**

TO: Building Inspector, Town of Edisto Beach
2414 Murray Street
Edisto Beach, SC 29438

FROM: Ocean Ridge Property Owner's Association
Architectural Review Board
P O Box 700 (51 Station Court – Suite A)
Edisto Beach, S.C. 29438

_____ Contractor for

_____ Owner of

Property Identification _____

Subdivision of Ocean Ridge has been granted a three (3) month extension to complete construction on:

The contractor will be required to take the following action in the event any change or changes need to be made subsequent to the issuance of this building permit that would in any way change the external appearance of the building from what had been previously approved. Pick up a MOVE-ADD-CHANGE FORM from the Property Management office, complete the form and return it to the Property Management office by the third Thursday of the month for ARB approval. You will be notified as to their decision.

A three (3) month extension may be granted with an additional deposit of \$2,000. The original \$2,000 deposit is forfeited. If construction is not completed at the end of twelve (12) months, there will be a forfeit of the second deposit, as well as, a \$100 dollar per day fee for every day construction is not completed and final approval is granted.

For the Architectural Review Board

Date

Extension Building Permit Expires: _____

Date

_____ Renewal

**MOVE – ADD CHANGE FORM
OCEAN RIDGE
ARCHITECTURAL REVIEW BOARD**

TO: Architectural Review Board

DATE _____

FROM: _____ OWNER,

Lot No. _____ Section _____

In accordance with the instructions set forth in the Owner's Manual in the Architectural Review Board Manual of Policy Guidelines (Pg 11, Par 2), we are requesting ARB approval of the changes listed below.

CHANGE:

	WHAT	ORIGINAL COLOR	CHANGE TO COLOR
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

ADD:

	WHAT	ORIGINAL COLOR	CHANGE TO COLOR
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

We are including measurements and drawings where necessary and will also supply samples (6" x 6" maximum) of paint, siding, shutters, and roofing if involved in the changes listed above.

SIGNED: _____
Property Owner

**STATEMENT OF POLICY
OCEAN RIDGE PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD**

In view of the fact that the Architectural Review Board has not exercised jurisdiction in the past over any commercial or condominium construction by Ocean Ridge it is, therefore, the policy of the Architectural Review Board to grant approval to commercial buildings or condominiums which have received approval from the Construction and Development Department at Ocean Ridge and when applicable, from the Town of Edisto Beach.

CHECKLIST FOR NEW ARB APPLICATIONS

Job Name _____ **Lot Number** _____

1. _____ Owner's Agreement (Pages 12 & 17)
2. _____ Utility Easement Agreement (Page 14)
3. _____ Check for \$500.00 sewer tap – payable to FOR (page 4 & 14)
4. _____ Contractor's Application for Construction (New Homes) Pages 15-20)
5. _____ Contractor's Application for Construction (Add/Move/Change) Pages 24)
6. _____ Contractor's/Owner's Agreement (Pages 18-20)
7. _____ One (1) set of Building Plans (Page 4, 5 paragraph 5)
 - A. Showing location of A/C equipment
 - B. Location of driveway
8. _____ Site plan showing all information specified (Page 5, paragraph 6)
9. _____ Landscape Plan showing perimeter plantings (Page 5)
10. _____ Siding sample (Page 5, paragraph 7)
11. _____ Paint sample for siding, shutters and trim (Page 5, paragraph 7)
12. _____ Roofing/shingle sample (Page 5, paragraph 7)
13. _____ Construction schedule – Start _____ Finish _____ (Page 11)
14. _____ Trees marked for removal (Page 5, paragraph 6)
15. _____ Location of all exterior lighting and signage (Page 10, paragraph 6 & 8)
16. _____ Security Deposit payable to FOR ARB (page 5 paragraph 8)
17. _____ Lot line staked and strung, House Corners staked and strung (Page 6)
18. _____ Type of mail receptacle and location (Page 11, paragraph 15)
19. _____ ARB Building Permit (Page 23)
20. _____ Lattice underneath, all around and painted (Page 16)
21. _____ Storm water Drainage Plan (Page 5)
22. _____ Satellite Dish (Page 10)

ARB FINAL INSPECTION CHECKLIST

JOB NAME: _____

LOT NO: _____

1. _____ Check location of AC equipment
2. _____ Check location of refuse container
3. _____ Check location of driveway
4. _____ Check set-backs
5. _____ Check perimeter landscaping
6. _____ Check exterior lighting
7. _____ Has sign been removed?
8. _____ Check for Building permit
9. _____ Check type and location of mail receptacle
10. _____ Check to be sure all debris has been removed
11. _____ Check for changes in construction
12. _____ Check for unauthorized tree removal
13. _____ Dumpster must be removed
14. _____ Port-o-let must be removed
15. _____ Check paint color
16. _____ Check siding color
17. _____ Check roofing color
18. _____ Check shutters
19. _____ Check secured propane tank
20. _____ Has lattice been installed all around and painted?
21. _____ Should deposit be refunded? ____ Yes ____ No
22. _____ If answer to #21 is NO, Why? _____

23. _____ Has objection stated in #21 above been resolved? _____

SIGNED _____ DATE _____
ARB MEMBER

APPLICATION FOR TREE REMOVAL

No trees measuring 6" or more in diameter at a Point 2' above ground level may be removed without the written approval of the ARB Board. Approval for the removal of trees located within 10' of the Main Dwelling or Accessory Building or within 10' of the Approved site for such Building will be granted unless such removal will substantially decrease the beauty of the property.

1. Applicant must submit a tree diagram for the total lot. The diagram must be to scale showing all trees by variety, diameter of trees, trees to be removed, and trees to be saved.
2. Trees to be removed must be clearly marked.
3. A new Landscape plan must be submitted with the Application.
4. After ARB approval applicant must receive a permit from the Town of Edisto Beach for all Pine Trees over 24" in diameter and all other trees over 6" in diameter.

An appointment must be made with the Property Management Office (843) 869-4300 no later than the third Thursday of each month at which time all accurate, complete and sufficient specifications must be submitted. The PMO hours are 9 a.m. to 3 p.m. Monday through Friday. You will be contacted if your presence is necessary before the ARB Board. You will also receive a letter from the ARB with the Board's decision.

Submit to:
Ocean Ridge POA ARB
Southern Community Services
P O Box 700
Edisto Beach SC 29438

PROPERTY IDENTIFICATION _____

OWNER _____

HOME ADDRESS _____

Type of tree to remove / trim _____

Specifics _____

Contractor _____ Date _____

Approved by Owner _____ Date _____

Received by the ARB _____ Date _____

ARB Board Member _____ Date _____

FINAL APPROVAL BY THE ARCHITECTURAL REVIEW BOARD DOES NOT RELEASE THE OWNER AND/OR CONTRACTOR FROM ANY ESTABLISHED ARCHITECTURAL REVIEW BOARD AND/OR PROPERTY OWNERS' ASSOCIATION GUIDELINES.

**TREE REMOVAL PERMIT
OCEAN RIDGE
ARCHITECTURAL REVIEW BOARD**

TO: Building Inspector
Town of Edisto Beach
2414 Murray Street
Edisto Beach SC 29438

FROM: Ocean Ridge Property Owner's Association
Architectural Review Board
P O Box 700 (51 Station Court – Suite A)
Edisto Beach, S.C. 29438

_____ Owners of

Property Identification _____

Subdivision of Ocean Ridge has met all of the requirements of the Architectural Review Board and has been issued a Tree Removal Building Permit to:

Tree removal must be completed within (60) days of issuance of this permit. Please present this Permit to the Building Department at Town Hall on Edisto Beach for their tree removal permit.

For the Architectural Review Board

Date Issued