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A simple yellow outline icon of a house with a gabled roof and a chimney on the right side.

202600000336
NEWPORT POA , SC

ARCHITECTURAL CONTROL COMMITTEE (ACC) GUIDELINES

Revised January 08, 2026

These Guidelines replace all previously issued guidelines and
are effective from the date of signature

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1.0 INTRODUCTION

1.1 Purpose of Guidelines

The purpose of the Newport Property Owners Association (POA) Architecture Control Committee (ACC) Guidelines is to encourage and enforce architectural design of a high caliber which is appropriate to the surroundings and to the unique conditions of Newport. The guidelines are intended to assist and guide property owners during the design, construction or improvement of their residence while protecting the property values of owners. Contact the ACC if there are any questions. Do not wait until it is too late! These guidelines may be updated or amended from time to time by the Newport POA Board of Directors.

1.2 Design Philosophy

These guidelines are designed to establish an attractive, harmonious, coherent, and pleasant place to live. The homes in Newport will promote the authenticity of their style and architecture.

For the protection of property values of all property owners, and to assure quality construction by responsible and professional workers, a builder or general contractor will be required for approval of any house construction. The builder or general contractor must be licensed to do business in the state of South Carolina. The name and license number must be provided with the application. Note: If the owner is acting as the Builder/General Contractor they are required to have licensed and insured contractors with active South Carolina contractor licenses and will need approval of the ACC.

1.3 Authority of the Newport ACC Guidelines

The authority for the issuance and maintenance of Architectural Guidelines is established under the Declaration of Covenants.

In addition, the "Covenants" provides for the power to levy assessments. As such, the use of the terms "fines, permits fees and other payments" contained within the Architectural Guidelines are deemed to be considered specific special assessments as per the "Covenants" As such, the use of the terms "fines, permits, fees and other payments" contained within the ACC Guidelines are considered an assessment per the Declaration of Covenants and if not paid, can result in interest, legal action, and property liens. Failure by the POA or ACC to enforce any covenant or restriction shall in no event be deemed a waiver of the right to do so in the future.

Except for a few distinctions called out in the Newport Governing Documents between lakefront and interior properties, both follow the same standards. For a few examples (not all inclusive), lakefront properties must have equal architectural emphasis as the front elevation since they are considered to have two fronts, setbacks are a little different, and lakefront properties cannot have storage buildings.

If there is a conflict or inconsistency between Federal, State and Local Laws including but not limited to Greenwood County zoning ordinances, Greenwood County Lake Management requirements, the Declaration of Covenants, the ACC Guidelines, such laws, and documents, in that order, shall prevail.

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1.4 Grandfathered Construction

If a home is under construction when a new version of the ACC Guideline is published, that construction must adhere to the new ACC Guidelines unless there is a new architecture requirement that cannot be incorporated due to the current phase of the construction. The ACC has the authority to decide if a new requirement must be implemented or waived. If there is a dispute, then it must be raised to the Board of Directors.

2.0 GENERAL CONSTRUCTION GUIDELINES AND REQUIREMENTS

2.1 Compliance

Property Owners are responsible for ensuring compliance with all standards and procedures within the ACC Guidelines. Property Owners are also governed by the requirements and restrictions set forth in the Declaration of Covenants and any other governing documents and should become familiar with them.

Failure to adhere to one or more of the construction guidelines and requirements will result in a warning or fine and a notification to the property owner of the violation, who in turn must advise the contractor of the violation for corrective action. Failure to correct any violation will result in additional fines to the property owner.

2.2 Inspection

Once construction begins, the ACC will perform periodic inspections to ensure that work is being performed in conformance with approved plans, the ACC Guidelines, and Newport governing documents. All ACC inspections are observations only and will not relieve the obligation to obtain inspection approvals from the City or County of Greenwood, or other organizations having jurisdiction.

Owners will be notified of violations or fines and have an opportunity to correct jobsites not in compliance with ACC Guidelines or Newport governing documents. If not corrected, the board/association will issue fines and a Notice of Violation and/or a Cease-and-Desist Notice along with a list of items needed to bring the construction into compliance. Further construction is prohibited until such items have been corrected. If there is a dispute, then it must be raised to the Board of Directors.

Whenever the Board or ACC is permitted by the ACC Guidelines and Newport governing documents, to correct, repair, clean, preserve, clear out or do any action on the property of any Owner, or on easement areas adjacent thereto entering the property and taking such action shall not be deemed a trespass. If the ACC or Board takes action to correct a jobsite, it will be at owners' expense.

2.3 Construction Damage

Any damage to vegetation, common areas, neighbor's property, roads, curbs, etc., caused during construction by the property owner, its contractors, sub-contractors, agents or employees must be corrected immediately or agreed upon timeline depending on what was damaged, to the satisfaction of

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the ACC and Board. If the damage is not corrected by the construction completion date, the POA may repair such damage and assess the costs of repair to the property owner.

2.4 Conduct

The property owner must ensure that all contractors and subcontractors control the conduct of their employees while working in Newport. Loud music, profanity, and other behavior which is unbecoming of a quality operation will not be tolerated. Radios or similar devices are permitted only if they cannot be heard beyond the construction site property lines.

Property owners and contractors are responsible for ensuring that their construction workers, sub-contractors, and suppliers obey all traffic and security regulations while in Newport.

Access to Newport is controlled by the POA. Construction workers, sub-contractors and suppliers are allowed access to and from the construction site only and are strictly forbidden from riding around the development.

Newport is a private community; therefore, contractors and their employees, subcontractors or suppliers shall not have the use of any of the private facilities including parks, fishing areas or any other area designated for exclusive use of property owners and/or their guests.

2.5 Work Hours and Construction Parking

The normal hours allowed for construction are 7:30 a.m. to 7:00 p.m., Monday through Saturday. If it is necessary for construction workers, sub-contractors or suppliers to be working before or after hours, the contractor must arrange for special permission from the ACC **in advance**.

There will be no workers, sub-contractors or suppliers allowed in Newport on Sundays and the following Federal Holidays (New Year's Day, Memorial Day, Independence Day-July 4th, Labor Day, Thanksgiving, Christmas Day).

Construction workers, including all subcontractors, shall confine the parking of their vehicles as close to the construction site as possible. Vehicles shall be parked only on the future driveway or parking area to avoid damage to existing vegetation. If workers need to park on the road, park on one side only in the same direction as passing traffic. Parking on the road easements must be approved by the ACC. Parking in common areas is strictly forbidden. Construction vehicles are not permitted to park on the street, easement, or grassy side of the roadway overnight.

2.6 Property Management Company

If the Newport POA hires a property management company to assist the ACC, this company will have various responsibilities and authorities as dictated by the Board and ACC. Some responsibilities and authorities might be conducting field inspections to identify construction compliance and violations; assisting with reviewing Newport building permits; receiving, investigating and responding to complaints from property owners; and documenting warnings, violations and fines of any Newport governing documents. The ACC will have oversight and shall maintain close liaison of any property management company that is under contract with the POA.

3.0 ARCHITECTURE REVIEW PROCESS – NEW CONSTRUCTION

3.1 Step 1: Review Newport Governing Documents

New construction homeowners should review the Newport governing documents, especially the Newport ACC Guidelines, located on the Newport website at <http://newportongreenwood.com> (see Documents page). Note: New construction homeowners are referred to as individuals who own the property or individuals who do not own the property but have fully or partially contracted with the property owner to build a home.

3.2 Step 2: Set Up New Construction Preapproval Conference

Contact the ACC to set up a Newport New Construction Preapproval Conference. This is a requirement and is not optional. The preapproval conference is designed to avoid misunderstandings of requirements and ensure a smooth and uneventful approval and construction process.

The new construction homeowner and the builder must attend the preapproval conference since the ACC representative will be discussing important construction requirements listed in the Preapproval Conference Document (Appendix 1). If one party is not available, the ACC can make exceptions. The Preapproval Conference Document must be signed and each section initialed. A copy of the document is to be on file with the ACC or may accompany the completed signed Newport ACC New Construction Building Permit Application (Appendix 2).

The ACC contact information is on the Newport website at <http://newportongreenwood.com> (see Contacts page). The ACC email address is newportpoa.acc@gmail.com.

3.3 Step 3: Submit Building Permit Application

Complete and submit the Newport ACC New Construction Building Permit Application (Appendix 2) and the Architectural Review Fee of \$3,750 (refer to Appendix 3).

The following items must be included with the Newport ACC Building Permit Application for the ACC to review the new construction request.

- a) Newport New Construction Preapproval Conference Document (Appendix 1),
- b) Architectural Review Fee (\$3,750).
- c) Two total complete sets of architecture plans.
- d) Two total sets of site plans.
- e) Two total sets of preliminary landscape plans.
- f) Two total sets of construction specifications.

The following is more detailed information of items c-f above.

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3.3.1 Architectural Plans.

A complete set of 11" X 17" architectural and construction plans, and an electronic copy shall be submitted and must contain the following information with dimensions:

- a) Footing and foundation plan
- b) Floor plans
- c) Building sections
- d) Elevation of all views
- e) Details of construction
- f) Total square feet of heated and cooled area on each floor.

3.3.2 Site Plans.

A site plan shall be presented at a minimum 1" = 10' scale depicting site data which must include the following:

- a) Property line description
- b) Designation of directional north
- c) Location of house on lot
- d) Location of all decks, porches, and external stairs
- e) Drives and walkways
- f) Setback dimension on all four sides of house (see section 4.2 on setbacks)
- g) Existing and proposed grade contours if grade changes are to be made.
- h) Location of any tree 8" and over in diameter and any of those trees to be removed will be marked with an "X". (Trees inside the house foundation and or driveway footprint will be noted for removal.) Additional trees may be removed with approval to ensure the safety for the home/foundation.
- i) Location of pool, equipment, and any piping above ground to include type of screening if applicable.
- j) Location of HVAC and trash cans, to include type of screening if applicable.
- k) All existing easements and rights-of-way. Note: The Declaration of Covenants reserve certain easements and have been established by Greenwood County. Construction is not allowed in these easements, without ACC and Greenwood County approval.
- l) Location of septic system lines.

The design process should also consider the constraints and opportunities of the site. The following should be considered during the design process:

- a) Existing topography
- b) Existing vegetation
- c) View: individual house site and from adjoining lots/homes (lakefront homes will not block or impair the lakeview of neighboring lakefront homes)
- d) Sun orientation
- e) Prevailing winds
- f) Drainage
- g) Adjacent homes/structures
- h) Proposed landscaping
- i) Neighborhood environment

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3.3.3 Preliminary Landscape Plan.

Landscaping must continue the harmonious theme of Newport. See also Appendix 4 (Landscape Considerations When Preparing a Landscape Plan Submittal to the ACC).

- a) A Preliminary landscape plan for construction approval need only provide an overview of proposed landscape design including “natural areas”, areas to be sodded, and formal areas with bushes and flowers. Note, include if any plants/shrubs being used as screening for HVAC, trash cans, pool equipment, etc.
- b) The Preliminary landscape plan must show the location of the house, driveway and walkways with proposed landscaping concepts. If there is a disagreement between the ACC and property owner a review by a certified arborist is required to settle the issue at expense of the owner.
- c) Specific plants to be used need not be included in the preliminary plan.

3.3.4 Construction Specifications.

A full set of specifications must be submitted defining the quality and type if exterior materials not identified on plan.

Refer to Section 4.2 for details on setbacks.

3.3.5 Other Items.

Construction Schedule - An estimated schedule of construction indicating the dates of commencement and completion must be included in the application (maximum of 12 months, including landscaping for a house and 9 months for all other construction or less if required by the ACC).

Exterior Colors - Proposed colors of exterior materials including, but not limited to siding, trim, cornice, brick, roofing, stucco, shutters, lattice, and gutters must be submitted for approval. Earth tone colors are encouraged, and the trim and gutters are recommended to be different colors than the house. **The same color scheme or similar tints will not be duplicated within a 2-house area, to include both sides of the street.** All labeled exterior color swatch samples must be submitted to the ACC for approval with the Building Permit Application.

Design Guidelines - The goal of the ACC Guidelines is to produce a balanced environment by matching and blending human needs with, rather than imposing them on, the natural environment. While there is a strong desire to encourage freedom of individual expression in the development of the land and homes, it must be tempered by those "protections" which are mutually advantageous to all Newport Property Owners.

It is necessary during the design process to consider mass, roof form, window and door articulation, materials, finishes and colors in addition to site constraints. As Newport grows, the relationship of each resident to its neighbor will become increasingly important and should play an integral role in the design process. **Each residential dwelling exterior, within the same area, shall be of a different design.** A new home must not be placed to obstruct the view of the neighbor on the right or left.

If construction exceeds the 9- or 12-month time period, a fine of \$200 per month will be charged for months

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13-18. If construction is still not completed during this time period, the fine will increase to \$500 per month until the construction is completed and signed off by the ACC. Note, if fines exceed the \$2,000 compliance amount, the additional amount will be billed to the homeowner, plus the Board reserves the right to put a lien on the property for all excess fines not paid, in addition to charging interest and fees for legal action.

3.4 Step 4: ACC Reviews Building Permit Application

The ACC will review and evaluate the Newport ACC Building Permit Application as well as go on site to view the preliminary stake-out of the house footprint to determine the house placement and to confirm which trees will remain. Once a decision is reached, the ACC will reply via email to the applicant. The ACC will either grant approval or state reasons for the disapproval of the construction.

While the ACC is reviewing and evaluating the application, **there will be no activity on the lot (or property in Newport) unless approved by the ACC. No site cleaning, tree clearing, construction, or material deliveries may begin without first obtaining approval of the ACC.** Construction of ancillary structures such as patios, fire pits, picnic pavilions, etc. is prohibited on any lot/property prior to Building Permit Application approval.

Note, the ACC assumes no liability for structural design of any construction in the building permit.

3.5 Step 5: Building Permit Approval

Plan Approval—Once the Newport ACC Building Permit Application is approved a letter/email will be provided to the property owner/builder noting approval, and at this time, the builder must submit a construction permit application to Greenwood County. A complete set of construction documents with a letter noting approval by the Newport ACC must be submitted to Greenwood County to obtain a building permit. The procedures of Greenwood County must be followed to obtain the permit.

When the Greenwood County building permit is approved, it must be submitted to the ACC prior to any construction. One set of plans and all approvals/permits will be placed in a permanent file and kept by the ACC Chair.

The ACC building permit approval is valid for 12 months from the approval date (date of Greenwood County Build Permit approval). The construction period from the approval date to final ACC approved completion may not exceed 12 months for a house and 9 months for other construction. (see Appendix 3 for construction fees)

3.6 Step 6: Stake-Out Request

After final building permit approval and prior to beginning any clearing or construction on any lot, the owner or builder must schedule a stake-out approval with the ACC. See Appendix 5 (Newport ACC Stake-Out Approval).

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The ACC will review the stake-out of the construction including house location, driveway location, proposed tree removal and protection, pool location and equipment, job sign and permit, job toilet and dumpster.

If there appears to be drainage issues where water run-off may affect adjoining property, a certified civil engineer assessment with recommendation for mitigating the water run-off is required. All costs associated with professional services' work shall be borne by the property owner.

The ACC reserves the right to make adjustments to the Stake-Out if it violates the ACC Guidelines. As an example, homes must not restrict the view of neighbors and allow for adequate off-street parking.

3.7 Step 7: Property Clearing and Stake-Out Approval

A property owner or builder **must not break ground** until the ACC grants approval.

Prior to beginning any clearing, grading or construction, the following must be completed:

- a) Obtain final letter approval for construction
- b) Obtain an approval of site stake-out
- c) Provide the ACC with Proof of Insurance (Builder)
- d) Obtain all permits required by Greenwood County and submit a copy of each to the Newport ACC prior to the start of any work. Not doing so will result in a daily fine. (\$100/day.)

Cleaning a lot/property: Notify the ACC in advance if removing any trees to include any brush as well as pine or sweet gum of any size is planned. Cleaning will not be allowed or approved without prior notification (via email) to and confirmation from the ACC.

Clearing a lot/property: Same as Cleaning plus trees of any size may be removed in the house footprint as long as all clearing has prior approval from the ACC. At its discretion, the ACC may require a house plan and/or stake out prior to providing approval.

Tree protection: During the cleaning/clearing of a lot/property, trees to remain must be protected with construction fencing around the drip line area or within 20 feet of any construction (house, driveway, pool, etc.).

In both cleaning and clearing of lots or property in Newport, the ACC will meet with the owner/contractor prior to any action. If bare dirt results from the cleaning/clearing, then seeding and appropriate ground covering (hay/pine straw) is required to be placed down on all exposed dirt within 30 days if initial home construction has not started. If initial home construction is delayed more than 30 days from cleaning/clearing a property, the ACC may require the property to be graded or leveled out before seeding/ground cover is applied. If initial home construction is delayed on a cleaned/cleared lot/property, no equipment, construction materials, rock, dirt piles, etc. may be stored on the property. Fines will be issued if lot cleaning/clearing guidelines are not followed.

The ACC final stake-out walk approval will happen after approved trees are removed, land has been graded, and the builder has marked the final stake-out at all four corners of the lot and at the midpoint on both sides. After this, the foundation and footers may be dug.

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3.8 Step 8: Construction

Builders must have insurance to perform any construction in Newport and policies must be provided to the ACC upon request. See Appendix 6 (Builders Insurance Requirements) for details.

If any items in the Building Permit application are changed after approval, whether it's before construction or during, they must be resubmitted and receive approval from the ACC before proceeding (Fees: 4 or more changes, \$100 each). If not submitted prior to making the change, a fine of \$500 plus the change fees will be assessed for each unapproved exterior change. The total amount of fines will be submitted to the homeowner after the Final Compliance Walk. The amount will be deducted from the construction Compliance Fee deposit assuming funds are available. If funds are not available, the homeowner will receive an invoice from the POA Treasurer. If not paid when due according to the invoice, then the total shall bear interest and fees according to the Declaration of Covenants.

Fine(s) will be assessed when paperwork that is required to be submitted to the ACC is not submitted according to the Newport Guidelines. Fines will be assessed when a violation of one or more of the ACC Guidelines occurs, including any of the Newport Governing Documents requirements.

If a warning for an offense is issued, it will be sent to the homeowner's email address on record to advise of the matter to be addressed. If a response is not received within 48 hours of the warning being sent, fine(s) will be assessed from the date of notice. Note, some fines are automatic and a warning will not be issued. See appendix 7 (Newport Property Owners' Fines). The owner is still responsible for correcting the problem(s). Paying the fine(s) does not eliminate the need to correct deficiency(ies). Providing the resolution within 48 hours does not eliminate the assessment of fine(s).

The builder must erect an approved contractor sign to include builders name along with a job site box to include copies of all approved permits inside. Both must be visible from the road. Architecture plans are not required.

Every construction site must have a freestanding sign identifying the contractor. The sign must be in accordance with paragraph 4.17. Signs may be placed on the lot no closer than 15 feet and parallel to the edge of the street. No other signs (including subcontractors, i.e., pest control, etc.) are permitted. No signs or permits shall be attached to trees.

If a temporary storage unit/office is needed, it must be no larger than 100 square feet with a maximum height of 10 feet. The unit must be in acceptable condition and may be rejected by the ACC.

See Section 6.0, Construction Worksite Requirements for more details on the worksite.

3.9 Step 9: Final Landscape Plan

The Final landscape plan must show the location of the house, driveway and walkways with proposed landscaping concepts on a copy of the house plat (can be provided by the builder). If there is a disagreement between the ACC and property owner a review by a certified arborist is required to settle the issue.

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Final Landscape Plan must be submitted to the ACC a minimum of 30 days prior to the install for ACC Review and Approval. The Final Landscape Plan must include Elevation of the land, hardscapes (to include retaining/knee walls, sidewalks, driveway, bed borders), location and irrigation, type of sod, number, size, and specimen of trees, foundation/bed plantings (specific plants) with a topographical survey, and location of HVAC, trash/recycle cans, and misc. equipment, to include screening requirements. Include the location of Irrigation pump if a water site. See also Appendix 4 (Landscape Considerations When Preparing a Landscape Plan Submittal to the ACC)

- a) Sod shall be installed for all grassy areas surrounding the home-front, sides, and rear of home.
- b) Areas containing grass must be supported with in-ground irrigation.
- c) Landscaped areas should be focused on the home and lakefront (if applicable). It's recommended that water site lots, place a housing unit over irrigation equipment.
- d) Natural areas are permitted; however, they must be in the rear of the house and not exceed 20% of the back yard area. Also, they must be maintained and not allowed to become weed infested. (See examples below).
- e) Landscaping to be completed to coincide with home occupation unless the ACC approves an extension request.

Acceptable Natural Areas:



Unacceptable Natural Areas:



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3.10 Step 10: Completion

The property owner or builder must request the ACC complete the Certificate of Compliance (Appendix 8) once the construction is complete and all items in the Certificate of Compliance are satisfied, including a Certificate of Occupation (CO) issued by Greenwood County. Note, a CO alone does not satisfy the Newport ACC requirements of construction completion.

4.0 NEW CONSTRUCTION – OTHER ITEMS

4.1 Types of Homes

Only custom or stick built homes are allowed in Newport POA. Prefab homes, mobile homes, and/or trailers of any size are not permitted.

Article VIII, Section I, of the Newport Declaration of Covenants states: "(A) No Lot shall be used except for the private residential purposes of a single family, and (B) not more than one Unit shall be constructed on any Lot."

4.2 Setbacks

No part of a house except bay windows, stoops, stairs, fireplaces, or roof overhang may be built between the property line and the setback line of the house.

Minimum Setback Requirements are generally as follows: Front setbacks will be adjusted by the ACC to accommodate off-street parking. Note: Phase I & II ACC Guidelines are the same, except setbacks.

Phase I is considered to be homes and lots not on Boardwalk or Portland Cir.

Phase II is considered to be homes and lots on Boardwalk or Portland Cir.

Lakefront Homesites	Phase 1	Phase II
Front (street) (from roadside curb)	25 feet	20 feet
Rear (water) (from the 440' contour)	40 feet	25 feet
Sides (Phase II—Boardwalk)	10 feet	5 feet
Interior Homesites	Phase 1	Phase II
Front (street)	25 feet	20 feet
Rear	25 feet	20 feet
Sides	10 feet	10 feet

4.3 Size of Home

The homes in Newport must emphasize exterior authenticity and style. Lakefront and interior home sites require a minimum of 2,000 heated square feet with a minimum of 1,500 sq. ft. on the first floor. Exception: 40ft wide Boardwalk lots (160-181), are required to have a minimum heated space of 2,000

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sq. ft. with 1,400 sf on the first floor. All lots are required to have a two-car garage. Enclosed porches and sunrooms will not be counted as part of the minimum square footage requirement; only finished heated rooms.

4.4 Garage

A minimum of a two (2) car garage [20 x 20] for all houses. A maximum of a three (3) car garage is allowed. All garage door styles must be consistent with the architecture of the house. Design considerations should be given to the use of one or two doors. Exceptions must be submitted for review and approval by the ACC.

2.4.4 Attached Structures (new construction and additions)

4.5 Additional structures

Except for storage buildings on interior lots, additional structures must have some physical attachment to the main home and be constructed with the same materials and colors as the home. Detached structures are not permitted. The addition of attached structures requires the same submittal process and fees for permit review and approval as for new construction.

Storage buildings are not allowed on waterfront lots.

Patio, deck, outdoor trellised areas, gazebos or the like may not be built on a vacant lot.

Tents and tailgating style canopies are allowed in backyard of any Lot for no longer than 72 consecutive hours in a 7-day period unless a waiver is granted by the ACC or Board.

4.6 Exterior Materials

Exterior wall material must be brick, horizontal siding, or stone. Other material must be approved by the ACC.

"Vinyl or aluminum" siding will not be considered.

The only vertical siding acceptable is "board and batten".

Foundation walls must be brick, stone, or painted stucco parging over concrete block and match other colors of the home. Must not be able to see block lines through parging.

The area under a porch must be enclosed and match the color of the porch area. This does not apply for porches built over a patio.

4.7 Roof Pitches

Roof pitches will be dictated by the architecture of the home. Dormers, garages, and porch roofs should also complement the architecture and style of the house. Main roof pitches must be at least 8/12 pitch.

4.8 Roofs

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Roofs should be metal, slate, or asphalt shingles. Exhaust/Vent Pipes are required to blend with roof colors.

4.9 Driveways

Surface of driveways must be concrete. Brick and stone inlays are encouraged. Asphalt is not authorized for driveways.

4.10 Gutters and Downspouts

Gutters and downspouts are required and must empty into underground drainage system that drain away from the property, prevent erosion, and should not impact neighbor's property. Water run-off is not allowed to run onto or across the neighbor's property.

4.11 Exterior Colors

All labeled exterior color swatch samples must be submitted to the ACC for approval. All vent pipes and other elements that penetrate the roof's must be painted to match the roof color.

4.12 Pools

Pools must be placed on site plan, along with all pool equipment and any pipes that will extend above ground prior to approval. The ACC must approve the plan and pool location prior to construction. No above ground pools will be permitted. In-ground pools should be installed in the back yard with the front-most edge (nearest the house) at 6" above ground level, according to the lay of the land. Prior to any construction, pools will have to meet all local and state requirements.

4.13 Recreation Courts and Equipment

Tennis, pickle ball, basketball, and all other recreation courts are not permitted on individual lots. Permanent outdoor recreational equipment including basketball goals, trampolines, playground equipment, forts, swing sets, horseshoe pits, and similar items shall not be installed or used on any Lot without ACC approval. Temporary outdoor recreation equipment including portable basketball goals, volleyball nets, soccer goals, etc. are allowed to be set up and used for no more than 72 consecutive hours in a 7-day period. Recreational equipment is not to be placed in the street.

4.14 Antenna / Satellite Dish

External antennas are not allowed. One meter (39.37 inches) in diameter and smaller satellite dishes attached to the eave of the house or free standing are allowed. Dishes must not be in the front yard area and location must be approved by the ACC.

4.15 Solar Panels / Skylights

Solar panels and/or skylights on front facing roofs and/or ground mount are not permitted.

NEWPORT ACC GUIDELINES

4.16 Signs

The following approved signs and posts must be at least 15 feet from the curb.

“General Contractor”, “For Sale” signs are permitted as defined by the example photo. Contact the ACC for companies that have the necessary artwork for all signs.

House(s) For Sale: Pole sign (18” x 24”) on 4”x4”x6 “post. White letters on blue (SW6958 Dynamic Blue or eq.) sign and white pole.



Lot(s) For Sale: Smaller version sign (13” x 14”) on 2”x4”x3’ post. White letters on blue (SW6958 Dynamic Blue or eq.) sign and white pole.

General Contractor Sign: Contractors may use their own unique contractor signage for the construction site.

Warning Signs: Warning Signs such as “No Trespassing” or other restrictive warning signs are not permitted.

Signs are not to be posted on trees.

4.17 Mechanical Equipment A/C Units and Fans

Through-wall or window A/C units and fans are not allowed. Mini-Splits units may be considered as supplemental to primary heating / AC units.

All mechanical equipment (i.e. HVAC, Mini-Splits, Pool Pumps, etc.) must be shielded from view, front, side and rear by appropriate planting or other approved screens.

Tankless water heater must be mounted on an interior wall.

4.18 Trees

After a lot/property is cleaned or cleared, the owner must submit a request to the ACC for removal of any additional trees 8” or more in diameter and not within building or driveway footprint. Approval by the ACC must be granted prior to the removal of additional tree(s).

All lots must plant a minimum of 2 hardwood trees with a 2” or 3” caliper to replace the multiple hardwood trees which were removed during build preparation.

4.19 Landscaping Retaining Walls

Landscape Retaining walls are encouraged to lessen steep grades and dimensions must be included in the new construction plans. All other Landscape Retaining Walls must be approved by the ACC.

NEWPORT ACC GUIDELINES

4.20 Lakefront Home Elevations

The home elevation facing the lakefront must have equal architectural emphasis as the front elevation since they are considered to have two fronts.

4.21 Fences and Mailboxes

See Appendix 11 (Fences and Mailboxes) for details, options, and approval process.

4.22 Additional items

Variances may be granted by the ACC and Board in some circumstances (including, but not limited to, topography, natural obstructions, hardship, or environmental considerations) when deviations may be necessary. The ACC and Board shall have the power to grant a variance from strict compliance in such circumstances, so long as the variance does not result in a material violation of the Declaration of Covenants. No variance shall be effective unless in writing, signed by the ACC or Board. The granting of a variance to any of these ACC Guidelines for a property owner for an architectural, landscaping, or exterior improvement or alteration on a lot does not set a precedent for the Newport POA, nor does it allow for any previous violations of the ACC Guidelines to be granted or dismissed. Variances of these ACC Guidelines are to be granted on a case-by-case basis.

5.0 ARCHITECTURE REVIEW PROCESS – CONSTRUCTION MODIFICATIONS

5.1 Home Improvement

As stated in the Declarations of Covenants, any exterior changes, alterations, or additions must be approved by the Architectural Control Committee. All exterior repainting and reroofing must also be approved. Minor improvements like bush and flower replacement do not need prior approval. The following items are required for review along with the Existing Property Improvement Application form (Appendix 12):

- a) Site plan showing location of improvement
- b) Elevation drawings (if applicable)
- c) Paint/stain color chips or material samples
- d) Photographs of current area
- e) Product brochures/specs (if applicable)
- f) Neighbor acknowledgment (optional unless required).

After a review of the project, the ACC may request additional information or changes to the proposed plan before granting final approval. Once project is completed, homeowner will notify the ACC to review project and take pictures for the file.

All worksites must be maintained in a clean and orderly manner. See Section 6.0, Construction Worksite Requirements, for items applicable to construction improvements.

NEWPORT ACC GUIDELINES

5.2 Seawalls

All lake seawalls (or retaining walls) must be approved by Greenwood County Lake Management.

Step 1: To build a seawall in Newport POA, the Dock & Seawall Construction Application (Appendix 12), must be completed by the property owner or builder and submitted to the ACC for approval. The ACC will evaluate and if approved, will issue a Certificate of Approval, Dock/Seawall Construction/Alteration (Appendix 13) back to the property owner or builder.

Step 2: The Newport ACC Dock & Seawall Construction Application and Certificate of Approval will then need to be provided to Greenwood County Lake Management, along with any Lake Management requirements for a construction permit. Lake Management will not process a Newport seawall request without ACC approval.

Step 3: Once the seawall building permit is issued, submit a copy to the ACC along with posting on the work site before work begins. Failing to do so is a fineable offense (\$100/day).

5.3 Docks and Piers

All new construction as well as any improvements, for/to piers, docks, boat lifts, seawalls, decks, etc., that encroach on Lake Greenwood are subject to the approval of Greenwood County Lake Management Department. Lake Management has the final authority/responsibility for approvals and the enforcement of the requirements, ordinances, and resolutions. Approval by the Newport ACC *alone* does not authorize any construction which encroaches on Lake Greenwood. Note, boat ramps from residential properties are prohibited.

5.3.1 Permit Steps

- a) Step 1: Complete the Dock & Seawall Construction Application (Appendix 13) and submit to the ACC for approval. The ACC will evaluate and if approved, will issue a Certificate of Approval, Dock/Seawall Construction/Alteration (Appendix 14) back to the property owner or builder.
- b) Step 2: The Newport ACC Dock & Seawall Construction Application and Certificate of Approval will then need to be provided to Greenwood County Lake Management, along with any Lake Management requirements for a construction permit (note, fees may apply for a permit). Lake Management will not process a Newport dock/pier request without ACC approval.
- c) Step 3: Once the seawall building permit is issued, submit a copy to the ACC along with posting on the work site before work begins. Failing to do so is a fineable offense (\$100/day). Approved permits are valid for one year only.

5.3.2 Placement and Design

- a) Docks must be constructed a minimum of 15 feet from the adjacent property line.
- b) The design should consider the constraints and opportunities of the site. As examples, the view, existing vegetation, utilities and easements, adjacent structures, and setbacks.
- c) Docks are restricted from being permanently or temporarily enclosed, which includes siding, curtains/skirts, latticework, etc. Enclosing a dock restricts the lake view of neighbors.

NEWPORT ACC GUIDELINES

- d) Docks are restricted to 2 boats and 2 personal watercrafts. The number, size, and type of slips are limited by Greenwood County Lake Management.
- e) All boat house structures, including roofs, must comply with Newport established standards pursuant to Greenwood County Resolution 2004-17 allowing the County to approve more restrictive regulations for encroachments by “the governing body” of a homeowners or property owners association for a subdivision or neighborhood located on Lake Greenwood.
- f) Boat slip roofs must be green in color and consist of either 27- or 29-gauge metal.
- g) Roofs must be hip roofs with a 4/12 pitch; gable roofs are not acceptable.
- h) Shared docks may have separate covers over each slip or a single cover over two slips as approved by the ACC and Lake Management.
- i) Dock colors that are natural to the materials used are preferred. Colors are to be submitted to the ACC for approval and included in the Dock & Seawall Construction Application (Appendix 13).
- j) See below picture as an example dock.



5.3.3 Maintenance

All owners who have docks on their property, must maintain said structures in good repair and keep same safe, clean, and orderly in appearance at all times, and further agree to paint or otherwise treat with preservatives all wood or metal located above the high-water mark, exclusive of pilings, and to maintain such paint or preservatives in an attractive manner.

The ACC shall be the judge as to whether the docks are safe, clean, orderly in appearance and properly painted or preserved in accordance with reasonable standards; and, where the ACC notifies the Owner in writing that said dock fails to meet acceptable standards, said Owner shall thereupon remedy such condition within thirty (30) days to the satisfaction of the Association.

NEWPORT ACC GUIDELINES

Failing to remedy such conditions, in accordance with the authority stated in the Declaration of Covenants, the POA may make the necessary repairs or take such actions as will bring the said dock up to acceptable standards. All such repairs and actions to be at the expense, solely, of the Owner in question.

If the Owner fails or refuses to reimburse the POA for any such expenditures within thirty (30) days after being invoiced for same, the POA shall be entitled to collect same in a court of competent jurisdiction, and shall likewise be entitled to recover all costs and expenses of collection together with reasonable attorney fees and together with a late charge equal to 1½% per month of the amount of such invoice from the date of said invoice until fully paid.

5.4 Storage buildings

Storage buildings are only permitted on interior lots. (Storage buildings are not permitted on lake lots to include Boardwalk lots 160-181).

Size is limited and not to exceed 10x15 feet (150sf) and must be painted and roofed the same color and design as the house. Storage buildings will be located on the rear of the property maintaining the established easement distance from adjacent property lines. Location must be approved by the ACC.

6.0 CONSTRUCTION WORKSITE REQUIREMENTS

- a) Each contractor is responsible for maintaining a clean and orderly job site as well as for any materials, trash or debris falling from vehicles going to or from the construction site.
- b) All construction materials must be stored in a neat and orderly manner and must be kept totally within the property lines and at least 10 feet from the edge of street.
- c) The ACC will approve location of the dumpster on the job site which must be at least 10 feet from the road. All debris and trash must be placed in a job site dumpster to be emptied when level with top. No open burning on construction site.
- d) Offloading of heavy construction equipment, vehicles, and materials to be performed from the delivery vehicle onto the construction site rather than onto the roadway surfaces, whenever possible.
- e) Each construction site must have or adhere to the following:
 1. Have a job toilet placed on lot at least 10 feet from the edge of the street in an inconspicuous location with the door facing away from the street.
 2. One temporary storage structure or trailer, no larger than 10' x 10' x 10' high, may be used as an office or to store materials. Storage structures or trailers may not be used as living quarters on single-family residential job sites.
 3. Temporary utilities shall be installed in a neat manner. Temporary power poles must be installed plum and not utilized for the placement of signs. Each construction lot must have its own utilities unless two construction lots are next to each other and being built by the same contractor. No stringing extension cords or water hoses across streets.
 4. During construction, trees and common areas must be protected (by barricades or construction fencing if necessary). Trees must be protected around the drip line area.
 5. Control on-site erosion from disturbed ground by constructing silt fences as required by site topography including areas to be landscaped to protect adjoining landowners and to prevent material from reaching Lake Greenwood as required by Greenwood County Ordinance 2019-

NEWPORT ACC GUIDELINES

06. The only opening should be for a construction driveway.
6. The name of the building contractor, lot number, copy of building permit shall be placed in a job site box on a post, located to the front of the job site facing the roadway. Any deviation from this requirement must be approved by the ACC.
 7. Silt fencing must be maintained in good working order and use bailed straw/hay to augment silt runoff control if necessary. Maintain natural drainage paths in functioning condition. May also need to place a ditch/swale to divert runoff as necessary. See below picture as an example.
 8. Construct temporary driveways and parking areas to maintain proper drainage with a gravel surface. **Driveways must be rocked from the road to the foundation of the house/garage** and have a minimum 4" stone depth to help remove mud from vehicle tires before entering main roads. If deemed necessary by the ACC, additional stone must be added to maintain and prevent muddy vehicles tracks from reaching the road. Builders / owners will ensure paved roads are clear of muddy tracks during construction and the ACC recommends including a temporary water tap to clean mud from tires. Fines will be issued for mud/debris tracked onto roads from jobsites. See below picture as an example.



Example of **Required Erosion Control** using silt fence and rock driveway

- f) Construction workers including all sub-contractors shall confine the parking of their vehicles as close to the construction site as possible. Vehicles shall be parked only on future driveway or parking area to avoid damage to existing vegetation. If workers need to park on road, park on one side only in the same direction as passing traffic.
- g) Any damaged road or roadside, including curbs, oil leaks, etc. must be addressed and corrected to pre-construction conditions.
- h) Owners and contractors are responsible for seeing that their construction workers, sub-contractors, and suppliers obey all traffic and security regulations at Newport.
- i) Access to Newport is controlled by Newport Property Owners Association. Construction workers, sub-contractors and suppliers are allowed access to and from the construction site only and are strictly forbidden from riding about the development.
- j) The normal hours allowed for construction are 7:30 a.m. to 7:00 p.m., Monday through Saturday. If it

NEWPORT ACC GUIDELINES

is necessary for construction workers, sub-contractors or suppliers to be working before or after hours, the contractor must arrange 24 hour prior for special permission from the ACC in advance to allow time to notify affected residents.

- k) The adjacent neighbors will be notified by the ACC in case of work outside of the established hours.
- l) There will be no workers, sub-contractors or suppliers allowed in Newport on Sundays and the following Federal Holidays (New Year's Day, Memorial Day, Independence Day-July 4th, Labor Day, Thanksgiving, Christmas Day).
- m) No loud or offensive language or excessive noise is allowed on the construction site. Radios or similar devices are permitted only if they cannot be heard beyond the construction site property lines.
- n) Because Newport is a private community, contractors and their employees, sub-contractors or suppliers shall not have the use of any of the private facilities including parks, fishing areas or any other area designated for exclusive use of property owners and or their guest.
- o) Whenever the Board and ACC is permitted by the Declaration of Covenants or other Newport governing documents to correct, repair, clean, preserve, clear out or do any action on the property of any Owner, or on easement areas adjacent thereto entering the property and taking such action shall not be deemed a trespass.
- p) Failure to adhere to one or more of the above will result in notification to the homeowner who in turn must advise the contractor of the violation. Failure to correct any situation will result in a fine to the homeowner.

7.0 DISCLAIMER

The Newport POA, ACC, or any officer, employee, agent, director or member thereof shall not be liable for damages to any persons submitting plans and specifications for approval by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval, disapproval or failure to approve any plans and specifications. Every person who submits plans and specifications for approval agrees, by submission of such plans and specifications, that they will not bring any action or suit against the Newport POA or ACC to recover any such damages.

The purpose of the ACC Guidelines is to provide guidance in preparing requests for approval of the architectural, landscaping, and exterior improvements or alterations on any portion of a lot or home and to set forth some of the standards applied by the ACC. The ACC Guidelines are not all-inclusive and no inference should be made that the failure to include a particular type of exterior architectural, landscaping, or exterior change somehow exempts that change from the approval process.

If any paragraph, section, sentence, clause or phrase of the ACC Guidelines shall be or become illegal, null or void for any reason or shall be held by any court of competent jurisdiction to be illegal, null or void, the remaining paragraphs, sections, clauses, and phrases are severable and shall continue to be in full force and effect. In case of any conflict between the Declaration of Covenants, the Bylaws and the ACC Guidelines, and other resolutions or rules adopted by the Board of Directors, the Declarations of Covenants shall prevail and thereafter, the Board shall determine which shall control and make corrections as needed by a majority vote.

These ACC Guidelines supersede all previous guidelines or standards, and shall remain in effect until otherwise rescinded, amended, modified, or repealed by a majority of the Board.

NEWPORT ACC GUIDELINES

IN WITNESS WHEREOF, the Association, by its authorized representative, has properly adopted these ARCHITECTURAL GUIDELINES on the signature date(s) below (the "Execution Date").

SIGNED SEALED AND DELIVERED in the presence of:

Newport Property Owners Association, Inc.

Ethan Thomas (Witness #1)
Mary Lee (Witness #2)

Signed Name: Judy Kirkpatrick
Printed Name: Judy Kirkpatrick
Position: Resident

Signed Name: Lisa M. Meredith
Printed Name: Lisa M. Meredith
Position: Secretary

STATE OF SOUTH CAROLINA)
COUNTY OF GREENWOOD)

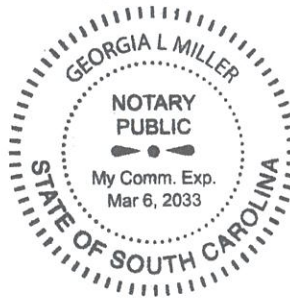
ACKNOWLEDGMENT

I, Georgia L. Miller, Notary Public for the State of South Carolina, do hereby certify that the above-signed authorized signatory for Newport Property Owners Association, Inc. personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Sworn and subscribed before me this

16th day of January, 2026

Georgia L. Miller (SEAL)
Notary Public for South Carolina
My Commission Expires: 3/6/33



*Appendix Index Supports the
ACC Guidelines dated January 08, 2026*

APPENDICES

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APPENDIX 1

NEWPORT NEW CONSTRUCTION PREAPPROVAL CONFERENCE

The Architectural Control Committee (ACC) desires to avoid misunderstandings of requirements and ensure a smooth and uneventful approval and construction process for the new dwelling or modification planned by the property owner and builder. Accordingly, before any approval of plans is given and authorization sent to Greenwood County to approve the building permit, a construction preapproval conference with the property owner and contractor or his authorized representative is required. Only with the property owner's written authorization delivered to the ACC will the building contractor be authorized to represent the property owner at the conference. Prior to the Preapproval Conference it is requested the Owner reviews the current ACC Standards located on the Newport website at <http://newportongreenwood.com>

The Preapproval Conference Document must be signed and each section initialed. A copy of this document is to be on file with the ACC or may accompany the completed signed Newport ACC Building Permit Application (Appendix 2). Note, Appendix 1 must be completed and initialed for every build, it does not matter if lot owner or builder has constructed several Newport homes in the past.

Newport ACC Contact Information:

e-mail: newportpoa.acc@gmail.com

The following items and issues will be covered during the preapproval conference and are not intended to cover every rule and regulation mentioned in the ACC Guidelines:

- | |
|---------|
| Initial |
| |
1. No site cleaning, tree clearing, construction, or material deliveries may begin without first obtaining approval of the ACC. Violations: \$5,000, plus additional fines as appropriate.
 - a. No construction debris (rock, cement, dirt piles, wood, etc.) will be stored or left on any lot or property in Newport, it doesn't matter if lot owner or landowner approves.
 - b. Architectural drawings, material samples, and details of construction sufficient to identify the elevation views, roof, trim, and colors sufficient for the ACC to make a determination of adequacy are required with the submission of plans.
 - c. Omissions of any of these details in the review does not constitute approval and can result in later disapproval, fines, and rework by the contractor to meet the ACC's requirements.
 - d. Notes included on the plans that may be significantly inconsistent in architectural requirements and guidelines do not constitute approval of the feature.
 - e. Change to external elevation, colors, location etc., may be requested for a fee of \$100/each occurrence.
 - f. Changes without prior ACC approval will result in a fine up to \$100/each occurrence.

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 2. Exterior Colors
 - a. Unusual color schemes and materials of construction beyond those already found within the adjacent properties will be carefully reviewed by the ACC for compatibility with the existing community. Also note that the same color scheme or similar tints will not be duplicated within a 2-house area, to include both sides of the street.
 - b. Samples are required by the ACC to validate the acceptability for use. While use of existing colors and materials does not constitute approval, the ACC recognizes those colors as a general baseline acceptable to residents₂

3. The owner will ensure a portable toilet (placed 10 feet from roadway) and construction debris container (placed 10 feet from roadway) at the site and will maintain an orderly work site. Weekly cleanup and housekeeping inspections of the site are required. The silt barrier fence must be maintained until build is complete. If silt barrier fence collapses or breaks, the builder / owner is responsible for repairing and restoring the silt barrier fence and if not maintained the ACC can issue fines or have it repaired at owner expense.
4. The owner will minimize the clearing of the lot of desirable trees. **Clear cutting is expressly prohibited and the ACC must approve any tree removal.**
- a. All trees 8" and over diameter with exception for pine and sweet gum trees will remain unless in the footprint of the house or expressly approved for removal by the ACC. All trees remaining that may be within the immediate site development and/or access areas will be properly protected during the entire construction process.
 - b. The owner will submit a tree removal plan that will accompany the initial drawings to the ACC.
 - c. A fine of \$500 will be assessed for each tree 8" and over removed without authorization and a similar sized tree as part of the landscape plan must replace those trees.
5. Landscaping is an extremely important item in maintaining the beauty of the development and the lake environment. Preliminary landscape plans will be submitted for approval prior to the issuance of the building permit.
- a. The ACC recognizes changes may become needed after the house is finished and better visualized. As such, the ACC will review and consider revisions that are consistent with the original intentions of the plan before final landscaping is begun.
 - b. All lots must have in-ground irrigation sprinkler systems to maintain the beauty and health of the plants and grassy areas. The sprinkler system must irrigate the entire landscaped portion of the lot, including grass and plants at the driveway entrance to the property.
 - c. Sod is required in all grassy areas. Seeding is not permitted to establish the initial lawn grasses.
 - d. A minimum of 2 hardwood trees of 2" or 3" caliper must be planted to replace the multiple hardwood trees removed during clearing.
6. Control of water runoff from the homeowner's property to neighbors is important.
- a. A runoff control plan will be incorporated into the building and/or landscaping plan to be noted by directional arrows.
 - b. Water must be conveyed through drainage pipes to avoid negative impact on adjacent property.
7. All mechanical equipment (i.e. HVAC, Pool Pumps, etc.) must be shielded from view, front, side and rear by appropriate planting or other approved screens.
8. Construction of walls and fences will be approved at the discretion of the ACC as part of the building and landscape plans and shall not in any way screen desirable views from adjacent property owners. Side-line, front-line and rear-line fences are expressly prohibited. (See Appendix 8. Fences)
9. The construction, landscaping and/or improvements of the dwelling shall be completed and fully functional within 12 months of issuance of the permit. If construction completion exceeds the 12-

month time period, a fine of \$200 per month will be charged for months 13-18. If construction is still not completed during this time period, the fine will increase to \$500 per month until the construction is completed and signed off by the ACC. For extremely large construction the owner may request a longer period as part of the initial build request.

10. All driveways shall be concrete. Brick and stone inlays are encouraged. Asphalt drives are not permitted. Curved drives are encouraged, if supported by lot and house design.

11. Perimeter silt barrier fencing is required per ACC guidelines.
- a. Construction site perimeter "silt barrier" type fencing such as the Bohen HDPE or Tenax type temporary fencing material and silt barrier fencing is required per ACC Guidelines.
 - b. The entire perimeter except for the driveway/construction entrance of the construction site must have construction barrier type fencing installed prior to site development and in addition to other silt barrier fencing when applicable. The ACC at its discretion can exempt high ground on the site from having a silt barrier.
 - c. Proper installation of silt barrier fencing includes burial and compaction of the bottom 3 inches of the fencing (minimum) below ground surfaces. As this may be considered invasive to exciting living trees' root systems, tree save installation practices must be performed whenever possible.
 - d. Preventing excessive runoff into an adjacent lot also requires silt barrier fencing and may also require either temporary or permanent development of soil berms or swales.

12. In lieu of writing on a silt barrier fence: A Contractor Job Box must be posted mounted and located 15 feet from the curb on the construction site, to contain a copy of the certified site Plat upon which is showing the house footprint, and a copy of the Greenwood County Construction Permit. On the front of the Job Box facing the street with Lot Number, Street Address, and Owner's Last Name. Contractor company name may be included on a separate sign. The job box is to remain on site throughout the entire construction process.
No construction debris (rock, cement, dirt piles, wood, etc.) will be stored or left on any lot or property in Newport, it doesn't matter if lot owner or landowner approves.

13. ACC members' privacy is important, and all correspondence and discussions between the property owner (and builder with property owner present) and the ACC shall be through the ACC Chairman as requested by appointment in advance or at an ACC meeting. An alternate contact will be designated in case of the absence or unavailability of the ACC Chairman.

NOTE: ALL LANDSCAPING INFORMATION IS TO BE PROVIDED ON A HOUSE PLAT SURVEY DOCUMENT.

I am aware the Newport ACC Guidelines can be viewed at www.newportongreenwood.com and I have read and understand the document.

Property Owner (or representative) _____ Date _____

ACC Representative _____ Date _____

APPENDIX 2

NEWPORT ACC NEW CONSTRUCTION BUILDING PERMIT APPLICATION
(To be completed by the owner/builder)

Owner Information

Note: Only custom or stick built homes allowed. Mobile homes, pre-fab homes, and/or trailers of any size are not permitted.

Architectural Review Fee: New \$3,750 with \$2,000 refundable less applicable fines.

Add additional page for work description if other than a New Build.

Owner Name: _____

Lot # _____ Lot Street Address _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Builder Information

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

SC License # _____

Copies: SC License _____ Builders Insurance _____

Estimated Construction Cost/Dates: (Note: Completion no later than 12 months from the date building permit approved by Greenwood County.)

Cost: _____ Start Date: _____ Completion Date: _____

Square Footage:

Heated 1st Floor: _____ Heated 2nd Floor _____ Total Heated Space _____

Porch(s): _____ Deck(s): _____

Garage: _____
(1, 2 or 3 car)

Exterior Treatment:

	<u>Material</u>	<u>Color</u>
Foundation Finish and Color:	_____	_____
Skirting Material and Color:	_____	_____
Wall Material and Color:	_____	_____
Trim Material and Color:	_____	_____
Front Door Material and Color:	_____	_____
Rail Material and Color:	_____	_____
Roofing Materials and Color:	_____	_____
Color of roof pipes/vents:	_____	_____
Shutter Materials and Color:	_____	_____
Gutters (under roofing) and Color:	_____	_____
Garage Door(s) material and Color:	_____	_____
Stone Type and Color:	_____	_____
Location/placement of Stone:	_____	

Gutters and Downspouts to be run to underground drainage system, not to cause Run-off onto adjoining properties.

Once construction begins, the homeowner is responsible for maintaining the site area from curb to property line.

Check List of Necessary Items: (one paper copy and one Electronic PDF)

- ✓ Two total complete sets of architecture plans
- ✓ Two total sets of site plans
- ✓ Two total sets of landscape plans
- ✓ Two total sets of construction specifications
- ✓ Preapproval Conference form (Appendix 3)
- ✓ Architectural Review Fee (Includes an Administrative Fee, and a Refundable Compliance Fee)

The Architectural Review Fee is due and payable to Newport Property Owners Association, Inc. with Application.

Mail to: Newport ACC, PO Box 49214, Greenwood, SC 29649
Email: Newportpoa.acc@gmail.com

Name on Fee Check: _____ Check # _____ Check Date: _____

I certify that all assessments, liens, dues, and fees owed to the Newport POA have been paid in full. I have read and understand the Newport ACC Guidelines and agree to comply with all requirements.

Owners Signature (required): _____

Contractor Signature (required): _____

Date submitted: _____

FOR ACC USE ONLY

Date Received: _____

Reviewed By: _____ Signature: _____

- Approved
- Approved with Conditions
- Denied

(Note: the Greenwood County permit approval date is the official start date for the 12-month construction timeframe)

Conditions / Notes:

APPENDIX 3

NEWPORT CONSTRUCTION FEES

The Architectural Review Fee for new construction is due and payable to Newport POA with the Building Permit Application (Appendix 2).

\$3,750 Architectural Review Fee. Includes a refundable Compliance Fee of \$2,000 which is reimbursed once the ACC verifies and approves that the construction is complete, less any fines.

Once the builder and homeowner view the construction as complete and have received the Certificate of Occupation (CO) from Greenwood County, a Certificate of Compliance (Appendix 9) and the Compliance Bond Refund Request (Appendix 10) must be submitted to the ACC. The ACC will schedule a Final Compliance on-site walk through to verify all items on the Newport Certificate of Compliance are complete.

If construction exceeds the 9- or 12-month time period, a fine of \$200 per month will be charged for months 13-18. If construction is still not completed during this time period, the fine will increase to \$500 per month until the construction is completed and signed off by the ACC. Note, if fines exceed the \$2,000 compliance amount, the additional amount will be billed to the homeowner, plus the Board reserves the right to put a lien on the property for all excess fines are not paid, in addition to charging interest and fees for legal action.

\$100 fee per change for 4 or more construction changes from the original submitted plan.

\$100 fee is charged for any after move in construction, (addition, alteration, garage or etc.) costing over \$25,000. A Valid Greenwood County Permit must be submitted to the ACC before any work is started.

The above \$100 fee is doubled for an after-the-fact application (construction started prior to approval).

No fee is charged for reroofing, repainting, landscaping improvements, etc. County Permits must be obtained, if required.

The above fees in no way void, limit or replace the ACC's right to further enforce the Declaration of Covenants or the ACC Guidelines or to impose additional fees or fines.

APPENDIX 4

LANDSCAPE CONSIDERATIONS WHEN PREPARING A LANDSCAPE PLAN SUBMITTAL TO THE ACC

The goal of the ACC is to ensure the original intent of a landscape design be maintained when an existing home is re-sold to new owners. New owners may change an existing landscape design by submitting new plans for review and following the submittal requirement described in the ACC Guidelines.

The following are areas of interest considered in the ACC review of landscape submittals.

- a. Irrigation system
- b. Drainage on property lines
- c. Driveway frontage at the street, particularly on long driveways
- d. Screening of utilities, HVAC units, generators, wall meters
- e. Screening/plants for irrigation pump, trash/recycle receptacles
- f. Downspouts and gutters to underground drainage
- g. Large areas of grass need to be broken up with trees and beds
- h. Size and spacing of plants, especially foundation plants
- i. Screening of retaining walls, patios, hot tubs, and grills. Particularly on lake front
- j. What does your neighbor on each side see?
- k. What trees are being used and what caliper?
- l. Maintaining a 3-foot clearance at all times from fire hydrants
- m. Turf grass shall be provided along the front of lots between the street curb and the front property line. Prior to construction this easement is maintained by the POA. When construction begins this area is maintained by the property owner.
- n. Foundation plant spacing, 4-5 ft. center to center, max.
- o. Plants that work, minimum size requirements, 3-7 gal, depending on specimen.
- p. Trees that work, minimum size requirements, 2" caliper – River Birch, Maple ‘October Glory’, Weeping Willow, Japanese Maple ‘Bloodgood’, Crepe Myrtles, Weeping Yaupon, Magnolia ‘Bracken’s Brown Beauty’. Japonica – Winter, early Spring – large flowers

Tips for Success

1. Choose a landscape design/build firm with experience in the neighborhood. Include the landscape architect/contractor early in the building process.
2. Check that plan includes irrigation and drainage for beds around the house. Use good sandy loam in beds. Don’t plant too deeply. Mulch with pine straw, shredded bark, or landscape stone. Plant shrubs and trees so root flare is visible.
3. Utilize more medium to small trees. Typically, it takes 5-7 years for a tree to die from construction compaction. These small trees will become established and replace trees that will ultimately die.
4. If attempting to save trees around a building site, bring in a landscape contractor /horticulturalist / arborist to make proper precautions.
5. Fertilize using time-release Osmocote or Milorganite (helpful for additional deer resistance).

APPENDIX 5

NEWPORT ACC STAKE-OUT APPROVAL

	Approved	Not Approved	Approved with Changes	Required Changes
Structural Layout				
Driveway Layout				
Tree Removal				
Final Grade Elevations				
Job Sign and Permits Posted				
Job Box				
Job Toilet				
Dumpster				
Curb/Gutter Condition				
Silt Barrier fence around perimeter of lot except driveway access & high ground				

The Owner or Builder must be present to meet with an ACC member for stake-out approval, including structure location, driveway location, proposed tree removal and final grade elevations.

Copy of all County Permits and Builder's Insurance Certificate and Surety Bond submitted to the ACC.

OWNER NAME

CONSTRUCTION START DATE

Type of Construction: New Addition/Alteration (that change the home Architecture)

LOT

BLOCK

STREET ADDRESS

The stakeout approval was found to be acceptable except as noted.

COMMENTS: _____

DATE: _____ SIGNED: _____

(Member, Newport Architectural Control Committee)

APPENDIX 6

BUILDER'S INSURANCE REQUIREMENTS

The work covered by this Section is intended to clarify the type and extent of insurance requirements required by those Contractors, Subcontractors and Homeowners acting as their own General Contractor building in Newport. This requirement is to protect the property owner and decrease liability for the Newport POA. Proof of Insurance must be provided to the ACC. The following defines the individual parameters:

1. SPECIFICS

a. Insurance coverage is required for all General Contractors, including homeowners acting as General Contractors, and Subcontractors performing work at no expense to the Newport Property Owners Association (NPOA) for the life of the building process and shall be underwritten by an Insurance Carrier(s) licensed and authorized to underwrite such Liability in the State of South Carolina.

b. The Contractor and/or Subcontractor shall not commence work until he/she has obtained the liability insurance coverage required and has filed Certificates of Insurance on same with the NPOA, and the NPOA has approved the Certificates of Insurance and the represented coverage.

c. The Contractor and/or Subcontractors shall, during the execution of the work, take necessary precautions and place proper guards for the prevention of accidents and shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the execution of the work.

d. Each policy shall have provisions to include a minimum 30 day written notice of cancellation or change in value less than the required amounts to the NPOA.

2. INSURANCE REQUIREMENTS

a. Commercial General Liability Min. Coverage: \$1,000,000.00 BI/PD per occurrence and \$2,000,000.00 general aggregate. Arranged to include the following coverage:

1. Coverage shall be written on an occurrence basis.
2. Liability coverage shall not be impaired, or the aggregate is not impaired by any other project, past or present, and the limits required, shall be fully available to the NPOA.
3. Premise/Operations
4. In the case of any blasting activities, provide an endorsement on same on the Commercial General Liability policy.
5. The NPOA must be shown as additional named insured.

b. Worker's Compensation and Employer's Liability Coverage:

1. The coverage shall be minimally provided and arranged in the following state of South Carolina statutory form, augmented in an amount to satisfy the Umbrella and/ or following Excess underlying limits described below.

- a) \$100,000 each accident
- b) \$500,000 disease policy limit
- c) \$100, each employee disease

c. Builders Risk Coverage:

1. The coverage shall be for the full amount of the cost to construct/replace inclusive of any amendments to the construction building.

2. Coverage shall be in force until such a time that the certification of occupancy is provided.

d. Construction Surety Bond

1. The Builder is required to provide a Surety Bond equal in value to the estimated building cost of the home to the Owner.

2. The Surety Bond is at the discretion of the Owner and can be waived in writing by the Owner.

3. If the Owner waives the requirement to provide a Surety Bond a copy of the Owner signed waiver must be provided to the ACC.

APPENDIX 7

NEWPORT PROPERTY OWNERS' FINES:

Fine(s) will be assessed when paperwork that is required to be submitted to the ACC is not submitted according to the Newport Guidelines. Fines will be assessed when a violation of one or more of the ACC Guidelines occur.

If a warning for an offense is issued, it will be sent to the homeowner's email address on record to advise of the matter to be addressed. If a response is not received within 48 hours of the warning being sent, fine(s) will be assessed from the date of notice. The following 6 fines are automatic and a warning will not be issued: 3, 4, 5, 13, 14, & 18. For all other fines, warnings are not automatic and the Board has the authority to issue a warning or fine as appropriate.

1	\$100/Day	Not submitting required paperwork to ACC for approval per fineable offense.
2	\$100/Day	Modifying exterior of a home prior to gaining ACC approval and County Permits.
3	\$5,000/Occurrence	Clearing, starting construction, material deliveries without ACC approval and County Permits. Additional \$5,000 fines can be issues for refusing to cease or stop work.
4	\$500/Tree	Removing trees 8" and over in diameter without prior approval.
5	\$100/Occurrence	Making change(s) to construction or site that alters exterior appearance without obtaining prior ACC approval. (i.e. change to house façade, or fences in the back yard).
6	\$25/Day	No job toilet (place 10 feet from roadway with door facing the build site)
7	\$25/Day	Not having the following: Job Site Lockable Permit Box with required permits inside and properly installed. (No contractor signs allowed other than the builders').
8	\$25/Day	No job site dumpster (place 10 feet from roadway)
9	\$25/Day	Not having a clean or orderly job site. Not maintaining Silt Barrier Fence until build is complete.
10	\$25/Day	Not protecting trees or common areas on site or adjacent lot. Lack of Barrier placement to protect trees out to the dripline, common areas or adjacent sites.
11	\$25/Day	Construction workers' vehicles parked off construction site on adjacent lot without owner permission, parking on common areas, parking off roadway onto existing vegetation, blocking traffic on the road, and not following parking requirements.
12	\$25/Day	Loud music heard beyond the property line from the job site.
13	\$100/\$500 Occurrence	Working on Sundays or designated Federal Holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Starting work outside the normal hours allowed as designated in the Newport ACC Guidelines. \$500 for refusing to cease work.
14	\$200 & \$500/Month	Construction completion exceeds the 12-month time period, a fine of \$200 per month will be charged for months 13-18. If construction is still not completed during this time period, the fine will increase to \$500 per month until the construction is completed and signed off by the ACC.

- | | | |
|-----|--|--|
| 15 | \$25/Day | Not repairing damaged roads or roadsides to pre-construction conditions prior to construction deadline. Owner is responsible for full cost of repair. |
| 16 | \$25/Occurrence/Day | Debris from cleaning/clearing activity must be removed from jobsite. No burning or burying of materials is allowed. No construction debris (rock, cement, dirt piles, wood, etc.) will be stored or left on any lot or property in Newport |
| 17. | \$25/Day | Gravel not being spread from foundation/garage front to the road. Mud/debris tracked onto roads from jobsites. Must be cleaned daily. |
| 18. | \$100/Occurrence | Not submitting Appendix 9, Certificate of Compliance, to the ACC |
| 19. | \$25-\$50/Day or
\$100-\$500/Occurrence | Applies to all other guidelines not already mentioned or covered by the above fines. Fine amounts are at the discretion of the Board. |

The homeowner is still responsible for correcting the problem. Paying the fine(s) does not eliminate the need to correct deficiency(ies). The fines will continue until the problem is corrected. Once corrected, a picture must be provided or documentation signed by homeowner and ACC verifying completion will be added to the file.

APPENDIX 8

CERTIFICATE OF COMPLIANCE NEWPORT ARCHITECTURAL CONTROL COMMITTEE

Once the builder and homeowner view the construction as complete and have received the Certificate of Occupation (CO) from Greenwood County, a final inspection (Certificate of Compliance) by the ACC must be scheduled. Return this form with the following information completed together with the completed and signed Compliance Bond Refund Request form (Appendix 9) to the ACC. The final inspection must be requested prior to twelve months after the Greenwood County permit approval date and nine months on other construction. All items must be approved prior to the one-year deadline if not; the owner/builder will be fined as referenced in appendix 3 (Newport Construction Fees) and appendix 7, item 14 (Newport Property Owners' Fines).

A member of the Architectural Control Committee will complete and issue the Certificate of Compliance after an on-site inspection. Once the Certificate of Compliance items are found to be complete, the Compliance Bond Return Invoice (Appendix 10) will be processed, minus any fines.

Owner Name _____	Date Permit Issued _____
Location: _____	
Lot# _____	Street Address _____
Mailing Address _____	
City _____	State _____ Zip _____

The Architectural Control Committee will issue the Certificate of Compliance after an on-site inspection.		
Approved	Not Approved	
		Completed in compliance with approval
		Construction debris removed from site and any other Newport Property
		Temporary facilities and signs removed
		Landscaping completed (including irrigation)
		Exterior colors approved
		Screened service area, HVAC, Trash/Recycle cans, misc. equipment, etc.
		Foundations painted stucco, brick or stone
		House number on installed mailbox
		Road curb damage repaired, or value established to repair
		Roof protrusions painted to include but not limited to pipes and exhaust.
		House, doors, windows, etc. are as approved plan
		Gutters and downspouts to underground drainage
		Underside of porches are enclosed unless over a patio
		Doors/windows per plan and color
		Approved changes
		Fines have been deducted or paid in full

COMMENTS: _____

CERTIFICATE OF COMPLIANCE: The structure on the above noted lot has been found to be in compliance with the "Covenants", guidelines, and approvals except as noted above.

Signed/ Member Newport ACC: _____ Date _____

APPENDIX 9

COMPLIANCE BOND REFUND REQUEST

(To be completed and signed by Owner/Builder)

I/we (insert name of owners or builder): _____

Certify that the construction of the dwelling and landscaping located at the following address,

_____ is complete and in accordance with the plans approved by the Architectural Control Committee.

Request is hereby made to return the Compliance Fee of \$_____, minus any fees or fines. Access is granted to the ACC and its agent to perform an external inspection of the above property during normal business hours to confirm this certification.

Property Owner or Agent

Date

APPENDIX 10

COMPLIANCE BOND RETURN INVOICE

(To be completed by Newport ACC after Final Inspection and approval of Certificate of Compliance)

Date: _____

ACC has completed its Final Inspection and approval of: _____.

Lot # _____ **Street** _____

Per prior written communication with _____,

Construction Fines of \$ _____ **are to be deducted from the original Compliance Fee of \$ 2,000.**

Please process the below Compliance Bond Refund.

Return Full Compliance Bond of \$ _____.

Return Partial Compliance Bond of \$ _____.

Make Check Payable to: _____

Mailing Address: _____

Date Submitted to POA for Refund

Newport Architectural Control Committee

APPENDIX 11

FENCES and MAILBOXES

Perimeter fences along property boundaries are prohibited. In general, the ACC will consider courtyard and enclosure fences with the following guidelines:

- a. No more than 4 feet in height (4-6 feet for pools).
- b. Extend from a point no closer to the side lot line than the rear corner of the house.
- c. The depth of the courtyard or enclosure should be minimal depending on how visible it is from neighbors, but the final depth must be no less than 20' from the sea wall or lake for lakefront lots and 20' from the rear property line for interior lots and must be approved by the ACC.
- d. For lots 160 -181 on Boardwalk, consideration is to be given regarding property ownership for determining the setback for fence installation.
- e. The material should be black decorative wrought iron, powder coated aluminum or equivalent.
- f. Wooden, vinyl or chain link fences are prohibited.
- g. Property Owner will submit a plan of the proposed fence including location of house, current vegetation, and location of fence with dimensions for ACC approval.



SIDE VIEW



DISTANCE FROM LAKE



360 VIEW

MAILBOXES

For new construction of homes, mailboxes must be similar to the examples and pictures below and must be placed according to USPS specifications.

First option on the left is a Polar Aurora Barcelona Decorative Post Mailbox Combination Stratford Heavy Duty Postal Mailbox Cast Aluminum Black with a Red Flag.

Second Option on the right is 3 pieces sold separately.

Architectural (Mailbox) elite metal Standard Mailbox in Black with a Red Flag.

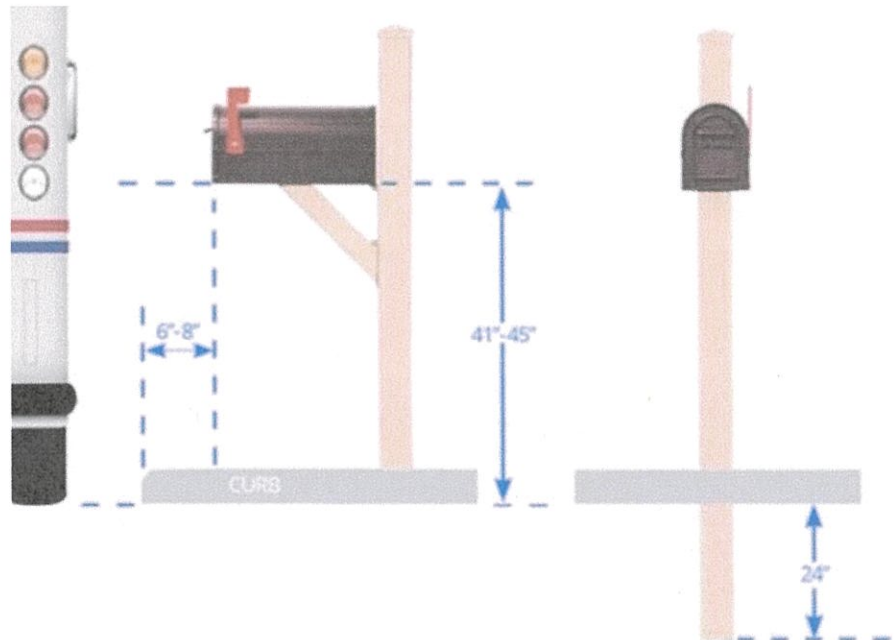
Architectural (Mailbox Post) Victorian 4x4 Black Polymer

Architectural Mailbox Black Address Plaque

Any of the current mailboxes already placed are grandfathered. When they are to be replaced due to wear and tear/fading, the replacement must be similar to one of the following options:



See picture on the right for proper mailbox placement, per USPS Requirements.



APPENDIX 12

NEWPORT ACC EXISTING PROPERTY IMPROVEMENT APPLICATION

Homeowner Information

- Name: _____
- Address: _____
- Lot Number: _____
- Phone: _____
- Email: _____

Project Details

1. Type of Improvement (check all that apply):

- Exterior Painting
- Fence Installation/Replacement
- Landscaping
- Roof Replacement
- Driveway/Walkway Changes
- Storage Building or Outbuilding
- Window/Door Replacement
- Other: _____

2. Description of Work:

Provide a detailed description of the proposed improvement, including materials, design, and purpose. Include details on a separate sheet if necessary.

3. Project Location:

Indicate on a copy of your plat survey where on your property the improvement will occur. (If you do not have a copy of your Plat Survey, you may be able to obtain one from either your builder or the Newport ACC.)

4. Estimated Start Date: _____

Estimated Completion Date: _____

Required Attachments

Please include all of the following with your application:

- Site plan showing location of improvement
- Elevation drawings (if applicable)
- Paint/stain color chips or material samples
- Photographs of current area
- Product brochures/specs (if applicable)
- Neighbor acknowledgment (optional unless required)
- Greenwood County permit (if applicable)

Acknowledgment by Homeowner

I certify that the information provided is accurate and that I have read and agree to abide by Newport's Governing Documents, to include the Architectural Control Committee (ACC) Guidelines. I will not begin any work until written approval is received from the ACC.

Homeowner Signature: _____

Date: _____

FOR ACC USE ONLY

Date Received: _____

Reviewed By: _____ Signature: _____

- Approved
- Approved with Conditions
- Denied

Conditions / Notes / Final Project Picture if applicable:

APPENDIX 13

DOCK & SEAWALL CONSTRUCTION APPLICATION

Type of Dock Construction applying for New Addition/Alteration/Major Change

Type of Seawall / Bulkhead applying for New Addition/Alteration/Repair

Property Owner Name _____ Phone _____ Email _____

County Tax Map Number of Lake Property _____ Lot # _____ Street Address _____

Builder Name _____ SC License # _____ Phone(s) _____

Mailing Address _____ City/State/Zip _____ Email _____

Brief Description of Work: _____

- Two Dock Drawing Designs Accompany this Application.
 Two Site Plan Drawings with distance to Property Line
_____ ' Structure Distance from Property Line adjacent to Lot # _____

Estimated Cost: \$ _____ Estimated Construction Dates: Start: _____ Completion: _____
Total Decking Square Footage: _____ Roof Rise _____ Roof Run _____
Total Dock/Pier Length: _____ Hip Roof Material and Gauge: 27 or 29-gauge metal
Hip Roof Material Color: Forest Green Dock Elevation/Above Sea Level: _____
Hip Roof support structures: _____ Boat Slip Opening Measurement: _____
Post required to be minimum of 6" x 6" Shared Dock: Yes No Boat Lift: Yes No
Storage Locker Size: _____ Number of Storage Lockers _____
Dock Color: _____ Lake Management Form _____
Seawall/Bulkhead Material & Color _____ Dock Sign Fee (paid to Lake Management). \$10. _____

DOCK AND SEAWALL PERMITS ARE REQUIRED BY LAKE MANAGEMENT PRIOR TO INITIATING CONSTRUCTION OF ANY ENCROACHMENT (dock or pier) OVER THE WATER BEYOND THE BULKHEAD OR SEAWALL.

Provide copy of County Approval to the ACC before any work begins.

I have read ACC dock construction guidelines and affirm the above building specs comply to all requirements.

Owner Signature (Required): _____ Date Submitted: _____

ACC Signature (Required) _____ Date Approved: _____
Memo: _____

Seawall /Bulkhead approval of design, material, and color:

Received by: _____ Date Approved: _____

NOTE: The Property Owner will provide the ACC: (1) written description of work to be done.
(2) drawing of the project on plat map; (3) signed Lake Management form. All three are required for approval.

The Owner shall provide the ACC a copy of the Lake Management approved form. The form is to be posted on the lot along with a properly placed portable toilet.

All docks are required to have a dock number sign installed on the dock, in accordance with the Greenwood County Lake Management and the Greenwood County Emergency Management.

Beginning in fiscal year 2023, for any “new” dock application (any lot currently without a dock) a sign fee is due prior to the issuance of a lake management dock permit. For this current fiscal year, the fee is \$10. For pre-existing docks being replaced with another dock, please remember to remove the dock sign to avoid having to pay for a replacement sign.

NOTE: No approval is necessary for maintenance of existing approved dock structures if no modifications are made.

APPENDIX 14

CERTIFICATE OF APPROVAL DOCK/SEAWALL CONSTRUCTION/ALTERATION

NEWPORT ARCHITECTURAL CONTROL COMMITTEE

Based upon the submitted Dock Construction Application, the specifications were found to be compliant with Newport's Dock Construction Guidelines; therefore, the Newport Architectural Control Committee approves the dock construction or repair as submitted.

General Description

Owner Name

County Tax Map Number of Lake Property Lot # Street Address

City – Greenwood

State – South Carolina

Zip - 29649

This approval must be updated if not completed within 12 months. Any modification to dock design, size, construction materials or location requires resubmission.

Said approval is subject to satisfactory completion and complete adherence to the submitted dock construction specifications.

PLEASE NOTIFY THE ACC ONCE WORK IS COMPLETED. At this time the ACC will schedule time to take pictures for your file for future reference and to note the work has been completed as approved.

Newport Architectural Control Committee

Date Approved

Signatory Telephone

Signatory email

APPENDIX 15

NEWPORT ACC CHECKLIST FOR HOME CONSTRUCTION

(Internal use only by the ACC)

- Application completed in full and signed by owner (required)
- Architectural Review Fee
- Colors of samples of materials

- Site Plan
 - Property line description
 - Directional north
 - Location of house on lot
 - Location of decks and porches
 - Location of drives and walks
 - Setback dimensions
 - Existing and proposed grade contours
 - Drainage flow by arrows
 - Trees to be removed not within building or driveway footprint
 - Easements and rights-of-way
 - Service yard location
 - HVAC unit location
 - Solar Panels / Skylights (front facing roofs and/or ground mount are not permitted)
 - If Pool, location of equipment to include both pump and heater, and any pipes above ground.

- Landscape Plan
 - Proposed Planting
 - Irrigation Specifications and Pump Screening
 - Screening for trash/recycle cans and A/C unit(s)
 - Location of down spout, underground drainage
 - Screening of pool equipment

____ Architectural Plans

____ Footing and Foundation Plan

____ Floor Plans

____ Building Sections

____ Electrical Plan

____ All elevations

____ Special details

____ Total square feet on each floor

____ Total height from average existing grade to peak of roof

____ Construction Specifications

____ Exterior Materials

____ Driveway Materials

____ Walkway Materials

____ Insurance Documents Submitted

____ Copy of building permit application

____ Copy of valid Greenwood County Building Permit

____ Land disturbance permit

____ Builders Certificate of General Liability/Certificate of Insurance

____ Surety Bond

APPENDIX 16

REQUEST FOR ACTION

NEWPORT ARCHITECTURAL CONTROL COMMITTEE

NOTE: Submit the form to the ACC Chair or the POA Board

Name of Complainant (optional): _____ **Name of Offender:** _____

Address of Complainant: _____ **Address of Offender:** _____

Telephone Number: _____ **Telephone Number:** _____

Email: _____ **Email:** _____

Details of the Complaint (Infraction of the "Covenants" and/or ACC Guidelines)

Date of first action taken: _____

Action taken: _____

Date of 2nd action taken: _____

Action taken: _____

Date of 3rd action taken: _____

Action taken: _____

Final Resolution: _____

Name of ACC/NPOA Member: _____ **Date Received:** _____

APPENDIX 17

VIOLATION(S) OF NEWPORT ACC GUIDELINE(S)



According to the Newport ACC Guidelines and Appendix:

Fine(s) will be assessed when paperwork that is required to be submitted to the ACC is not submitted according to the Newport Guidelines. Fines will be assessed when a violation of one or more of the ACC Guidelines occur.

If a warning for an offense is issued, it will be sent to the owner's email address on record to advise of the matter to be addressed. If a response is not received within 48 hours of the warning being sent, fine(s) will be assessed. Note, some fines are automatic and a warning will not be issued. For all other violations, warnings are not automatic and the Board has the authority to issue a warning or fine as appropriate. See appendix 7 (Newport Property Owners' Fines).

The owner is still responsible for correcting the problem(s). Paying the fine(s) does not eliminate the need to correct deficiency(ies). Providing the resolution within 48 hours does not eliminate the assessment of fine(s).

Property (please print)

Owner: _____

Lot # _____ Newport Street Address: _____

Email: _____

Violation (please print):

Topic(s): _____

ACC Guideline(s) Number: _____

What Occurred: _____

Fine(s) Associated with Violation: _____

Refer to additional page(s) (Yes / No)

Action Required:

Respond within 48 hours of this notice with resolution to the POA Board **and** ACC:

POA Board: newportpoa.president@gmail.com / ACC: newportpoa.acc@gmail.com

POA Board or ACC Representative (print)

POA Board or ACC Representative (Signature)

Date Sent

cc: POA Board & ACC