Palm Bay
Of Prince Creek
Home Owners Association

New Construction Design Review Board (DRB) Requirements

Adopted By
Palm Bay Home Owners Association
September 2014
Summary of Changes: The following changes have been made to the Palm Bay Architectural Guidelines which were last updated in October 2007:

1. Changes to construction site rules;

2. Changes to required fees and deposits as shown in the Palm Bay DRB Fee and Deposit Schedule included in this document;

3. Changes to fine amounts as shown in the Palm Bay DRB Enforcement Fines Schedule included in this document;

4. Miscellaneous updates to reflect policy changes implemented since the October 2007 issuance of these Architectural Review Guidelines;


Approved by the Palm Bay Board of Directors for implementation as of September 2, 2014:

________________________________________________                     ________________
Ed Stefanovich, HOA President                          Date

_________________________________________________                    _________________
Robert Richmond, DRB Chairman                          Date
# Palm Bay
## Architectural Review Requirements

## Table of Contents

### General Overview

I. Style  
II. Site Plan  
III. Elevations  
IV. Materials  
V. Roofs  
VI. Landscape and Driveways  
VII. The Plans  
VIII. Fences  
IX. Site Cleanliness  
X. Signs  
XI. Temporary Structures Owners/Contractors  
XII. Working Hours Owner/Contractor  
XIII. Amendments  
XIV. Tree Protection Ordinance  
XV. Additional Information  
XVI. Construction Rules For Owners And Contractors  
XVII. Purposes And Use Of Fees And Escrow Deposits  
XVIII. Approval To Commence Construction  
  a. Appealing a DRB Decision  
  b. Access to DRB  
  c. Diligent Construction  
XIX. Final DRB Inspection  
XX. Notice and Disclaimer
Rules
Construction Site Rules

Fencing and Landscaping Guidelines
Specifications for Residential Metal Fences
Landscaping Guidelines

Fees and Fines
Palm Bay DRB Fee and Deposit Schedule
Palm Bay DRB Enforcement Fines Schedule

Forms
Conceptual Review Application
Final Review Application
DRB Design Certification
Minor Change Application
Construction Site Signage
Request for Final Inspection
DRB Completion Check List
Palm Bay DRB Enforcement Fines
Construction Rules for Owners and Contractors
STATE OF SOUTH CAROLINA ) PALM BAY COMMUNITY ASSOCIATION  
COUNTY OF GEORGETOWN ) DESIGN REVIEW BOARD GUIDELINES

As a property owner you have become part of the Palm Bay Property Owners Association (the Association or POA). One of the most important responsibilities of the Association is to establish custom Design Standards for the homes and related improvements. These standards involve more than just the appearance of the homes. They also include developing the application and construction procedures, the means to assure the completion of plans as approved and establishment of reasonable protection of the community’s assets. Also, a method for submitting, reviewing and managing alterations and additions must be established.

These tasks have been delegated by the Association’s Board of Directors to the Design Review Board (DRB), sometimes referred to as the Architectural Review Board, in accordance with the Covenants, Conditions and Restrictions for Palm Bay (the “Declaration”). The resulting standards and procedures are contained in the Palm Bay Architectural Review Guidelines (the “Guidelines”). This document should be consulted before any significant design is undertaken. The purpose represented by the Guidelines is to maintain architectural harmony in the structures and landscape and to maintain the value of the property owner’s investments.

This document may over time be added to or certain sections deleted as changes in building materials and technology occur as well as experience gained from practical applications of the Guidelines. No condition, requirement or standard is permanent and may be changed at the sole discretion of Sunbelt Land Group, LLC, its successors or assigns (“the Declarant”), or the DRB for any reason including purely aesthetic reasons. The Declarant, Board of Directors and DRB acknowledge that real property is non-linear in development characteristics and qualities, which may prompt reasonable changes or adjustments from time to time.

Each home site is unique from its neighbors in regard to shape, location, topography, vegetation and similar physical and location characteristics. Because of this uniqueness, approval or disapproval of plans will be based on the total design solution presented to the DRB not a single element out of context. For this reason, approval of a particular application, color, material, construction detail, etc., does not create a precedent for other home sites.

General Overview

Until such time as a Design Review Board (DRB) is appointed, the Declarant, (Sunbelt Land Group, LLC) and its consulting team will serve as the DRB. As Palm Bay matures, changes and additions to these Guidelines may be anticipated to address planning and design issues that arise as the community builds out. In most cases, the Palm Bay property manager can assist property owners and design/builders on the review and construction process by calling Gold Crown Management Co. at 843-299-0261 and requesting Palm Bay information.
I. STYLE

The design objective for Palm Bay is for the completed community to represent a harmonious collection of classic homes of enduring quality. Home design should relate to the rich traditions of formal brick, wood (and certain products that resemble wood) and stucco house styles. This concept rules out contemporary housing styles such as rambling ranches, shed, flat and barrel roofs, log cabins, metal framed casement or bale windows and similar details associated with informal architectural styles. Also, to be avoided are Victorian era details of gingerbread, turrets, witches hats, mansard roofs, and fish scale shingles.

Some Craftsman or Arts and Crafts styles may be appropriate for Palm Bay but property owners are strongly cautioned to request preliminary approval prior to becoming attached with this type design. Preliminary opinions on style will not require a DRB application and will be reviewed informally as suggestions or to provide direction.

The appropriate general design theme for Palm Bay should be a primarily vertical structure with a relatively steep roof pitch (8/12 or greater) constructed of brick, stucco, or wood-like siding. Many fiberglass/cement siding (such as Hardiplank) are acceptable. Vinyl should be restricted to the soffits.

Foundations may be mono concrete slabs or crawl space foundations, no finish floor elevation shall exceed 40 inches above grade. All Homeowners shall have walkways to the front porch or front stoop surface. It is the responsibility of the property owner and homebuilder to adjust for local codes requiring positive drainage away from the home and meet this standard. Foundations must be “finished”, that is parged stucco or cement over CMU’s must be colored in keeping with the overall house color pallet.

II. SITE PLAN

The typical Palm Bay home should appear to “grow” out the home site. That is to say, the Site Plan should be carefully thought through to take advantage of views from the main rooms of the home and views of the home from the street. The Site Plan must respect all setbacks and should provide ample green space for the private areas of the home.

Clear cutting wetland buffers are expressly prohibited and may result in Natural Resource Agency fines and or restoration.

Setbacks for Palm Bay are as follows:

- Front Yard 20 feet
- Side Yard 7 feet
- Rear Yard 15 feet
- Side Corner 10.5 feet
III. ELEVATIONS

The Protective Covenants for Palm Bay call for a minimum heated and finished living space of 1,800 square feet. For two story homes the minimum heated and furnished square feet shall be 2,100 square feet, with not less than 1,500 square feet on the first floor. No home may exceed 3,500 square feet on a single home site and all large homes will be reviewed in the context of adjacent properties. While the design of the front (or street) elevation is of particular concern, all elevations should be thoughtfully detailed. The front door of the Palm Bay homes should be prominent in relationship to the street. The front door should be thought of as a system including the walkway, steps, rails, banisters, sidelights, transom, fanlights, trim and the door with hardware. Lighting should be incorporated in the overall front door design, including visible and concealed light sources. Front doors with custom or production glazing depicting designs must be reviewed and approved by the DRB separately from the elevations. Photos and/or cut sheets of the design should be submitted before contracting for front doors of this type.

Windows are equally important to the appropriateness of presentation of the elevations. While window sizes may vary within reason, window styles should not be mixed. The DRB will look favorably at elevations featuring traditional double-hung window units with prominent mullions. Front elevation window units may incorporate transom lights, mullions, or dividers. Half round windows may be utilized provided the half round unit matches the dominant window unit. Once a style has been selected, it should be utilized on all elevations.

When considering window units, thought should be given to the use of shutters. Louvered and raised panel styles with square or “butterfly” tops are appropriate.

Security or storm (including hurricane) shutters or other methods of securing the window and door units must be concealed as part of the home design.

Detailing the home of Palm Bay is as important as the basic form. Detailing of trim will generally include treatment of the horizontal edges (such as roofs, porches, water table, etc.) and horizontal and vertical edges of walk doors, garage doors, windows, building corners, etc. Scale and carpentry are important in expressing trim details.

IV. MATERIALS

Brick, wood, vinyl or wood-like material, and stucco are approved exterior materials. Some shades of brick may not be satisfactory such as pink and some finishes may not be acceptable if featuring rough or glazed surfaces. When selecting brick, the designers should also consider the mortar shade and the construction detail and submit both for review. The DRB will generally not permit the same brick or color pallet for homes that are adjacent.

When specifying siding, beaded board styles will be favored over plain lapped siding, synthetic stucco is an approved material. The DRB does not review or certify construction applications and the property owner assumes all responsibility for the integrity of construction details and their field application. In some cases, wood shingles will be favorable considered for exterior siding. Cement/fiber board, if of top quality, may be used in lieu of wood siding.
The home design should reflect the assembly of exterior materials in such manner that when completed the elevations are interesting, in correct scale and result in detailing that separates the Palm Bay home for repetitive production designs. The use of offsets, double fascia boards, keystones, quoins, corner boards, band boards, dentil molding, pediments and broken pediments, columns are some of the elements that add interested to the exterior, window headers and sills are important elements in this regard. Vinyl may be used in roof overhang soffits and some clad windows. Vinyl may be used for gutters and downspouts. Vinyl may be used for porch ceilings. Top quality vinyl shutters may be appropriate depending on the installed appearance and weight.

Garage doors may be wood, metal or fiberglass so long as the material is opaque when illuminated from within. Garage doors should be generously trimmed with wood, stucco or brick offsets and keystones or other interesting detail.

Other materials may be submitted to the DRB for consideration. However, no design work or constructions should be undertaken prior to written DRB approval of materials other than those noted above.

V. ROOFS

Roof material should be first class architectural fiberglass shingles with a 30-year (standard) or greater manufacturer’s rating. Roof shingles should be in muted weathered wood shades or black. Shades of red, green, and blue are not permitted. Metal roofs will be permitted in traditional standing seam profiles. The metal roof shades that have been approved are Charleston Green or Black. Barn metal or industrial and commercial metals are not approved. Wood shakes may be appropriate in some designs.

Roof material should be applied in a traditional manner. Cupolas, birdhouses, weather vanes, and similar ornamentation require separate approval. Roof pitches should not be less that 8/12 pitch with generous overhangs. Rafter tails should be boxed. Designs contemplating exposed rafter tails must be approved separately. Roof design should be gable or hip forms. Dutch hips may be approved if the overall design enhances the neighborhood. The height of the roof ridgeline from the finished grade when viewed from the street shall not exceed 38 feet.

Skylights, vents and other roof penetrations should be painted out to match the roof color and not visible. All flashing should be painted out to match the roof color. Chimneys must have an interesting cap trim to terminate the flue stack. The DRB may require non-functional chimney forms, dormers and other roof structures to add interest to an unbroken roof or larger roof expanse.

VI. LANDSCAPE AND DRIVEWAYS

Prior to the start of any clearing on the home site, DRB approval must be granted based on a Boundary, Topographical and Tree Survey locating all trees over 6 inches ( at four feet from grade) in diameter and all pine trees 10 inches or greater in diameter. If necessary to construct a residence on the home site, a cut and fill plan may be required. Clearing (subject to the DRB’s
approval) shall be initially limited to the area of the house foundation plus 12 feet and the
driveway and utility corridor.

The construction debris dumpster and job site toilet shall be located in the cleared driveway
unless otherwise agreed to as designated areas on the Site Plan.

Driveways should be concrete and adequate for the safe storage of at least two vehicles on
the home site. When saving specimen trees or topographic conditions require drives in front of
the residence, the DRB will expect the impervious surfaces to be minimized. Drives of this type
must allow for sufficient space next to the home for substantial foundation plantings of not less
than three feet in width.

Grassed areas shall be sod to the curb. Community lakes may not be used for watering
individual yards. Driveways should not be closer than three feet to side property line.

Detailed Landscape Plans do not have to be submitted at the time the Construction Plans are
submitted. A schematic Landscape Plan may be submitted depicting concepts for the home site
when the Construction Plans are submitted. A detailed Landscape Plan is required by the time
the home is framed and dried in. The Landscape Plan must be substantially installed prior to
occupancy. The Landscape Plan should depict the grassed and planting zones. All grassed areas
must be grassed not seeded.

VII. THE PLANS

The two most critical drawings that make up the Palm Bay Home Plan Package (The Plans)
are the Site Plan and the Elevations. The Site Plan and the Survey information can frequently be
combined into a single drawing if at a readable scale and legibly noted. The Plans also must be
accompanied by a completed Initial Application with appropriate fees. Escrow payments must
accompany the Application for Final Review. The Plans should contain the name of the property
owner and the Palm Bay Phase and Lot Number.

The Site Plan (or separate Survey) should depict the boundary, north arrow, setbacks and any
easements or buffers of record including wetland buffers. The major tree survey information may
be shown on the conceptual Landscape Plan or the Site Plan. The Site Plan should depict the
location of the home, driveway and utility corridor (where the water, sewer, and electrical
services will be located). The DRB will look for the reasonable preservation of existing
vegetation. The Site Plan should be at a scale of not less than one inch equals 20 feet.

The House Plans should be presented for review at a minimum scale of ¼ inches equals 1
foot. The plans should include the following drawings:

1. Survey (as above)
2. The Site Plan (as above)
3. Conceptual Landscape Plan
4. Foundation Plan
5. All Elevations
6. Section Thru Exterior Wall
7. Framing Plan
8. Roof Plan
9. Electrical Plan (optional)
10. Mechanical Plan (optional)
11. Porches/Decks/Service Yard
12. Final Landscape Plan ***

***Must be submitted by dry-in phase.

The Wall Section should depict the soffit and fascia detail, the water table, finish floor elevation and final landscaped grade. The height of the home from finished grade to the roof ridgeline as viewed from the street must be shown on the Front Elevation.

The Plans noted above will constitute the Initial Application when accompanied by a fully completed Application form, samples and related fees/escrows. The DRB will not place on the agenda if the documentation is incomplete. A Title sheet may be added. Perspective drawings are optional. CADD drawings that do not accurately represent the details and dimensions will slow the review process. All drawings submitted shall appear to be original prints. “Muddy” or difficult to read drawings will slow down the review process.

VIII. FENCES

1. No fence or fence wall shall exceed a height of four feet.

2. Black Aluminum is an approved material. All fence designs, colors, and the location of the fence must be approved by the Developer/DRB. Said fences shall match or compliment the colors of the exterior on the principal house structure. No chain link fences will be permitted by the Developer/DRB.

3. No fence may be constructed or allowed to be maintained on any Lot closer to any Lot line than the setbacks.

4. Fences will not be constructed in the front yard of any lot. All fence locations must be approved by the Developer/DRB prior to installation.

IX. SITE CLEANLINESS

The Property Owners is responsible for maintaining a clean construction site at all times. The Property Owner will be responsible for a thorough clean up of the construction site for the duration of construction and upon completion of the building project. A dumpster will be required on all construction sites for the duration of construction.
X. SIGNS

A DRB approved construction site sign and a bilingual work hour’s sign are required. No signs may be placed on a lot except for signs approved in writing by the DRB. The only other signs or documentation that may be posted at a residence or on a lot during construction are grading and building permits. Business signs or other forms of advertisement not approved in writing by the DRB are not permitted. Grading and building permits must be attached to a post in a manner protected from the elements; in no event may building permits or any other signage or documentation be attached to trees.

XI. TEMPORARY STRUCTURES OWNER/CONTRACTOR

No temporary house, trailer, mobile home, recreational vehicle, tent, garage or other building shall be placed or erected on any Lot. The DRB may grant permission for temporary structures for storage of materials during construction.

XII. WORKING HOURS OWNER/CONTRACTOR

Contractors may work only from 7:00 AM to 7:00 PM, Monday through Saturday. No construction other than on an emergency basis may be conducted on Sunday and only with prior approval of the DRB.

XIII. AMENDMENTS

The Declarant, its successors and assigns specifically reserve the right to amend these Standards, or any portion hereof, in any particular, with or without the approval of any owner or mortgagees.

XIV. TREE PROTECTION ORDINANCE

Georgetown County has adopted a Tree Protection Ordinance that applies to all zoned property in unincorporated Georgetown County.

The DRB has adopted this standard.

The Ordinance reads as follows:

No significant trees may be removed from the border area of property without a Tree Removal Permit from the Georgetown County Building and Zoning Department.
Significant trees are listed below.

<table>
<thead>
<tr>
<th>SPECIES</th>
<th>COMMON NAME</th>
<th>MINIMUM DIAMETER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quercus virginiana</td>
<td>Live Oak</td>
<td>8”</td>
</tr>
<tr>
<td>Quercus alba</td>
<td>White Oak</td>
<td>8”</td>
</tr>
<tr>
<td>Quercus stellata</td>
<td>Post Oak</td>
<td>8”</td>
</tr>
<tr>
<td>Quercus nigra</td>
<td>Water Oak</td>
<td>8”</td>
</tr>
<tr>
<td>Quercus falcata</td>
<td>Southern Red Oak</td>
<td>8”</td>
</tr>
<tr>
<td>Quercus lauifolia</td>
<td>Laurel Oak</td>
<td>8”</td>
</tr>
<tr>
<td>Quercus phellos</td>
<td>Willow Oak</td>
<td>8”</td>
</tr>
<tr>
<td>Acer rubrum</td>
<td>Red Maple</td>
<td>8”</td>
</tr>
<tr>
<td>Liquidambar Styraciflua</td>
<td>Sweetgum</td>
<td>8”</td>
</tr>
<tr>
<td>Lirodendron tulipifera</td>
<td>Yellow-poplar</td>
<td>8”</td>
</tr>
<tr>
<td>Taxodium distichum</td>
<td>Baldcypress</td>
<td>8”</td>
</tr>
<tr>
<td>Cercis canadensis</td>
<td>Eastern Redbud</td>
<td>4”</td>
</tr>
<tr>
<td>Ilex opaca</td>
<td>American Holly</td>
<td>4”</td>
</tr>
<tr>
<td>Cornus florida</td>
<td>Flowering Dogwood</td>
<td>4”</td>
</tr>
<tr>
<td>Fagus grandifolia</td>
<td>American Beech</td>
<td>8”</td>
</tr>
<tr>
<td>Magnolia grandiflora</td>
<td>Southern Magnolia</td>
<td>8”</td>
</tr>
<tr>
<td>Carya tomentosa</td>
<td>Mockernut Hickory</td>
<td>8”</td>
</tr>
<tr>
<td>Carya glabra</td>
<td>Pignut Hickory</td>
<td>8”</td>
</tr>
<tr>
<td>Ulmus american</td>
<td>Elm</td>
<td>8”</td>
</tr>
<tr>
<td>Nyssa aquatica</td>
<td>Tupelo</td>
<td>8”</td>
</tr>
<tr>
<td>Nyssa biflora</td>
<td>Black gum</td>
<td>6”</td>
</tr>
<tr>
<td>Diospyros virginiana</td>
<td>Persimmon</td>
<td>8”</td>
</tr>
<tr>
<td>Magnolia virginiana</td>
<td>Sweet Bay</td>
<td>6”</td>
</tr>
<tr>
<td>Gordonia liasanthus</td>
<td>Gordonia</td>
<td>6”</td>
</tr>
</tbody>
</table>

The Design Review Board is fully supportive of the Georgetown County Tree Ordinance. In order to remove trees from properties within Palm Bay, you must have the approval of the DRB as well as Georgetown County. If the DRB does not allow removal of a tree which he County has permitted removal of, the decision of the DRB shall prevail.

**XV. ADDITIONAL INFORMATION**

The following is intended as helpful information based on questions and experience gained in administering the Architectural Review Process in other communities.

The Developer will select a standard mailbox and post for those desiring home delivery. The design will include a standard color scheme and graphics. The Property Manager for the Palm Bay Community Association will advise how to obtain the mailbox unit. Location will be dictated by the U.S. Postal Service.

Front yards are required to be grassed to the street pavement edge.
Only one construction sign may be placed on a home site during construction and must be removed when a Certificate of Occupancy is issued or after one year, whichever occurs first. The sign will be specified by the DRB as to size, graphic style, and color. Permits will be displayed as the code requires.

Exterior equipment, HVAC compressor, irrigation pump, etc. must be screened with a low wall, fence or lattice installed in a craftsmanship like manner.

Swimming pools must be screened with a minimum of a 4-foot pierced wall or picket fence. Chain link fencing is not permitted.

Boats, campers, or vehicles with writing on the vehicle must be stored in a garage. All garage doors must have remote controls and generally remain closed when not in use.

The DRB will not review poorly drawn, drafted or printed Plans.

The Plans should clearly indicate the materials to be installed on all surfaces. Colors should be indicated on the Application and the Plans to avoid confusion. Details (surrounds, headers, sills, foundations, corners, eaves, rakes, rails, steps, balusters, pickets, and similar exterior details) should be consistently detailed on all elevations.

Color chips and material samples must be true samples. When in doubt the DRB reserves the right to require the builder to construct a sample panel before granting approval for use.
Palm Bay DRB Enforcement Fines Schedule

The contractor/builder is responsible for compliance with the Palm Bay DRB requirements, construction site rules and all aspects of construction conducted directly or through a sub-contractor. The following schedule of fines will apply for noncompliance:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe damage to a protected tree</td>
<td>$500 per tree</td>
</tr>
<tr>
<td>(health/viability of tree severely</td>
<td></td>
</tr>
<tr>
<td>threatened or incurred)</td>
<td></td>
</tr>
<tr>
<td>Unauthorized tree removal</td>
<td></td>
</tr>
<tr>
<td>Unprotected tree (4” diameter hardwood</td>
<td>$300 per tree</td>
</tr>
<tr>
<td>and 6” diameter pine)</td>
<td></td>
</tr>
<tr>
<td>Significant tree</td>
<td>$1,000 per tree</td>
</tr>
<tr>
<td>Landmark tree</td>
<td>$1,000 per tree</td>
</tr>
<tr>
<td>Damage to Community Property Natural</td>
<td></td>
</tr>
<tr>
<td>Areas</td>
<td>$500 per occurrence and cost of repairs.</td>
</tr>
</tbody>
</table>

**Note:** Violation of any of the items above will also be subject to forfeiture of Landscape deposit.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Damage to ponds including contamination</td>
<td>$500 per occurrence and cost of repairs.</td>
</tr>
<tr>
<td>soil erosion and interference with</td>
<td></td>
</tr>
<tr>
<td>water control</td>
<td></td>
</tr>
<tr>
<td>Burning of trash or materials.</td>
<td>$500 per occurrence</td>
</tr>
<tr>
<td>Damage to roadways</td>
<td>$500 per occurrence and cost of repairs</td>
</tr>
<tr>
<td>Unauthorized site or building plan</td>
<td>$250</td>
</tr>
<tr>
<td>changes -Minor</td>
<td></td>
</tr>
<tr>
<td>Unauthorized site or building plan</td>
<td>Fines will be determined by the DRB and</td>
</tr>
<tr>
<td>changes – Major—including sitting</td>
<td>contractor may be subject to forfeiture</td>
</tr>
<tr>
<td>of structure, total height, roof</td>
<td>of the General Compliance Escrow.</td>
</tr>
<tr>
<td>and wall designs.</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>First offense......Warning</td>
</tr>
<tr>
<td>This category includes, but is not</td>
<td>Second offense $.250 fine</td>
</tr>
<tr>
<td>limited to non-conforming signs;</td>
<td>Third offense .....Mandatory work stoppage</td>
</tr>
<tr>
<td>failure to comply with community</td>
<td>and subject to DRB hearing and additional</td>
</tr>
<tr>
<td>traffic regulations; failure to daily</td>
<td>fines.</td>
</tr>
<tr>
<td>clean up the street; littered property;</td>
<td></td>
</tr>
<tr>
<td>inappropriate placement of dumpsters or</td>
<td></td>
</tr>
<tr>
<td>construction materials; overflowing</td>
<td></td>
</tr>
<tr>
<td>dumpsters; failure to use gravel at</td>
<td></td>
</tr>
<tr>
<td>curb; failure to comply with</td>
<td></td>
</tr>
<tr>
<td>construction hours; and failure to</td>
<td></td>
</tr>
<tr>
<td>comply with construction site rules</td>
<td></td>
</tr>
</tbody>
</table>


Palm Bay DRB Enforcement Fines Schedule

Fines will be deducted from deposits and escrow accounts. Work stoppage will be enforced if deposit and escrow account maximums are reached.

Note: Signs must be located a minimum of 10 feet behind the front lot line.

Contractors/builders are responsible to protect trees in accordance with the Georgetown County and Horry County Tree Protection Ordinances, which supersede this schedule. Contractor/builder signature:

I ______________________________________________________________
acknowledge receipt of the above schedule and agree to comply accordingly.

Signature: ____________________________________________________________

Date: _________________________________
XVI. CONSTRUCTION RULES FOR OWNERS AND CONTRACTORS

1. Applicability. These construction rules for all owners and contractors at Palm Bay (“Rules”) shall apply to all lot owners and builders, and any reference herein to an owner shall also apply to the owner’s builder and subcontractors. All owners shall abide by these rules and such other rules as the Palm Bay Board and/or the DRB may establish from time to time.

2. Access. Access is allowed only to the properties where you are currently working. Contractors are not allowed to use any of the facilities of the community, including ponds and wildlife areas.

3. Construction Hours and Noise. All construction activities must be conducted and all deliveries must be made from 7:00 a.m. until 7:00 p.m. Monday through Saturday.

4. Rubbish and Debris. In order to maintain a neat and orderly appearance at all times throughout Palm Bay, the following rubbish and debris rules must be strictly followed:

   4.1. Domestic Refuse. At least one (1) trash container must be located at all times inside each residence under construction. All domestic refuse such as food scraps and packaging, cups, plates, napkins and similar items which at any time exist in the residence or on the lot must be placed in the trash container. The trash container shall be emptied regularly and its contents properly disposed of off the lot and outside of Palm Bay.

   4.2. Exterior Construction Debris. With regard to all construction debris located on a lot outside the walls of a residence, the following rules shall apply:

      (i) By the end of each day on which work occurs on the lot, all lightweight construction debris such as roofing paper, insulation bags, foam sheathing, polyethylene, etc., must be placed in a dumpster located on the lot and covered with netting to contain the debris. Blowable debris must be cleared from the property twice a week at a minimum.

      (ii) By the end of the day on each Friday, all non-blowable construction debris such as wood scraps, shingles, brick bands, drywall, bricks and masonry blocks must be gathered and placed in the steel dumpster.

   4.3. No Burning or Burial. Burning or burial of construction debris or vegetation is prohibited.

5. Street Cleaning. During construction, streets affected by the construction must be swept and cleaned daily.

6. Silt Fences. Silt fences and/or other devices for sedimentation control shall be installed where necessary or as directed by the DRB. Lots bordering ponds must have fencing installed along the pond border.
7. **Materials Storage.** No construction materials, equipment or debris of any kind may be stored on any street, curb, sidewalk or area between streets and sidewalks, on any adjacent lots or otherwise than in the locations approved of by the DRB.

8. **Trailers.** No construction office trailers may be placed, erected or allowed to remain on any lot or in any other area in Palm Bay, except as approved in writing by the DRB.

9. **Parking.** All vehicles must be parked so as not to impede traffic, damage vegetation or block access to adjoining properties. No vehicles (trucks, vans, cars, trailers, construction equipment, etc.) may be left parked on any streets within Palm Bay overnight.

10. **Miscellaneous Practices.** The following practices are prohibited in Palm Bay:
    a. Changing oil of any vehicle or equipment;
    b. Allowing concrete suppliers and contractors to clean their equipment.
    c. Carrying and/or discharging any type of firearms, except by law enforcement officials.
    d. Disposition of cigarettes and other flammable material.

11. **Property Damage.** Any damage to streets and curbs, drainage inlets, street lights, street markers, mailboxes, walls, fences, adjoining property, etc. will be repaired immediately by the contractor at their expense. If not repaired promptly, the management company will contract for the repair and the repair cost will be deducted from the Escrow Deposit. If the Escrow Deposit is not sufficient to cover the entire repair cost, the additional amount will be charged to and promptly paid by the owner. If any telephone, cable T.V., electrical, water or other utility lines are cut, the party causing such damage shall (1) report the matter within thirty (30) minutes to personnel at Gold Crown Management and at the respective utility company and (2) bear any cost incurred in connection with repairing such damage.

12. **Failure to Abide.** Failure to abide by any of the above rules may result in the imposition of fines as listed in the Palm Bay DRB Enforcement Fine Schedule included in this document, and/or the loss of a contractor’s privilege to enter Palm Bay on a temporary or permanent basis.
Construction Rules for Owners and Contractors

This acknowledges that I am the owner of Lot _____________________ in Palm Bay and ______________________________ is my builder/contractor for my house. By affixing our signatures below, we agree to all the Rules as defined herein. We will ensure that the rules are followed by all parties (i.e., owner, builder, sub-contractors, etc.)” working within Palm Bay. Failure to abide by any of the above rules may result in the assessment of fines and/or the loss of a contractor’s privilege to enter Palm Bay on a temporary or permanent basis.

I have read and understand the above rules for Palm Bay. I understand that I am responsible for the actions of my general contractor, his subcontractors and vendors.

_________________________________ ______________________________
Signature of Property Owner Date

I have read and understand the above rules. I will also make sure that my subcontractors and vendors are aware of the rules.

_________________________________ ______________________________
Signature of Builder Date
XVII. PURPOSES AND USE OF FEES AND ESCROW DEPOSITS

The Escrow Deposits, if any, shall be deposited by the DRB in an escrow account established by Gold Crown Management. The Escrow Deposits may thereafter be used by the DRB for any of the following purposes:

1. A fee to pay for the cost to repair any damage to the roadways or common areas caused by an owner/builder or subcontractors not repaired by the responsible owner, such owner’s builder or subcontractors in an acceptable manner.
2. To complete any landscaping shown on the Final Plans for a lot, which has not been completed within three (3) months after completion of the residence on such lot.
3. To pay for the cost of completing any improvements so that they are in accordance with the approved Final Plan, if owner fails to complete such Improvements.
4. To pay for the cost of restoring or replacing any trees, other vegetation, grades or other natural features improperly removed, altered or destroyed by owner in violation of these Standards.
5. To reimburse Palm Bay for owner’s share of street cleaning costs during construction, if the owner does not pay such amounts in a timely manner.
6. To reimburse Palm Bay for its cost of cleaning up any significant amount of dirt, cement, etc. left by the owner on any street if the same was not immediately removed by the owner.
7. To pay for the cost of enforcing any of the owner’s other obligations under these Standards.

The DRB shall give an owner prior notice that it intends to use the Escrow deposits for a particular purpose. The owner shall thereafter have five (5) days from the date of the notice to repair the damage, complete the landscaping or Improvements, or otherwise perform the work for which the DRB intended to use the Escrow Deposits, or, if the work cannot be completed during that time, to begin the work and thereafter diligently pursue it to completion. If the owner, upon receipt of the notice, shall fail to perform the work, then the DRB shall thereafter be free to perform it and to use the Escrow Deposits to pay for the cost thereof. Upon the completion of Improvement and when either the responsible owner or the ARB has completed all work, the DRB shall return to the owner and/or builder any unused portion of the Escrow Deposits.

In the event the DRB expends sums on the owner’s behalf as provided above in excess of the Escrow Deposits the owner shall pay the excess to the DRB within twenty (20) days of notice thereof.
## Palm Bay DRB Fee and Deposit Schedule

<table>
<thead>
<tr>
<th>Type/Activity</th>
<th>Deposits (Refundable)</th>
<th>Fees (Non-Refundable)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Original House Design</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRB Review</td>
<td>$1,000</td>
<td>1, 2</td>
<td>Includes $100 fee for landscape review</td>
</tr>
<tr>
<td>Post-review Modifications</td>
<td>$100</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Exterior House Design Modifications</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Post Occupancy)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRB Review</td>
<td>$100</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Swimming Pool or Hot Tub</td>
<td>$100</td>
<td>2</td>
<td>Requires DRB Approval</td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Compliance Escrow</td>
<td>$5000</td>
<td>2, 3, 4</td>
<td></td>
</tr>
<tr>
<td>Foundation &amp; 1st Floor Escrow</td>
<td>$5000</td>
<td>2, 3, 4</td>
<td></td>
</tr>
<tr>
<td>Construction Signs-Builder/Owner ID</td>
<td></td>
<td></td>
<td>Builder to supply approved signage</td>
</tr>
<tr>
<td>Construction Signs - Hours of Work</td>
<td></td>
<td></td>
<td>Sign is re-usable with DRB approval</td>
</tr>
<tr>
<td><strong>Landscaping</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landscaping Design Escrow</td>
<td>$2000</td>
<td>2, 3, 4</td>
<td></td>
</tr>
<tr>
<td>Landscaping Design Modifications</td>
<td></td>
<td></td>
<td>Requires DRB Approval</td>
</tr>
<tr>
<td><strong>Community Impact</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Inconvenience &amp; Damage to HOA Property</td>
<td></td>
<td>$1500</td>
<td>2</td>
</tr>
</tbody>
</table>

Lot/House # __________________

Contractor Signature ____________________________ Date ____________

Owner Signature if applicable ______________________ Date ____________
**Notes:**

All costs are payable by the Contractor/Builder. All fees must be received at the time plans are submitted.

1. Should excess reviewing time and costs exceed the $1000 DRB fee, the contractor will be billed additional costs on an hourly basis.
2. Payable to: **Palm Bay HOA c/o Gold Crown Management.** Amount of refundable deposits due for new construction is $12,000 plus $1,500 for the non-refundable community impact fee and $1,000 DRB review fee. Total $14,500.
3. Subject to fines for violations of contractor rules.
4. Deposit is subject to forfeiture for failure to comply with approved design. The DRB decision is final and not subject to appeal.
XVIII. APPROVAL TO COMMENCE CONSTRUCTION

Following the DRB’s written approval, of the Final Plans, it is the responsibility of the owner’s approved builder to stake the lot in accordance with the approved Final Plans and set a meeting with the DRB to review the following prior to start of construction:
Setback, side yards and building corners (as per stakes)
  - First floor elevations
  - Clearing limits
  - Tagged Trees to be removed
  - Placement of excavation materials
  - Location and protection of water meter, sanitary sewer boxes and underground pressure sewer grinder pump (if any)
  - Location of construction entrance
  - Location of temporary toilet
  - Trash containers
  - Erosion control measures

Upon satisfaction of the above matters, the DRB Administrator will issue a written site inspection approval to the approved builder authorizing commencement of construction. No lot clearing or construction may be commenced prior to issuance of the site inspection approval; the DRB or its designated agent shall have the right to halt any unauthorized construction. Penalties against the construction escrow may be assessed by the DRB for failure to comply.

Appealing a DRB Decision.

An owner or owner’s agent may disagree with a written DRB decision and request an appeal to that decision. Following are the appeal procedures:

1. Upon receipt of a DRB decision, the owner may wish to have that decision reconsidered. The DRB Administrator is available to discuss the decision and the request to reconsider. The owner is to provide the DRB Administrator with a written request within 30 days of receiving a specific decision. The request will be placed on the Agenda for the next scheduled DRB meeting.

2. If the DRB maintains its original decision or offers a modified decision not satisfactory to the owner, the matter can be forward to the Board of Directors of Palm Bay Home Owners Association for consideration. The request must be in writing and submitted within 30 days of the DRB declining an appeal. Such appeal should be submitted to the DRB Administrator for furtherance to Palm Bay Home Owners Association for inclusion on the Agenda of the next scheduled Board of Directors meeting. Their decision will be final and there is no opportunity for further appeal.
**Address of DRB.** The address of the DRB for delivery of plans and all notices shall be as follows:

Palm Bay DRB  
c/o Gold Crown Management  
11871 Plaza Drive, Suite 3  
Murrells Inlet, South Carolina 29576

**Diligent Construction.**

All improvements to be constructed on a lot must be completed within twelve (12) months following commencement of construction of the first of such Improvements, unless a longer time is approved in writing by the DRB.

**XIX. FINAL DRB INSPECTION.**

The DRB will conduct a final inspection prior to escrow refunds. Owner or contractor must contact the DRB Administrator to schedule the inspection. No escrows will be refunded until construction and landscaping are acceptable to the DRB and all other requirements are satisfied.

**XX. NOTICE AND DISCLAIMER**

In the event there is an ambiguity or conflict in these outline DRB Guidelines and the standards herein (or with prevailing codes and ordinances which change from time to time), the Declarant’s designated Agent shall determine what guide or standard prevails.

Further, the Architectural Review process is an aesthetic review and attempts to insurance compliance with the community’s Covenants, Conditions, and Restrictions related to design, construction, alterations, and additions to the home sites. DRB approval does not in any way certify the site improvements and structures are structurally sound or meet applicable building codes, zoning ordinances, and environmental regulations.
Date Submitted:_________________________________

Owner: ___________________ Lot#:__________________

Requested Date for Inspection: ____________________________________________
(Inspections will be done within 2 weeks of submittal)

I certify that construction has been completed and that all work done conforms to state, county and local codes, and meeting Palm Bay standards as approved. In addition I certify that the home has been built within the set back lines and as shown on the Palm Bay approved site plan.

Signed: ___________________________________________ Date:_______________

After final approval, please mail my returnable Construction Deposit and Landscape Deposit to:

Name: ___________________________________________ Phone:___________________

Address: ___________________________________________________________________
____________________________________________________________________________

FOR USE BY ARCHITECTURAL REVIEW BOARD

☐ This home is built according to plans and color schemes submitted and approved by the DRB
☐ The landscaping is complete according to the landscape plan approved by the DRB
☐ The final approval is granted by the Palm Bay Review Board
☐ The final approval is NOT granted until resolution of the items on the following page(s) - deposits will be held until items are resolved.

Gold Crown Management Representative

Signed: ___________________________ Date:________________

Palm Bay Review Board Representative

Signed: ___________________________ Date:________________
DRB HOME COMPLETION CHECK LIST

_____ Construction materials (color, type, etc.) match those approved by DRB Board.

_____ Mechanical screened either by construction or mature plantings.

_____ Gas tanks screened (as above if not buried).

_____ Clean outs cut-off flush with ground.

_____ Landscaping completed according to approved plans.
MINOR CHANGE APPLICATION

Lot Number: ____________ Phase Number: __________ Date Submitted: __________

Street and Address:_________________________________________________________

Owner: __________________________________________________________________
Address: __________________________________________________________________
Telephone: (Day) ____________________ (Evening/Weekend) ______________

Architect: ________________________________________________________________
Address: __________________________________________________________________
Telephone: _________________________Fax:_________________________________

Contractor:______________________________________________
License Number: ________________________
Address: __________________________________________________________________
Telephone: _________________________Fax:_________________________________
Mobile: _________________________Pager:__________________________

Description of requested change:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Please attach sketches and specifications of proposed change. If a color change, please provide samples of materials with correct colors applied.

For Office Use:
Comments:___________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Approved           Disapproved          Conditional Approval

Conditions:______________________________________________________________
____________________________________________________________________________
CONCEPTUAL REVIEW APPLICATION

THE PALM BAY COMMUNITY DESIGN REVIEW BOARD

Lot Number: _______ Phase Number: _______ Date Submitted: ______________

Street and Address: ____________________________________________________

Owner: ________________________________________________________________

Address: ________________________________________________________________

Telephone: (Day) _______________ (Evening/Weekend) _______________________

Architect: ______________________________________________________________

Address: ________________________________________________________________

Telephone: ______________________ Fax: _________________________________

Contractor: _____________________________________________________________

Address: ________________________________________________________________

Telephone: ______________________ Fax: _________________________________

Mobile: _______________ Pager: ______________________

Landscape Architect: ______________________________________________________

Address: ________________________________________________________________

Telephone: ______________________ Fax: _________________________________

Please attach sketches, photographs, color samples and/or any other information and specifications regarding your proposed home. A preliminary site plan is also extremely helpful.

For Office Use:

Comments: ________________________________

______________________________________________________________________

Approve     Disapprove     Conditional Approval

Conditions: ____________________________________________________________________
Final Review Application

APPLICATION FOR RESIDENTIAL CONSTRUCTION
Plans are not accepted for final review without completed application and applicable fees
Lot Number: ________ Phase Number: ________ Date Submitted: _________________________

Street Address (if known): ________________________________________________________

Owner:

Address: ______________________________________________________________________

Telephone: ___________________ (Evening/Weekend) _____________________

Architect: ________________________________________________________________

Address: ______________________________________________________________________

Telephone: ___________________ Fax: __________________________________________

Contractor: ____________________________________ License Number: ____________

Address: ______________________________________________________________________

Telephone: ___________________ Fax: __________________________________________

Mobile: ___________________ Pager: ____________________________________________

For Office Use:
Contractor Rules Form Landscape Plans & Design Questionnaire
Check for Fees and Deposits Samples
House Plans & Application Roofing
Site Plans Siding
Survey (& Tree Survey) Trim
Comments: ____________________________________________________________________

APPOINTMENT OF AGENT FOR PROPERTY OWNER:
The above Owner of the subject property hereby appoints ____________________
to represent Owner in the submission of residential plans and specifications to the Palm Bay Architectural Board and to represent Owner in discussions and negotiations with the Board on all matters related to the design, construction, materials, colors, landscaping and other similar matters related to an Approval to Construct.
PALM BAY COMMUNITY ASSOCIATION
DRB DESIGN CERTIFICATION (sheet 1)
(To be completed by a S.C. state licensed Architect or designer of proposed residence)

Date: ________________________________

Lot: __________________________________Phase: _________________________________

Owner’s Name: ______________________________________________________________

Architect/Designer Name: _____________________________________________________

Landscape Designer Name: _____________________________________________________

Square Footage: (See General Statement)
Heated Area: First Floor - ______________ Second Floor - ______________

Porches: First Floor - ______________ Second Floor - ______________

Decks or Patios: ________________ Garage: ________________

Total Heated Square Footage: ________________

Total Square Footage: ________________

Foundation:
Crawl Space: (first floor elevation) ___________________________

Elevated Slab: (first floor elevation) ___________________________

Site Grade: (finished elevation) ___________________________

Explain: ________________________________________________

Exterior Materials:
Siding and/or Wall Finish: Material: __________________/Mortar Style______________

Color: ________________________________________________

Trim: Material: _________________________________________

Color: ________________________________________________

Roofing: Material: _______________________________________

Color: ________________________________________________

Doors: Material: _______________________________________

Color: ________________________________________________

Design: _______________________________________

Paving: (walkway, patio, drive) Material: _______________________

Color: ________________________________________________

Decks/Railing: Material: __________________________________

Color: ________________________________________________
Windows: Material: ________________________________________________
Color: ____________________________________________________________

Garage Doors: Material: _____________________________________________
Color: _____________________________________________________________

Shutters: Material: _________________________________________________
Color: ____________________________________________________________

Chimney: Material: _________________________________________________
Color: ____________________________________________________________

Other: Exterior Light Fixtures: /Cut Sheet______________________________
Accessory Structures: ______________________________________________
HVAC: /Screening Material__________________________________________

I certify that the above information has been completed correctly to the best of my
knowledge and complies with the community guidelines and design standards. I
understand that any changes to colors and/or materials will have to be submitted with a
Minor Change Application for review by the DRB

Signature: ___________________________ Date: _________________________
Name: ___________________________________________________________________
Address: __________________________________________________________________
Telephone: __________________________ Fax: ________________________________

Signed By: _____ Property Owner
            _____ Architect/Designer
            _____ General Contractor
**Construction Site Signage**

Home builder or general contractor signature signs will be allowed if the sign meets the following standards:

1. **Location** must be a minimum of 10 feet behind the front lot line. No additional signage that is visible from the street or adjacent lots is permitted. No signs may be nailed or otherwise attached to trees.

2. No **Real Estate** “For Sale” signs are permitted.

**Sign Information**

Complete (Please Print)

Lot # __________ Palm Bay

Owner: ______________________________________________________________

Designer: ________________________________

Landscape: ________________________________

Builder: ________________________________

Sign will be installed within five (5) working days.

*Note: A separate bilingual work hours sign will be installed near the construction sign.*