

The Handbook of Architectural Review BelleGrove Preserve

INTRODUCTION

Throughout the BelleGrove community, homeowners are permitted to reconfigure their lawns within their property lines to enhance the pleasures and benefits of living in our community and to maximize the usefulness of their properties. Prior to construction homeowners are required to obtain all necessary approvals and permits. This includes approvals by Horry County Building Department and BelleGrove Preserve Property Owners Association's Architectural Review Committee (ARC). All exterior modifications need approval. If your project is not specifically listed below, consider the review criteria set forth in Section I – General ARC Guidelines, and then call an Architectural Review Committee member to discuss the project. In light of the fact that BelleGrove Preserve is a relatively low-density community, certain design and construction limitations have been implemented.

The intent of the guidelines is four fold:

1. To permit each homeowner to enjoy his home without unreasonable interference by and to his neighbor.
2. To minimize and stabilize the costs to maintain our properties.
3. To preserve and/or enhance the community and its real estate values.
4. To promote thoughtful design so that there is harmony between buildings and their sites and with neighboring homes, avoiding harsh contrasts in the visual perception of the community.

Please note that when work may cross POA common area, a refundable deposit may be required prior to the beginning of work on any improvement. Failure to notify the Association in advance and obtain written approval to proceed with your construction may result in fines being imposed on your account. In order to provide direction to the owners within the community the ARC has been provided with the following guiding principles in evaluating ARC Applications that should be considered when reviewing applications for property improvements.

ARC PROCESS GENERAL INFORMATION

Information Needed with Submittal:

- See #7 on the Architectural Review Application

ENFORCEMENT

Reporting Violations

Architectural standards help assure that BelleGrove property values are maintained. It is not possible to inspect the properties every day nor is it likely that every completed but unauthorized modification will be noticed during a drive through inspection. Therefore, we must rely on each other to maintain the standards of our community. A word to your neighbor who may not realize an approval is needed would be appreciated. Failing that, a call to the Property Manager to report modifications in progress that do not have a BelleGrove Approval Permit is the responsibility of each member of the community.

Notice of Violation

Violation Notices are issued by the Property Manager or persons authorized by the Board to do so. The Notice of Violation will be sent by U.S. Postal Service mail to the owner of record. The notice will include the specifics of the alleged violation along with the amount of fine to be imposed by default unless a hearing is requested within 10 business days after receipt of the Notice of Violation.

Hearings

Provided the person in violation has properly requested a hearing, that person will be given a maximum of one written notice informing him or her of a time and place where the Board of Directors or its duly authorized committee will conduct a hearing to review the case. At that time, the person in violation will have an opportunity to defend him or herself. All hearings will proceed with or without the presence of the owner in violation. The decision of the Board or its duly authorized committee shall be rendered in writing within five (5) business days after the hearing and such decision shall be binding upon all parties.

Penalties/Fines – Architectural Guideline Violations

1. Failure to submit a required modification request – up to \$50.00 per occurrence or modification. (Depending on the level of cooperation in resolving the violation, a waiver of this fine by the Board of Directors may be granted if requested.)
2. Failure to submit a required modification request within two (2) weeks after being fined per step one – up to \$100.00 per month until the modification is submitted and approved.
3. Installations that are not in compliance with the Architectural Guidelines will result in a fine of \$100.00 per month until it is in compliance with an approved submittal.

Costs

In the event of any violation of the Architectural Guidelines or Declaration of the Association, the Board of Directors reserves the right to pursue any and all legal remedies to compel enforcement, legal and equitable. Any and all costs and attorney's fees shall be charged to the account of the offending owner at the time they are incurred. Any restoration costs to bring property into compliance incurred by the Association will be charged to the account of the offending owner.

Correction Procedures

An exterior change made without approval of the Architectural Review Committee constitutes a violation of the Declaration and may result in incurring fines. A violation may require removal or modification of the work at the expense of the property owner, or payment of damages incurred by the Association in having the work removed or modified.

The Architectural Review Committee will inspect authorized construction in progress, as well as the community in general, to identify apparent and flagrant violations. Additionally, all homeowners have the right to notify the Architectural Review Committee or Board of Directors of apparent violations of any provisions of these Architectural standards and Construction specifications.

The Architectural Review Committee will investigate each reported violation. Architectural Review Committee neighbors may meet with the property owner planning an improvement that is in violation to discuss problems and agree to resolutions. Should the owner fail to follow up on the agreed upon corrections, the Architectural Review Committee will submit the matter to the Board of Directors for disposition. This could lead to the Association filing legal action against the owner.

HISTORY

The BelleGrove Preserve Architectural Review Committee is a dependent entity of the Homeowners' Association Board of Directors designated and authorized by the recorded Deed, Code, Covenants and Restrictions (CC&R's) in the area known as BelleGrove Preserve to administer the Architectural Guidelines to preserve, for the mutual benefit of all property owners, the concept of a homogeneous, planned community. It is supported in its endeavors by the BelleGrove Preserve Property Owners' Association, a duly incorporated and certified Homeowners Association.

The CC&R's run with the title or deed to your property in the Tracts. In some cases they may be more stringent than the codes demanded for this area by Horry County Code Enforcement or the municipal governments of Horry County.

These Guidelines are not intended to be punitive but are, and always have been, for the protection of the rights of each homeowner in the community. Approvals from the BelleGrove Architectural Review Committee (ARC) protect your rights as well as those of your neighbors and help avoid legal complications that may arise from neighbors' disputes over the proposed construction. Avoiding or ignoring the Guidelines or flagrant noncompliance with its conditions will only serve to slow down your project and cause additional work for you as well as the ARC.

In regard to plans for your project, early, free hand or conceptual studies are encouraged to be submitted prior to final submission and approval. An informal meeting arranged with you, your architect and/or landscape architect can avoid re-drawing and countless hours of frustration. Submission of two sets of plans previously approved by the Horry County Code Enforcement in no way places the ARC under any constraints or pressure to approve conditions that countermand any conditions stated in these Guidelines or in your CC&R's.

Many additions to your property may require approval of Horry County Code Enforcement; certain permits may also be required. It is strongly suggested that these organizations be contacted in order to determine whether such permits or approvals are required. Another suggested contact is the electric company with regard to plantings placed around the green power boxes in front and side yards. They have indicated through mailings that they require ten (10') feet at the doors of the larger power boxes and three (3') feet to four (4') feet at the door of the smaller power boxes.

Approval will be based on the assumption that owner has obtained all required permits as applicable.

- The Architectural Review Committee (ARC) shall have exclusive jurisdiction over all original construction, as well as modifications, additions or alterations made on or to existing Units or structures containing Units on any portion of the Properties. The ARC shall have the responsibility to prepare the initial and amended Architectural Guidelines. The Homeowners' Association Board of Directors shall be responsible for approval of the initial and any amendment to the Architectural Guidelines.
- Architectural Review Committee Submittal forms can be obtained from the Property Manager. All information required on the submittal form must be complete in order to be considered for approval.
- All assessments must be current before a modification will be approved.
- In the event that the ARC fails to approve or to disapprove a modification submittal or to request additional information reasonably required within thirty (30) days after submission, the plans shall be deemed approved.
- Upon written request from the Owner, the Board of Directors, at its discretion, may review a decision of the ARC. The Board may uphold, reverse or modify the decision of the ARC.

This section of the standards provides general guidelines the Board looks at when considering any application. If your project is aesthetically pleasing, does not have a negative impact upon property values or your neighbor, but does not specifically meet all of the guidelines, call a committee member early in the planning stage or submit for approval. Remember that all exterior building projects require Committee approval prior to the start of the project.

Repairs

Owners are responsible for repairs to existing structures, additions, etc. No application to affect repairs and restoration to original condition is required.

SECTION I-THE ARCHITECTURAL STANDARDS

ACCESSORY BUILDINGS. Detached accessory buildings are not permitted.

ANTENNAS. Exterior antennas are discouraged. However, if a homeowner wishes to install an exterior antenna, it must comply with the guidelines set forth herein governing the installation of satellite dishes.

ATTIC VENTILATORS. Attic ventilators and turbines are permitted if painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end). Ventilators and turbines must be mounted on the least visible side of the roof ridgeline so as to minimize their visibility. No application required if all the following provisions are met:

1. No part of the ventilator protrudes more than twelve (12") inches above the roof surface.
2. All exposed parts may be painted to match the exterior color of the material they penetrate, so as to conceal them, or may be left in original silver color.
3. Roof mounted and located on the least visible side of the roof and does not extend above the ridgeline.
4. If it becomes necessary to block airflow through the ventilator, this should be done from the inside of the structure. All other installations require an application showing elevations of the ventilator installation.

AWNINGS. Awnings and trelliswork provide an effective means for controlling glare and excessive heat build-up on windows and door openings, which helps reduce energy consumption and utility costs. The manner in which sun control is implemented has considerable effect on the exterior appearance of a house. The ARC has the authority to approve exterior retractable awnings. The ARC shall only approve an exterior retractable awning if the application demonstrates that the awning shall be clearly compatible with the architectural design and qualities of the home, or is screened from the view of adjoining neighbors due to the proposed location of the installation, and meets the following criteria:

1. Sun control devices must be compatible with the architectural character of the house, in terms of style, color, and materials.
2. Cloth and/or wood are preferred materials. Awnings must be made of a straightforward design, without decorative embellishment such as scallops, fringes, and contrasting colored stitches. Solid colors only, which are compatible with the color scheme of the house, are permitted.
3. Awnings must be consistent with the visual scale of the houses to which they are attached.
4. The location of any awning must not adversely affect sunlight, or natural ventilation of adjacent properties.
5. Pipe frames for canvas awnings should be painted to match dominant color of the house. If awnings are removed, the pipe frames must also be removed.
6. The awning must be attached to the house. Tent and canopy structures are not permitted in BelleGrove.

A complete application is required and must include:

1. Dimensions and location(s).
2. Color and style of structure(s).
3. Color (sample if possible) and description of materials to be used.
4. Detailed drawings of awning(s).
5. Description of method to support an attachment to the structure.

CLOTHES LINES. Clothes lines are not permitted.

COMMON AREA. Homeowners are not allowed to alter, by any kind of planting or building of any structure, any common area, easement or right of way located next to or close to their property.

Other modifications are such things as allowing the accumulation of debris of any kind, establishment of gardens, and/or otherwise adding, removing or modifying any trees, shrubs or other plantings located in the areas referred to above. Violations of these maintenance standards are also subject to Fine and Restoration Assessment actions.

DECKS. The Architectural Review Committee must approve all decks, other than those which are builder options. The Architectural Review Committee will use the following criteria in determining whether to approve an application to construct a deck:

Location: Decks, whether elevated or at ground level, will be located only to the rear of the main body of the house, with the exception of units whose rear yard fences extend beyond the width of the house, wherein such lower level decks can extend to within three (3') feet of the fence line.

Scale and Style: Decks must be of a scale and style that are compatible with the home to which they are attached, adjacent homes and the environmental surroundings. Neighborhood guidelines may, in some cases, place specific limits on the scale or style of decks, which will be approved based on considerations of density, visibility and scale and size of decks provided as standard builder features or options.

Materials and Color: Materials must be consistent with the style of the houses to which they are attached. Wood decks (and deck railings) are permitted if wood is treated or of a species capable of withstanding the harsh wind and rain environment of coastal South Carolina. Synthetic deck materials are preferable, however, as they have a longer life span and are easier to maintain.

DECK SCREENING AND/OR ARBORS. Screening is defined as fences made of PVC attached to decks, constructed to provide limited privacy. Natural screening, i.e. trees, shrubs, etc., can be considered similar to wooden lattice screening and provide limited privacy on the deck. Deck screening may be a maximum of six (6) feet tall.

Arbors are permitted on decks and/or patios to enhance the architectural design in addition to providing some privacy for the homeowner. Arbors can be placed on either side or at the rear (side parallel to the exterior wall) of the deck and/or patio. The maximum dimensions for arbors are ten (10") feet long and six (6') feet high.

DOG HOUSES and DOG RUNS. Doghouses and dog runs are not permitted on the property.

DRAINAGE. It is imperative that the new drainage formed by excavation and grading be handled to shed water away from the house and existing structures and to prevent any erosion of the hillside or damage to neighboring property.

DRIVEWAYS. No application is required for replacement of an existing driveway, unless you change the material, size, shape, or grade. Driveway and sidewalk surfaces may be coated, with ARC approval. An approved application is required for any new driveway construction, including expansion.

The completed application must include:

1. Site plan with dimensions showing the relation to existing structures, trees, and property lines.
2. Description of materials to be used, including color and texture.

3. Proposed changes in grade. (Please note that care must be exercised in any drainage change.)
4. The configuration of the driveway must assure that no part of a parked vehicle will extend into or overhang a public Right of Way sidewalk or street.
5. The ARC will consider the installation of a circular driveway on corner lots where the driveway can enter and exit on different streets.

EXTERIOR AIR CONDITIONERS. Individual air conditioning units extending from windows are prohibited. Exterior air conditioning units or heat pumps may be relocated or added only if there is no adverse visual impact to adjoining properties.

EXTERIOR BUILDING STRUCTURES. Only gazebos are permitted.

EXTERIOR COLORS. Your home may be repainted or re-sided in the same material and color scheme at any time. Color changes (including changes in hue, tone, value or intensity) and siding material changes (e.g. from composite to aluminum) require submittal and approval of a modification form. Applications are not required for any repainting or re-staining which does not change a unit's original colors. However, homeowners must obtain approval before changing the color of any externally visible portion of any unit, including siding, doors, shutters, trim, or roofing.

- The decision whether to approve each application will be based on a judgment as to whether the proposed change would be noticeably inconsistent or visually incompatible with the originally established color scheme of the applicant's property and surrounding neighborhood. Factors considered in this review will include the following:
 - Proposed colors must be visually indistinguishable from the original colors on one or more units of the same model located in the same neighborhood, and must correspond to the location of these original colors. For example, a proposed change of door color will be compared to the color of other doors in the same neighborhood.
 - Proposed color changes must not reverse or alter the degree of contrast between the unit's original colors. For example, a light color against a dark background must not be replaced with a dark color against a light background. An area originally a single color may not be painted different colors, nor may adjacent, different colored areas be painted the same color.
 - Proposed color changes must not alter the original degree of consistency between units in the same neighborhood.
 - Subject to prior approval by the Board of Directors, individual neighborhoods may establish additional controls over color changes, which are more restrictive than those above.

EXTERIOR DECORATIVE OBJECTS. The ARC will evaluate all proposed or installed exterior decorative objects solely in terms of design, execution and general appropriateness in order to prevent such objects from having a significant negative impact on adjoining homes, the neighborhood setting, and the BelleGrove Community at large. While ARC approval is not required for removable exterior decorative objects that are of a temporary nature or are displayed for seasonal holiday duration or a special occasion, residents should consider these following guidelines when choosing such objects.

The ARC will not judge the individual aesthetic or artistic merits of any object, but rather will make its evaluation solely on the object's impact. The ARC will consider the following items in its evaluation:

Location: The ARC will apply a more narrow set of standards to objects located in front yards or positioned where they can be fully viewed from the street or sidewalk fronting the applicant's property than to those objects located in back yards, or within screened

locations of lesser visibility and impact. No more than two small objects (yard ornaments) may be placed in the front yard.

Color: Objects must not contain colors or color combinations considered excessively bright, garish, jarring, overly reflective or luminescent. The color or colors of an object must compliment the overall appearance of the home and not distract from it in a way that draws excessive attention to the object.

Design: Items must be compatible in general style and in quality of materials and workmanship with the architectural characteristics of the applicant's home, adjoining homes, and the neighborhood setting.

Intrusiveness: Objects must not substantially intrude by sight, sound, or smell upon adjoining homes or the neighborhood setting.

Materials: Objects must be made of suitable natural or man-made materials capable of withstanding outdoor weather conditions and must be capable of maintaining an attractive appearance. An object may be allowed to become mossy, rusty or weathered only if it is appropriate to such an object and only if it presents an attractive appearance compatible with the home, adjoining homes, and the neighborhood setting.

Relationship to the environment: Objects shall not create an adverse impact on the natural environment by their installation or location. The ARC will consider such issues as an alteration in the rate or direction of water runoff, the removal of trees or other substantial plants, and/or the creation of attractions, which are hazardous to wildlife by their nature or location.

Safety: Objects shall not create a hazard to public safety.

Size, scale and number: Objects must be of an appropriate size and within an acceptable scale which is harmonious with the home and its location. Items must not be so numerous so as to present a cluttered or overwhelming appearance.

Taste: Objects must avoid using words and designs that are, by their nature, inflammatory, offensive, or vulgar to the community.

The following objects do not require ARC approval if these standards are met:

- Door knockers must be solid brass, polished/bright or "brushed" finish and must be installed in the center of the door from left to right and in the top third of the door;
- Peep hole must have a brass out case and installed in the center of the door from left to right and in the upper third of the door;
- Kick plates must be of brass and not exceed twelve (12") inches in height, measuring from the bottom of the door;
- Temporary flagpole staffs, which do not exceed six (6') feet in length and are attached at an incline to the wall or pillar of the dwelling unit

EXTERIOR LIGHTING. Exterior lighting, which is a part of the original structure may not be altered or added without prior approval of the Architectural Review Committee. Such alterations or additions should be for the purpose of improving footing, navigation or security, rather than being solely or primarily for decorative purposes. Exterior lighting shall be permitted for architectural enhancement or security purposes. Acceptable lighting includes Malibu-style lights and floodlights and must be an incandescent type light. Lighting should be directed away from neighboring properties and not shine into neighboring residences. Lighting fixtures must be kept close to the house. Pole mounted yard lights require an ARC

form to be submitted for approval. Floodlights and various types of high output lights fall under the category of security lighting. It is recommended that before any digging is initiated, the applicant "call before you dig" for locations of existing utility lines. Proposed replacements or additions must be compatible in style and scale with the applicant's house, and applications must include their location, number, style, bulb color and wattage. Recommended fixtures include low voltage ground-mounted styles that may be wholly or partially concealed by plantings.

Colored bulbs designed to repel insects may be installed only in lighting fixtures located at the rear of houses. Lighting which illuminates either common areas or private property other than that on which it is installed, including reflected "backwash" behind houses, is prohibited. Proposed lighting shall not be approved if it will otherwise result in adverse visual impact to any other property, due to factors including but not limited to location, color or wattage. As the effects of proposed lighting may be difficult to assess prior to installation, the ARC reserves the right to require correction, including but not limited to removal or modification of lighting found to cause adverse impact after installation.

Temporary lighting for decoration, holiday, and festival use, does not require a formal application. Holiday lighting may be operative for a period not to exceed six (6) weeks. After the period of use, all temporary lighting and decorations shall be removed.

FENCES. The subject of fences is more difficult to treat than many other items since fences can serve a number of different purposes and can have a very significant visual impact.

Fences can be used for the following purposes: to visually define property lines; to provide security; and as an architectural feature intended to enhance the physical appearance of the house or property.

1. Fences must be approved by the ARC before installation.
2. Wooden fences are not permitted. Only PVC, wrought iron and aluminum fences will be permitted.
3. Water feature lots may only have four (4') foot high picket fences and may extend up to the property line but must be a minimum of six (6') feet from the top of slope of the water feature. The ARC shall be the sole determining judge as to which lots fall under water feature lots.
4. All fences may be placed right up to the property line. The fence may not extend past a halfway point between the front corner of the house (including the garage if on that side of the house) and the rear corner of the house on the same side of the house.
5. Perimeter fences may be no more than six (6') feet in height.
6. Patio privacy screens are permitted but cannot be higher than six (6') feet. These screens may be a maximum of two (2') feet from the patio.
7. Invisible fences are permitted.
8. Fences may not be built over Drainage Easements without written permission from Board or Horry County Stormwater agency (if Horry County Drainage Easement).

FIREWOOD. Firewood shall be kept neatly stacked only on the rear ground level of the homeowner's property. Firewood should be stacked in piles which do not exceed six (6') feet in length and four (4') feet in height for both aesthetic and safety considerations and may not be stacked against the vinyl fence or the garage or dwelling wall. Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks.

FLAG POLES (FREE STANDING). No free standing flag poles are permitted; however, a flag pole attached to the unit is allowed.

FLAGS. One American flag and one decorative flag are permitted per house and must be displayed from a flag pole attached to the house at an angle. No prior approval is required for this type of installation.

FURNITURE. Only outdoor furniture is permitted and then only in the rear yard.

GARAGES. No alterations, additions or improvements shall be made to any garage that would defeat the purpose for which it was intended. Garage space may NOT be converted to a living area (i.e., family room, bedroom).

GARDENS (VEGETABLE). Written approval is not necessary for vegetable gardens, provided the following conditions are fulfilled:

1. Located in the rear of the house and not within five (5') feet of the side property line.
2. Its size does not exceed one-fourth (1/4) of the available area as outlined in #1 above.
- 3: It is not placed on a grade that will cause damage to property below it, through the flow of water.

An application must be completed for all other situations.

GARDEN ARCHITECTURE. The ARC may approve gardening structures such as arbors, trellis, pergolas and similar structures that exceed the fence height by no more than two (2') feet to provide adequate head space.

GATES. Written approval is not necessary for the replacement of side yard gates with like kind.

GAZEBOS. Gazebos must be open on all sides and no privacy screening of the structure will be permitted. Gazebos may not exceed one hundred forty-four (144') square feet in area. The floor may not exceed one (1') foot above the ground or deck floor and the wall height may not exceed eight (8') feet. Gazebos may be constructed of aluminum or wood and left to weather naturally. However, clear preservatives may be used to protect the wood. If the gazebo is constructed as part of a deck, the construction and finish should match the deck. Gazebos must be located to the rear of the dwelling. Gazebos must be located at least five (5') feet from adjacent property lines. Owner must obtain a building permit if applicable. A full application is required and must include:

- A site plan that shows the relationship of the gazebo to the adjacent house and property lines.
- A picture and/or detailed drawing of the gazebo, to include dimensions.
- A description of material to be used.
- A description of the color of gazebo and house.

GRADING AND DRAINAGE. Drainage away from the foundation of your home is imperative. The contractor has designed the grading so water will be dispersed away from the foundation.

Major changes in grading, e.g., berms, mounds, etc., shall be submitted for review. In addition, it should be noted that major changes to the topography of a lot could result in flooding into a neighbor's yard, due to improper drainage. Neither the Board of Directors nor the Architectural Review Board accepts any liability for any damage caused by any grading action, whether approved by the Architectural Review Committee or not.

GRILLS. (Permanent). Permanent grills must be placed in the rear yard of the house and as far as practical from the adjacent property lines and in accordance with Horry County Fire Codes. An application is required for permanent grills and must include:

- The dimensions of the permanent grill.
- A site plan showing the location of permanent grill.
- A description of the materials and colors to be used.

GROUND COVERS (MULCH). Ground covers must stay within shrub bed or berm. Must be consistent with existing barks and/or hardwood mulches within the property. Examples of pre-approved mulch substances are; pine straw, pine bark, dyed pine mulch, cedar mulch, finely ground hardwood chips, brown and red crushed brick.

GUTTERS AND DOWNSPOUTS. Written approval is not required for gutters and downspouts, which match the color of the house or trim or are white.

HOT TUBS/SPAS. Exterior hot tubs or spas must be located in the rear yard adjacent to the dwelling unit. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck, or patio to which it is attached or most closely related.

HOUSE NUMBERS. House numbers within BelleGrove are regulated for reasons of security and public safety as well as for aesthetic appearance and community standards. Written approval is not required for replacement with like kind.

LANDSCAPING.

- **Landscaping** must blend with existing plantings on both your lot and the adjacent lots. Large shrubs and trees should be sufficiently set in from the property lines to avoid overhanging the property line or obstructing sight distance at intersections on corner lots at maturity. Check that side and rear yard drainage patterns are not adversely affected. Generally, items planted at least three (3') feet to five (5') feet from property lines will not affect drainage.
- **Lawn and Garden Implements** must be stored in the garage or off-site when not in use. Garden hoses should be properly stored indoors or outdoors on suitable mounts or neatly coiled up in an inconspicuous area.
- **Planting beds** that are at least three (3') feet from the property line or non-raised planting beds which are hand watered or utilize a drip irrigation system that abuts an existing fence may be installed without pre-approval. Those improvements, which abut the dwelling or garage wall, require approval. The beds can be spade edged or edged with commercially available edging products. The beds can be mulched or filled with other material (see Ground Covers – mulch).
- **Retaining walls** made of brick, stone, timbers, etc. must blend with the décor of the neighborhood. The owner is responsible for ensuring the installation does not cause drainage problems for adjacent properties. A minimum of three (3') feet is required from the property line unless approved by the ARC. The maximum height for pre-approved retaining walls is twelve (12") inches. Any wall higher must be submitted on a modification form for approval.
- **Shrubs or trees** that are diseased or dead, or needing to be removed to promote the growth of other trees or shrubs, or for safety reasons, may be removed. Other trees with a caliper of less than four inches may also be removed at the owner's discretion except that the Deed Restriction provisions regarding HOA Common Area trees must be observed. Any tree removal must include removal of the stump below ground level and the ground repaired with sod or otherwise landscaped. Property landscaping must be maintained in accordance with the standard for the neighborhood.
- **Side and rear walkways** must be a minimum of three (3') feet from all property lines. Front walkways, or side yard walkways for corner lots, connecting to the sidewalk need ARC approval.
- **Vegetable Gardens.** See the description under Gardens (Vegetable) above.

MAINTENANCE OF PROPERTY. The appearance of each and every unit in BelleGrove affects not only the overall look of the community but the individual property values within it. Property ownership in BelleGrove includes the responsibility for continued maintenance of all structures and grounds, which are part of each homeowner's lot. This includes, but is not limited to, keeping buildings and structures in good condition and repair, removing all debris, pet excrements and unsightly materials and keeping all shrubs, trees, grass and other plantings neatly trimmed, properly cultivated and free of weeds.

All homeowners are responsible for inspecting their own property periodically to ensure that there is no faded or peeling paint, rotting wood, loose mortar or spalled masonry.

It is necessary that all wood surfaces such as door and window trim, bay windows, dormers and garage doors be caulked, sanded and painted periodically to keep them in good condition.

All decks, fences and other exterior structures such as sheds and children's recreation/play equipment must be kept in good repair. The homeowner must replace rotting or warped wood. It is strongly suggested that all wood (decks and fences) be treated periodically with transparent wood preservative (further described in the section of this document regarding decks and fences) to maintain and enhance their condition.

MAINTENANCE OF GROUNDS: Homeowners are also responsible for the continued maintenance of all grounds and landscaping within their lot. The homeowner must keep grass, shrubs and trees neatly trimmed, properly cultivated and free of weeds and pet excrements and other debris. Homeowners may not allow trees, shrubs or plantings of any kind to overhang or otherwise encroach upon any sidewalk, street, pedestrian walkway, HOA common area or another homeowner's property.

Violations of these maintenance standards are subject to the Fine and Restoration Assessment actions described below.

MAINTENANCE SUMMARY: It is impossible to list and describe each and every component of a homeowner's lot that must be maintained and how it should be maintained. Suffice it to say that all exterior finishes, whether brick, metal, wood or any other material, should be maintained in a state of good repair. A state of good repair consists of ensuring that the unit and its entire component parts look as good as it did when it was new. Siding must be clean and free of significant warping or bubbling. Peeling paint and rotting wood evidenced by cracks and black mold or soft areas must be sanded, caulked and repainted. Homeowners must replace or, if possible, repair any rotted wood components. Windows, doors, garage doors, exterior roof and gable trim all need to be caulked and repainted on an average every two (2) years. Paint on doors and shutters fade with time and even if it is not peeling, these areas and others described above need to be repainted on average every two (2) years. You can save yourself many costly repairs if these areas are inspected and routine upkeep is performed every year. These guidelines are designed to insure not only that all units look their best but also that costly repairs are not necessary because routine maintenance is performed in a timely fashion.

POA YEARLY INSPECTIONS AND FINES. The POA ARC inspects all properties within BelleGrove on a quarterly basis. Violations of these maintenance standards are violations of BelleGrove's Declaration and may result in a Violation Notice during our quarterly inspections. If a violation is not corrected within the specified time period, it can result in a Fine for non-compliance and an additional Restoration Assessment can be made if the community must take action to have the work performed to bring the unit into compliance. This Fine and/or Restoration Assessment will be placed as a lien against the offending property, which must be satisfied before the property is sold.

PATIOS. Patios that are not builder options require the prior approval of the Architectural Review Committee. Patios must be located in rear yards with the exception of homes whose rear yard fences extend beyond the width of the house, wherein such patios can extend to the fence line, but not forward of the rear plane of the home. No permission will be given to enclose such features.

Patios should generally be to the rear of the home, unless the site plan, topography and/or elevation would appear to favor a side or wrap-around placement as more useful and aesthetically suitable, and the house and landscaping is designed with that potential in mind. No portion of the walking surface, such as plant hangers or privacy screening, may be located above the height of the surrounding fencing. Any slope of the walking surface of the patio must be downwards and away from the rear of the house.

Colors and Materials: Visible portions of patios must be constructed only of brick, slate, stone, concrete, or concrete interlocking pavers. Colors should coordinate with the existing materials and colors of the home and typically be neutral earth tones. Where installation of a patio material dictates the use of joints or seams, the joint or seam must be entirely filled with sand, compacted stone dust, pea gravel or mortar. Wooden borders or trim, as well as seating, planters, plant hangers or other similar fixed accessories, may be added if their material and finish matches that allowed for lower level deck construction.

Foundations: There are limits to the area of concrete that can be poured without including control joints to prevent cracking. Seek professional advice if uncertain about these limits based on your particular installation.

Drainage: Any impact to existing drainage requirements, which might result from the construction of the patio must be considered, addressed in the application and architecturally and environmentally sound mitigation proposed. At least one foot of pervious ground surface (a mulch bed, "grass block" or partially porous surface) should remain between the sides and rear of the patio and any adjacent properties or common area. Construction of the patio must not adversely affect the existing drainage scheme for surrounding properties or common areas. All discharge must be addressed on the homeowner's property. No portion of existing drainage systems shall be removed nor their functioning impeded. Any French drains or similar runoff management systems constructed may not intrude into common areas (e.g., direct venting through piping extending beyond the owner's property line).

PARKING PAD. Parking Pads to the side of drive require ARC approval.

POOLS, HOT TUBS & JACUZZIS. In-ground swimming pools require approval from the ARC. Above ground pools are not permitted. Pools are not permitted in front yards or within setback requirements. Backwash from pools cannot go onto the adjoining property. All such improvements shall be subject to approval of and compliance with all governmental laws and regulations. Fences around pools must be approved by the ARC and cannot be installed prior to swimming pool installation. Fences around pool decks are not to exceed four (4') feet in height. Hot tubs and Jacuzzis require ARC approval. Hot tubs and Jacuzzis must be screened and locked. All such improvements shall be subject to approval and compliance with all governmental laws and regulations.

PRIVACY SCREENING. A privacy screen is a structure erected for the purpose of obscuring the view or blocking the sun. It may be made of white PVC only, have a maximum height of six (6') feet and may be a maximum of two (2') feet from the existing patio.

RECREATIONAL EQUIPMENT. All recreational structures are subject to approval, with special emphasis on the restraints of site accommodation, visibility, fencing, lighting, placement and shielding of mechanical equipment, and potential effect on neighboring property. Semi-permanent play equipment, which either constitutes a structure or is appurtenant to an existing structure, requires approval. Examples include sandboxes, playhouses, swing sets, etc. The following factors will govern approval of such equipment.

Location: Generally, such equipment must be placed in rear yards. All elements of the equipment must be within the homeowner's lot boundaries. Equipment should not be placed within ten (10') feet of the nearest structure, fence or wall and reasonably distanced from any public property such as greenways and streets. Equipment shall be maintained and positioned in accordance with manufacturer suggestions.

Scale and Design: The equipment must be compatible with the lot size. The design and any individual screening are additional considerations in evaluating whether or not there will be an adverse visual impact.

Height: The equipment must not be readily visible from adjacent roadways and common elements and shall not exceed twelve (12') feet at its tallest point. Natural colors are encouraged.

Basketball Backboards: Basketball goals are to be away from curb areas of the street and must be located on the owner's property in such a manner so as to not be placed on the common landscape and so that the playing area is not in the street. No basketball hoop and backboard shall be erected next to the curb on any road right-of-way nor should any portable hoop be placed in the street. If the hoop has a net, it should not be torn in any way. The hoop does not need to have a net.

Swing sets: Swing sets may be metal or constructed of wood and may be no taller than ten (10') feet high. Wood sets may be left natural, stained, painted white or painted to match the exterior color of the house.

Tree houses: Tree houses are not permitted.

Play Areas: Play areas may include sandboxes and large mulched areas around swing sets. Play areas must conform to the same side set-backs but may extend to no longer than three (3') feet of the rear property line. The areas may be edged with timbers or other suitable edging material. To avoid the use of sandboxes by animals, you are encouraged to cover them when not in use.

Trampolines: Trampolines must be placed at least three (3') feet from the property line. They must be kept rust-free with no torn canvas or missing springs.

REPAINTING. See the section on EXTERIOR COLORS.

REPLACEMENT WINDOWS. Storm or screen replacement windows must be white or the color of the immediately surrounding trim. The mullion design must be compatible with the existing or neighboring windows.

ROOF REPLACEMENT. New roofing of the same shape, color scheme and material as the originally installed roof can be installed without ARC approval.

ROOF VENTS. See Attic Ventilators.

SATELLITE DISHES. Homeowners have two options: An application may be submitted to the Architectural Review Committee for approval of the proposed antenna/satellite dish or notification may be submitted of the installation of antenna/satellite dish.

The following criteria will govern the installation of satellite dishes within BelleGrove:

- Satellite dish must be eighteen (18") inches or less in diameter.
- BelleGrove has designated certain locations as preferred locations for the installation of a satellite dish. Such locations are in areas of the lot where it is compatible with the natural setting of the home and the neighborhood. Satellite television dishes are not permitted on rooftops or on the street side of the property. Compatible locations are:
 - In the back half of the house;
 - Either on the house or as close as possible to it;
 - No higher than the eave of the house. It cannot be on the roof;
- The device is of a color, which is reasonably compatible with the color and materials of the home.

- The device does not adversely affect the safety of others or interfere with the reception of radios and television sets of neighbors.
- The Architectural Review Committee reserves the right to recommend locations for satellite dishes installed in other locations (if needed to receive sufficient signal strength for adequate reception) than those set forth in the paragraphs above.

In such an instance, the homeowner shall inform the committee in the application/notification of (a) the problem with signal strength and (b) the desired alternate location. Under such circumstances, the committee shall review the alternative location proposed by the resident to ensure that it is necessary to afford sufficient signal strength for reception and causes the least amount of visual intrusion in the neighborhood. The committee may require the homeowner to install visual barriers, such as lattice or landscaping, around the device in order to diminish any adverse visual effect which may be caused by the installation of the device or may require the resident to locate the dish in another setting so long as the dish is still capable of receiving sufficient signal strength for adequate reception.

SECURITY BARS. The use of security bars or grates on windows and doors is discouraged. Homeowners concerned about the security of their homes are advised to consider alternatives, including alarms and sophisticated lock systems.

SIDING. Residing and Restyling Structures: The choice of material for residing is left to the discretion of the owner. It is the owner's responsibility to ascertain whether this material meets Horry County Code Enforcement that apply to exterior materials.

If the proposed residing material differs in color and texture from the existing siding on the residence, or if it results in a change in architectural style, it should be consistent or compatible with the style and color of the siding materials on the homes immediately surrounding it.

The style of existing trim work at soffits, corners, eaves, windows and doors, and of accent panels, shutters, or other stylistic features, should be retained in the residing design. This will be considered an important requirement where these elements contribute to the visual continuity of the neighborhood by evoking similarities in style among nearby homes.

In those cases in which residents wish to alter the stylistic features of the existing facade (for example, by replacing rough vertical groove paneling with smooth, horizontal clapboard siding or by adding shutters or accent panels) the ARC will render a decision based on the following considerations:

- The size and shape of the residence in relation to existing and proposed materials.
- The variety of styles and siding materials of the homes immediately surrounding the residence.
- The overall visibility of the residence from nearby public and private properties.
- A complete application must be submitted and is to include:
 1. A photograph or sketch of the existing house, including the color and texture of the existing siding materials.
 2. A description of the proposed residing material including the color, texture, and manner in which it will be applied. Color and texture samples must be submitted with the application. Significant changes of present trim size and location, and removal or addition of other stylistic features should also be noted.
 3. A description of proposed treatment of outbuildings, such as sheds.
 4. Residing or repainting such structures may be required.

SIGNS: The following types of signs will be allowed for the time frames shown. Real estate signs advertising sale, rental or lease of the premise on which the sign is located must be removed within forty-eight (48) hours immediately after sale, rental or lease.

- House Sold signs are not permitted. Only one sign advertising a property for sale or rent may be displayed centered on the lot and five feet back from the curb or edge of the street side sidewalk. Signs may only be placed in the yard of available properties.
- One temporary political sign advertising candidates or issues may be erected thirty (30) days before the election, run off, primary or referendum, and must be removed within seven (7) days of the election, run off, primary or referendum.
- Yard and garage sales signs must be removed within one (1) day of the event.
- Public event announcement signs of special events or activities of interest to the general public must be removed within fourteen (14) days after erection.
- The maximum sign size is four (4') square feet, and only one sign may be erected on your lot.
- Community Watch signs or one (1) small "house is alarmed" sign do not need approval.
- Sign lighting is not permissible.
- Only those sign types listed above may be erected without prior approval; all others require approval in advance. No signs will be allowed in the common areas.
- Per the governing documents, one Open House sign is allowed. The location of the sign should be on the lot and five (5') feet back from the curb or edge of the street side sidewalk.

SKYLIGHTS. Controlled skylights will be considered. Approval will depend on the location in respect to the effect of reflection during the day and interior lighting at night. Interior lights shall not be directed up into the skylights and roof-mounted lighting directed down through the skylights is not acceptable.

SOLAR COLLECTORS. Solar collectors can represent a large visual impact on a structure due to their size. Therefore, it is important to properly integrate the collector into the design of the house to properly conceal it. Solar collectors shall not be placed on the front side (street side) of the roof.

Large collectors, on a sloping roof, should appear to be flush with the roof and not laying on top. Collectors on a flat roof should be set back and concealed with a parapet unless integrated with the roof design of the structure. Smaller collectors may be laid on top of a sloping roof and finished to appear like a skylight. Collectors should be constructed of glass with wood or metal trim. All trim should be painted to match the background color of the roof or house trim to conceal it. Plexiglas is not acceptable because it sags and provides an unsatisfactory appearance. All pipe work must be concealed.

All applications must include:

1. A site plan and elevations of the house showing the appearance of the collector.
2. Details must show how the collector edges will meet the roof. Any superstructure necessary to elevate the collector above the existing roof plane must be enclosed by approved materials and colors.

SOLAR PANELS/ SCREENS. Solar panels/screens must be the same color as the main color of the house, the trim or accent. The mullion design of panels must be compatible with the existing windows of the house.

SPRINKLER SYSTEMS. In ground sprinkler systems may be installed with ARC approval. It is recommended that any portion of the landscaping that comes within two (2') feet of neighboring property be designed so as to be adequately watered with a drip system.

STORAGE OF BOATS TRAILERS, CAMPERs, MOBILE HOMES, AND RECREATIONAL VEHICLES.

Comprehensive regulations concerning vehicle types and the areas in which permissible vehicles may be parked or stored are contained in the BelleGrove CC&Rs. No commercial tractor-trailers, commercial trucks, Vans with ladder-racks, or commercial cabs shall be parked within the development. All allowed vehicles are to be parked on a part of the lot improved for that purpose, i.e. a garage or driveway. Overnight parking on the street is not allowed.

STORM/SCREEN DOORS. Storm/screen doors in pre-finished colors such as white, sand, almond, beige, or black are permissible. Store-in-door, security, thermal and full view types are acceptable. Colors must match existing color schemes or meet exterior color selection guidelines.

SWINGSETS/PLAY STRUCTURES. See Recreational Equipment.

SWIMMING POOLS. See Pools, Hot Tubs, and Jacuzzis.

TENNIS COURTS. Individual tennis courts are not permitted on private property within BelleGrove.

TRASH CONTAINERS. Trash located outside residences will be kept only in the rear or side yard and out of sight, within covered, rigid metal or plastic containers manufactured specifically for trash purposes, or in tightly closed heavy-duty trash bags manufactured specifically for exterior use. Only newspapers may be left for pick-up in black plastic trash bags or bound in twine. Containers must be kept out of view at all times, except when placed at curbside no earlier than sunset the day before of regularly scheduled trash or newspaper pick-up. Containers must be placed outside of view by sunrise the morning after regularly scheduled pickup.

TREES. Any tree may be selected for planting in the rear or side yard of the property as long as such tree meets the county plant species act requirements. It is suggested that trees be planted no closer than three (3) feet from the closest fence and consideration be given to the development of the tree in relationship to buildings.

TREE MAINTENANCE. Homeowners are responsible for continued maintenance of the grounds, which are part of a homeowner's lot, which includes trees and plantings. Trees in urban settings depend on our help. The most likely cause of tree damage is human negligence, other than natural calamities.

Inadequate care at the proper time makes trees susceptible to disease and lacking in strength to survive severe weather conditions. By giving a little care and following correct tree care practices, homeowners can make sure that their trees are protected and ready to face nature's fury.

Look at your trees: Trees show signs of stress. Changes in the tree's appearance can tell you a lot of things. Look for change in leaf color, misshapen leaves, cracks in the trunk or major limbs, hollow or decayed areas, the presence of extensive dead wood and early loss of leaves.

Hire a professional: Sometimes it is difficult to take care of your trees with limited knowledge. Hire a professional arborist and beware of "fly-by-night" individuals. Ask for insurance, references, estimates and professional affiliations. Do not hesitate to get a second opinion.

Topping and "Lion Tailing" are discouraged: By doing so, you are inflicting irreparable damage to your tree, such as ruining the tree structure and destroying the tree's appearance and value. There are numerous ways by which the canopy of the tree can be thinned without topping. Contact a professional arborist for advice.

Prepare your trees for the next season: It is important that you monitor the growth of your trees so they will be prepared for the upcoming season. No one can change the course of a storm, but you can give your trees a better chance of survival by performing a health check. Seek professional advice if needed. Preventive maintenance is less expensive than trying to fix a problem, or remove a fallen tree off of your house.

Timing is very important: Trees react differently in each season; hence, the timing of various tree operations is critical. Fertilization and planting and disease control are examples of time-sensitive tree care operations.

Some maintenance practices:

- Pruning can be an important part of tree maintenance. The idea of pruning live growth is to restrict growth in one area and encourage in the other area, as well as remove the damaged or dead limbs. Pruning encourages growth, improves flower and fruit production, improves plant health, repairs damage and helps add aesthetic appeal to a tree. Pruning at the right time can be very critical as it is possible that you can kill the tree by not doing so. Arborists have the capability to make the tree look more attractive as they prune.
- Timing of pruning is very important to the health of your tree. Pruning some trees at the wrong time of the year can be detrimental to their health. On the other hand, many trees can be pruned year-round. Late fall- early winter is generally ideal time to prune most trees. You should consult a local arborist to find out the proper time to prune your trees.
- Good follow-up watering helps promote root growth. Drip irrigation systems and water reservoir can facilitate watering.
- Mulch, but don't over mulch, newly planted trees and shrubs. Two to three (2" – 3") inches of mulch is best, less if a fine material, more if coarse. Use either organic mulches (shredded or chunk pine bark, pine straw, composts) or inorganic mulches (volcanic and river rocks).
- Don't use black plastic beneath mulch around trees and shrubs because it blocks air and water exchange. For added weed control, use landscape fabrics that resist weed root penetration but permit water and nutrients to penetrate. Apply only one or two (1" or 2") inches of mulch atop fabrics to prevent weeds from growing in the mulch.
- Only stake newly planted trees with large crowns, or those situated on windy sites or where people may push them over. Stake for a maximum of (1) one year. Allow trees a slight amount of flex rather than holding them rigidly in place. Use guying or attaching material that won't damage the bark. To prevent trunk girdling, remove all guying material after one year.
- Trees in the urban/suburban landscape have traditionally been valued for their aesthetic qualities and shade they produce. Trees have many other important benefits. Trees enhance property values. Research shows that the value of your property could increase, depending on the size, type, location and health of its trees. Mature trees are particularly valuable. Therefore, it makes sense to protect your tree investment with proper maintenance.
- Have a professional arborist evaluate the trees you own. Doing this will help you determine potential weaknesses and dangers. Ask the arborist to look for signs of potential hazards, such as stress cracks, weak branches and other subtle indicators of potential hazards. Check the tree for dead or partially attached limbs hung up in higher branches that could fall and cause damage or injury during a storm.

To locate a professional arborist in your area, or to get information on the care and maintenance of trees, contact the National Arborist Association, 1-800-733-2622 or by a zip code search on the NAA's web site WWW.NATLARB.COM. The NAA is a 60-year-old public and professional resource on trees and arboriculture. Its more than 2,000 members all recognize stringent safety and performance standards, and are required to carry liability insurance.

TREE REMOVAL. ARC approval is required to remove any live tree regardless of species with a trunk in excess of four (4") inches in diameter when measured twelve (12") inches above grade. Any tree over four (4") inches in diameter removed without prior approval may be required to be replaced with a replanting at the owner's expense. Dead trees must be removed within forty-five (45) days, or sooner if

deemed high risk. There should be valid reasons for the removal of trees. Examples might include:

- Disease or damage;
- Potential damage to people or property that cannot be corrected by trimming or pruning;
- Detrimental effect on other desirable plant material;
- Blockage of paths or vehicular sight lines that cannot be corrected by trimming or pruning;
- So overgrown that pruning will not solve the problem;
- Too large for space;
- Invasive roots which could affect adjacent structures;
- Blockage of lighting/windows that compromises security and cannot be remedied by pruning.

VEHICLES, COMMERCIAL, RECREATIONAL AND UNTAGGED AND INOPERABLE. Inoperable vehicles may only be parked inside a garage within BelleGrove. An inoperable vehicle is defined as any vehicle unable to be driven legally on a public roadway. If a truck mounted camper is used by a resident as a primary means of transportation, it will not be considered a recreational vehicle providing all of the following criteria are met:

- It is moved on a daily basis;
- It is parked in the resident's garage or driveway while in the neighborhood;
- If the camper is removed, it must be screened in the rear or side yard or stored in the garage;
- Any vehicle, such as a boat or camper, which is used for vacation purposes, may not be in the neighborhood for more than two (2) nights in a row. This allows sufficient time for packing, unpacking, and/or cleaning of said vehicle.

For Sale signs are not allowed on any vehicle parked in the driveway or on the streets. No automobile, motorcycle or other similar vehicles shall be repaired or placed on blocks or stands, except in an enclosed garage. Commercial vehicles (vehicles with advertising and/or lettering or with payloads in excess of two (2) tons) are not permitted in driveways or parked on the streets. These vehicles should be kept in the garage when not in use. No camper, trailer, recreational vehicle, motor home or bus shall be parked overnight, except in an enclosed garage.

WELLS. No underground wells are permitted.

WINDOWS & DOORS. Replacement windows and doors that fit pre-existing openings and comply with the existing color scheme and style are permissible.

WIRES AND CABLES. Wires and cables, including those installed to convey radio or television signals, shall be hidden, buried or secured flush with the side of each house and painted the same color as the background, so as to minimize their visibility.