

ARCHITECTURAL CONTROL COMMITTEE GUIDELINES

(Revised 12/15/2021)

These Guidelines are effective from the date of signature as
Notarized on the signature page.

(Declaration recorded in Deed Book 1002 at Page 263)

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1.0 PURPOSE AND PHILOSOPHY OF GUIDELINES

1.1 Purpose of Guidelines

The purpose of these guidelines is to encourage architectural design of a high caliber which is appropriate to the surroundings and to the unique conditions of Newport.

1.2 Design Philosophy

These guidelines are designed to establish an attractive, harmonious, coherent, and pleasant place to live. Construction of ancillary structures such as patios, fire pits, picnic pavilions, etc. is prohibited on any lot prior to home construction approval and commencement

The homes in Newport will promote the authenticity of their style and architecture. The homes will face paved (or gravel) streets.

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 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 Architectural Control Committee.

1.3 Authority of the Newport Architectural Guidelines

The authority for the issuance and maintenance of Architectural Guidelines is established under the Declaration of Covenants, Declaration recorded in Deed Book 1002 at Page 263. In addition, the "Covenants" provide 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". 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 "Covenants", the Architectural Guidelines, such laws, and documents, in that order, shall prevail.

2.0 ARCHITECTURAL CONTROL COMMITTEE AUTHORITY AND REVIEW PROCESS

2.1 Architectural Control Committee (referred to as the Committee in this document)

The Covenants delegate the control of Newport development to the Architectural Control Committee. The relevant provision reads as follows:

"No building or other structure, including fences or fence like structures and walls, shall be commenced, erected or maintained upon any Lot nor shall any exterior addition to or

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change or alteration to any Lot or Unit (including changing the exterior paint color) be made until the plans and specifications showing the nature, kind, color, shape, height, materials and location of the same including but not limited to setbacks and curb cuts has been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography and the general development plan by an architectural control committee composed of two or more representatives appointed by the Newport Property Owners Association Board of Directors. Lot landscaping or significant change in landscaping after approval shall be submitted to and approved by Committee."

The Committee approval and the issuance of a Newport Building Permit is only the first step in obtaining the necessary approvals for construction of a home in Newport. Complete sets of construction documents with a letter noting approval by the Committee must be submitted to Greenwood County to obtain a building permit. The Committee assumes no liability for structural design or damage to adjacent properties during construction.

These guidelines are intended to assist property owners during the design, construction or improvement of their residence while protecting the property values of owners. These guidelines may be amended from time to time by the Newport Property Owners Association Board of Directors.

SEE APPENDIX 1: Permits Fees and Other Payments

2.2 Review Process

This process has been established to provide a systematic and uniform review of proposed construction. No site/lot cleaning, clearing, material deliveries or construction may begin without first obtaining approval of the Committee, i.e., Building Permit and stake-out approval.

The procedures of Greenwood County must also be followed. Submittal of drawings for review must occur early enough so as not to delay the construction schedule.

The Committee meets as often as the case load dictates. Submittal must be accompanied by the Newport application form completed in full. (See Appendix 3)

2.2.1 Concept Review

Concept review is an approval to continue with planning only. Concept review may be for any of the items listed under final review (2.2.2), is good for one year and requires no fee. Must be re-submitted if 12 months has elapsed.

2.2.2 Final Review

Along with the Newport ACC Building application (Appendix 3), the Architectural Review Fee, including the refundable Compliance Fee, and the following items are required for final review: (1-paper copy and 1-Electronic PDF copy.)

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- a. Site Plan – A site plan shall be presented at a minimum 1" = 10' scale depicting site data which must include the following:
 1. Property line description
 2. Designation of directional north
 3. Location of house on lot
 4. Location of all decks, porches, and external stairs
 5. Drives and walks
 6. Setback dimension on all four sides of house
 7. Existing and proposed grade contours if grade changes are to be made.
 8. Location and description of any tree over 8" in diameter to be removed, and not within building or driveway footprint, must be shown for approval.
 9. All existing easements and rights-of-way.
 10. Location of septic system lines

- b. Landscape Plan – Landscaping plans will continue the harmonious theme of Newport.
 1. A Preliminary and Final landscape plan showing the location of the house, driveway and walkways with proposed landscaping concepts is required.
 2. 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.
 3. Specific plants to be used need not be included in the preliminary plan.
 4. A Final Landscape plan shall be provided prior to the completion of construction for review and approval.
 - i. The Final Landscape plan shall include irrigation, sod and the number, size and specimen of trees and foundation plantings.
 - ii. Sod shall be in front area of the home. If a corner lot, sod shall also be installed on all street sides of the home.
 - iii. Areas containing grass must be sodded with irrigation.
 - iv. Landscaped areas should be focused on the home and lakefront (if applicable).
 - v. 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)
 - vi. Landscaping to be completed to coincide with home occupation, however, may not be extended more than sixty (60) days after occupancy, due to supply shortages and weather issues.

NOTE:

Cleaning a lot: Pre-sale of a lot. The removal of trees under 8 inches in diameter to include any brush. Includes any pine or sweet gum of any size. Seeding is required.

Clearing a lot: Pre-build. Same as Cleaning plus trees of any size may be removed in the house footprint.

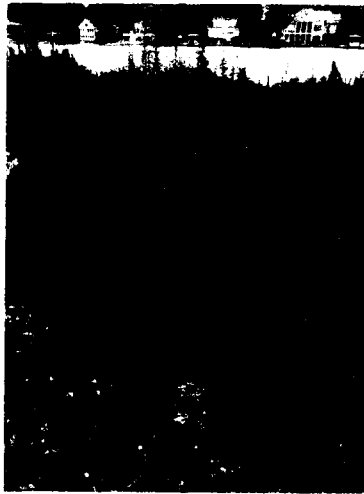
In both Cleaning and Clearing the Committee will meet with the owner/contractor prior to any action.

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Acceptable Natural Areas



Unacceptable Natural Areas



c. 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:

1. Footing and foundation plan
2. Floor plans
3. Building sections
4. Elevation of all views
5. Details of construction
6. Total square feet of heated area on each floor

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- d. Construction Specifications — A full set of specifications must be submitted defining the quality and type of exterior materials not identified on plan.
- e. 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.
- f. Construction Schedule - An estimated schedule of construction indicating the dates of commencement and completion must be included in the application (maximum of twelve months, including landscaping for a house and nine months for all other construction or less if required by the Committee).
- g. The above information must be submitted including all forms and plans (1-paper copy plus 1-electronic copy). Once approved a letter will be provided noting approval for application to Greenwood County for building permit. One set of plans will be placed in a permanent file and kept at the Committee's office. All the required documents and fees must be submitted before action will be taken by the Committee.
- h. The Committee will review these plans and a written reply will be sent to the applicant. The Committee will either grant approval or state reasons for the disapproval of the project. If the plans are changed after approval, they must be resubmitted and receive approval before proceeding.
- i. Final approval is valid for twelve months from approval date. The construction period from the start of construction to certificate of compliance may not exceed twelve months for a house and nine months for other construction or less if required by the Committee.
- j. A Greenwood County Building Permit is required to be provided to the Committee during construction and a Certificate of Compliance (see Appendix 9) is required at the completion of construction. **The Committee's written approval must accompany the builder's permit application to Greenwood County.**

2.2.3 Pre-Approval Conference (See Appendix 4)

The Committee 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 a building permit, a conference with the property owner (or his authorized representative) and contractor is required (Appendix 4). Only with the property owner's written authorization delivered to the Committee will the building contractor be authorized to represent the property owner at the conference. The Preapproval conference items are attached are listed in Appendix 4.

2.2.4 Stake-out Approval (Appendix 5)

- a. After final approval and prior to beginning any clearing or construction on any lot, the owner or builder must schedule a stake-out approval.
- b. Committee members (minimum of 2) will review the stake-out of the construction including house location, driveway location, proposed tree removal, final grades, job sign and permit, job toilet and dumpster.
- c. If there appears to be drainage issue where water run-off may affect adjoining

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property, a certified civil engineer assessment with recommendation for mitigating the water run-off is warranted. All costs associated with professional services work shall be borne by the property owner.

- d. The Committee reserves the right to make these adjustments.

2.2.5 Certificate of Compliance

A Certificate of Compliance from the Committee is required at the completion of construction. In addition, at the completion of construction the following items must be completed and/or adhered to be in compliance:

- a. The structure must be completed (including walks and drives) according to the approval of the Committee.
- b. Exterior colors shall conform to those approved by the committee.
- c. Construction debris must be removed from the site.
- d. Temporary facilities (power pole, portable toilet, temporary water spigot, etc.) and contractor sign must be removed from the site.
- e. House number must be on the mailbox.
- f. Road and roadsides must be repaired to pre-construction conditions.
- g. A Certificate of Occupation issued by Greenwood County and a copy provided to the Committee.
- h. If at the end of twelve months, the construction is not completed and in compliance, the Committee may take legal action to ensure compliance (nine months for construction other than a house, or less if required by the Committee).

2.2.6 Home Improvement Review

As stated in the Covenants, any exterior changes, alterations, or additions must be approved by the Architectural Control Committee. All exterior repainting and reroofing must also be approved. The following are required for review:

- a. A completed application form indicating that it is an application for improvements along with permit fee and cash bond if applicable.
- b. Site plans showing existing structures, setbacks, property lines and the proposed improvements as well as any other pertinent information.
- c. Architectural plans sufficient to adequately explain the proposed addition or alteration.
- d. Exterior colors of all exposed exterior materials. Samples will be required to assure that any new addition will match the existing structure. Earth tone colors are encouraged.
- e. As with new construction, two sets of drawings must be submitted including an electronic copy. After review of the project, the Committee may request additional information or changes to the proposed plan before granting final approval.

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2.3 Design Guidelines

The goal of these 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 buildings, it must be tempered by those "protections" which are mutually advantageous to all Newport Property Owners.

2.3.1 The Site

The design process should begin by considering 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
- d. Sun orientation
- e. Prevailing winds
- f. Drainage
- g. Driveways and parking
- h. Utilities and easements
- i. Setbacks
- j. Adjacent homes/structures
- k. Proposed landscaping
- l. Neighborhood environment

2.3.2 Setbacks

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

Minimum Setback Requirements are generally as follows:

	Phase I	Phase II
<u>Lakefront Homesites</u>		
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
	Phase I	Phase II
<u>Interior Homesites</u>		
Front (street)	25 feet	20 feet
Rear	25 feet	20 feet
Sides	10 feet	10 feet

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The committee reserves the right to control absolutely and solely the precise location of any house or dwelling. As mentioned previously, a stake-out approval is required prior to any clearing or construction on a site, thus allowing for field adjustments if needed.

2.3.3 Easements

The Covenants reserve certain easements and have been established by Greenwood County. Construction is not allowed in these easements, without Greenwood County Approval.

2.4 Architectural Design

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 residence to its neighbor will become increasingly important and should play an integral role in the design process. It is desired that each residential dwelling exterior shall be of a different design. However, at no time will the same color scheme or design be duplicated within a 3-house area. Finally, a new home should not be placed to obstruct the view of the neighbor on the right or left. Conventional solar panels and/or skylights on front facing roofs is not permitted

2.4.1 Use Restrictions

Article VIII, Section I, of the Declaration of Covenants, Conditions and Restrictions of Newport 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."**

2.4.2 Size of Structure

The homes in Newport should emphasize exterior authenticity and style. The concept being the size of the house is not as important as the quality of the building. Lakefront and interior home sites will require a minimum 2,000 heated square feet with a minimum of 1,500 sq. ft. on the first floor. Exception: 40ft wide Boardwalk lots 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, and 176, will be required to have minimum heated space of 2000sf with 1400sf on the first floor. These lots will also be required to have a minimum of a one-car garage. Enclosed porches, sunrooms and finished rooms over the garage will not be counted as part of the minimum square footage requirement. Space built over a detached garage shall not be included as meeting the 2000 sq ft minimum. Note: Areas built over detached garages may not be rented as separate living spaces.

2.4.3 Garage

A minimum of a two (2) car garage [20 x 20] for all houses, with exception as noted in 2.4.2 above. A maximum of a three (3) car plus golf cart garage is also allowed. All garage door styles should be consistent with the architecture of the house. Design considerations should be given to the use of one or two doors. Two car garages are highly preferred. Exceptions must be submitted for review and approval by the Committee.

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2.4.4 Attached Structures (new construction and additions)

- a. Additional structures, except for sheds on interior lots, 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.
- b. Open outdoor trellised areas may be considered and require that the same application and review process be followed, and applicable fees applied. Neighboring lot owners will be contacted prior to approval.

2.4.5 Exterior Materials

- a. Exterior wall material should be brick, horizontal siding, or stone, other material must be approved by the Committee.
- b. "Vinyl or aluminum" siding will not be considered.
- c. The only vertical siding acceptable is "board and batten."
- d. Foundation walls shall be brick, stone, or painted stucco parging over concrete block and match other colors of the home.
- e. 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.

2.4.6 Roof Pitches

Roof pitches will be dictated by the architecture of the home. Dormers, garages, and porch roofs should also compliment the architecture and style of the house. Main roof pitches should be no less than 10/12 pitch.

2.4.7 Roofs

Roofs should be either metal, cedar shake, slate, or asphalt shingles.

2.4.8 Driveways

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

2.4.9 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. They should match the trim color.

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2.4.10 Exterior Colors

All exterior color samples must be submitted to the Committee for approval with application. All vent pipes and other elements that penetrate the roof should be painted to match the roof color.

2.4.11 Pools

The Committee 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.

2.4.12 Tennis Courts

Tennis courts are not permitted on individual lots.

2.4.13 Recreational Vehicles

Boats, campers, motorcycles, and other recreational equipment must be stored in the garage out of view or in authorized storage facility.

2.4.14 Antenna / Satellite Dish

No antennas or Satellite Dishes will be allowed within the residential neighborhood without approval of the Committee. Sixteen to eighteen inch (16" - 18") and smaller satellite dishes attached to the eave of the house or free standing will be allowed by the Committee. All dishes should blend in color with the house trim or roof color and shall not be in the front yard area.

2.4.14 Solar Panels

Conventional solar panels and/or skylights on front facing roofs is not permitted.

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2.4.15 Signs

“General Contractor”, “For Sale” signs are permitted as defined below; see photo below.

a. **HOUSES 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.

b. **LOTS 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.

c. **RENT SIGNS (HOUSE)** Rental signs are prohibited in Newport.

NOTE: NO B&B, Airbnb, nor any other type(s) of short-term property lease/rentals are permitted.

d. **GENERAL CONTRACTOR SIGN**

Contractors may use their own unique contractor signage for the construction site.



(Example of FOR SALE sign)

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2.4.16 Mechanical Equipment A/C Units.

- a. Through-wall or window A/C units are not allowed.
- b. All A/C units that are allowed must be screened from view by landscape plantings.
- c. Tankless water heaters will be mounted on an interior wall.

2.4.17 Trees

Any tree 8" or more in diameter and not within building or driveway footprint must be approved for removal. Removal of sweet gum and Pines are permitted regardless of diameter

2.4.18 Landscaping Retaining Walls

- a. Landscape Retaining walls are encouraged to lessen steep grades and must be included in the new construction plans. All other Landscape Retaining Walls must be approved by the Committee.
- b. All lake retaining (seawalls) must be approved by Greenwood County Lake Management. A request for a lake retaining wall must be submitted to the Committee for approval prior to submission to Lake Management (See Appendix 12, Dock/Seawall Construction Application). Lake Management will not accept without Newport ACC review/approval.

2.4.19 Lakefront Home Elevations

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

2.4.20 Fences (Appendix 8)

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

- a. No more than 4 feet in height (4 feet minimum for pools—may be 6 feet).
- 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 Committee.
- d. The material should be black decorative wrought iron, powder coated aluminum or equivalent.
- e. Wooden, vinyl or chain link fences are prohibited.
- f. Property Owner will submit a plan of the proposed fence including location of house, current vegetation, and location of fence with dimensions for Committee approval.

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2.5 Construction on Lake Greenwood

2.5.1 Greenwood County Requirements

- a. All new construction as well as any improvements, for/to piers, docks, boat lifts, seawalls, decks, etc. which encroach on Lake Greenwood are subject to the approval of Greenwood County Lake Management Department.
- b. Prior to start of any such construction, written evidence of Newport Architectural Control Committee approval must be submitted to the Greenwood County Lake Management.
- c. A written description, drawing, and signed Lake Management Form detailing the work to be done must be provided to the Committee for review.
- d. The Committee will provide a letter and signed copy of the Lake Management Form.
- e. **Please note: Lake Management has the final authority/responsibility for approvals and the enforcement of the requirements, ordinances, and resolutions. Approval by the Newport Architectural Control Committee alone does not authorize any construction which encroaches on Lake Greenwood.**
- f. **DOCKS MUST BE CONSTRUCTED A MINIMUM OF 15 FEET FROM ADJACENT PROPERTY LINE.**
- g. Boat ramps from residential property are prohibited.
- h. The Boardwalk, located on the lake side of Lots 160 – 177, shall fall under the same provisions as Docks. Repair, maintenance, and all modification shall be reviewed by the Committee.

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

2.5.2 Docks (Appendix 12)

All docks must have prior approval by the Committee **and** Greenwood County Lake Management prior to construction.

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

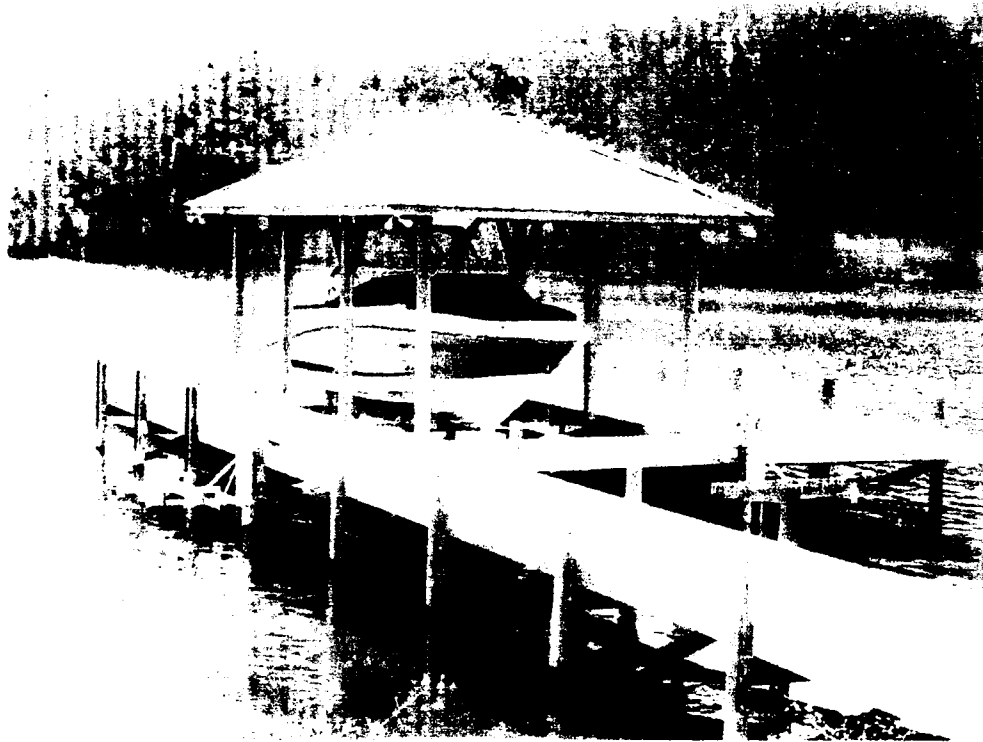
- a. Views
- b. Existing Vegetation
- c. Utilities and Easements
- d. Adjacent Structures
- e. Setbacks

2.5.3 Boat Docks, Slips and Boat Dock Roofs

- a. 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

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- located on Lake Greenwood.
- b. The Newport Property Owners Association (NPOA) is such a governing body and has the authority in its Covenants and Restrictions for such supplemental restrictions to be established by its Architectural Control Committee. The enforcement of these supplemental restrictions is the sole responsibility of the NPOA, in accordance with County Resolution 2004-17.
 - c. Greenwood County has approved the following supplemental NPOA restrictions for boat slip roofs for the Newport subdivision, which are constructed on or after April 1, 2016:
 - 1) Boat slip roofs must be green in color and consist of either 27- or 29-gauge metal.
 - 2) Roofs must be hip roofs with a 4/12 pitch; gable roofs are not acceptable.
 - 3) Shared docks may have separate covers over each slip or a single cover over two slips as approved by the Committee and Lake Management.
 - 4) Dock colors that are natural to the materials used are preferred. Colors are to be submitted to the Committee for approval along with the GH permit application form.
 - 5) The number, size and type of slips are limited by the Greenwood County Lake Management.
 - d. See Appendix 12. Dock/Seawall Construction Application.



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DOCK PERMITS ARE REQUIRED BY GREENWOOD COUNTY LAKE MANAGEMENT PRIOR TO INITIATING CONSTRUCTION OF ANY ENCROACHMENT (DOCK OR PIER) OVER THE WATER BEYOND THE BULKHEAD OR SEAWALL. THE PERMIT MUST BE POSTED/DISPLAYED ON SITE

2.5.4 Dock Maintenance

- a. 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.
- b. The Committee 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 Committee 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.
- c. Failing to so remedy such conditions, IAW the authority so stated in the Covenants, the Association 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.
- d. If the Owner fails or refuses to reimburse the Association for any such expenditures within thirty (30) days after being invoiced for same, the Association 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.

2.5.5 Entry Not Trespass

Whenever the Association is permitted by these Covenants 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.

2.6 Construction Guidelines

1. All residential construction at Newport will be under observation by the Committee.
2. Field inspections conducted by the Committee during construction will ensure that the contractor and owner are adhering to these guidelines and the Covenants.
3. A final inspection for compliance will occur only after all construction is completed.
4. Entering upon lot or into buildings under construction shall not constitute a trespass.

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2.6.1 Required Before Construction

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 Committee with proof of Insurance (Builder). (Appendix 14)
- d. Obtain all Greenwood County and other required agency permits.
- e. Erect an approved job sign and post all building permits so that they are visible from the road.
- f. Every construction site must have a freestanding sign identifying the contractor. The sign must be in accordance with paragraph 2.4.15. 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.
- g. If a temporary storage unit/office is needed, it must be no larger than 1,000 square feet with a maximum height of 10 feet. The unit must be in acceptable condition and may be rejected by the Committee.

2.6.2 Required During Construction

- 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 20 feet from the edge of street.
- c. 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. Each construction site is required to 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.
 4. During construction, trees and common areas must be protected (by barricades if necessary).
 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 2019-06. The only opening should be for a construction driveway.

NEWPORT ARCHITECTURAL GUIDELINES

Also note the name of the building contractor and lot number on the silt fence to be clearly visible from the road as shown in the picture below. Any deviation from this requirement must be approved by the Committee. Silt fencing must be maintained in good working order and use bailed hay to augment silt runoff control if necessary.



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

- I. Maintain natural drainage paths in functioning condition. Divert runoff as required. Construct temporary driveways and parking areas to maintain proper drainage with a gravel surface.
 - II. Construction driveways: **Driveways shall be paved to the front of the house foundation starting from the road** and have a minimum 4" stone depth to help remove mud from vehicle tires before entering main roads. If required, additional stone must be added to help prevent muddy vehicles tracks from reaching the road. Contractor(s) will keep paved roads clear of muddy tracks during construction.
- 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.
 - g. Any damaged road or roadside must be repaired to pre-construction conditions (Oil).
 - 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

NEWPORT ARCHITECTURAL GUIDELINES

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 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 Committee in advance.
- k. The adjacent neighbors must be notified by the Committee 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. Entry Not Trespass
Whenever the Association is permitted by these Covenants 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.

2.7 Your Home, Your Neighborhood

2.7.1 The Committee strongly encourages each homeowner to personalize their home and their yard. Please ensure front porch and yard decor are consistent with the "look and feel" of the neighborhood.

2.7.2 IAW the Covenants. Trash containers and/or recycle type cans to be in place for trash pickup the evening prior to next day collection and subsequently removed that same collection day/evening following collection/trash pickup. Containers must be stored out of sight - either within a fenced blind or inside area such as a garage type facility

NEWPORT ARCHITECTURAL 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.

James White

(Witness #1)

Paul Tenta

(Witness #2)

By: SD Wilson (SEAL)

Name: Stephen D. Wilson

Its: NEWPORT POA

By: D. Gask

Name: DENNIS LESKO

Its: NEWPORT POA

STATE OF SOUTH CAROLINA.)

ACKNOWLEDGMENT

COUNTY OF GREENWOOD)

I, Robert S. Patterson, 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.

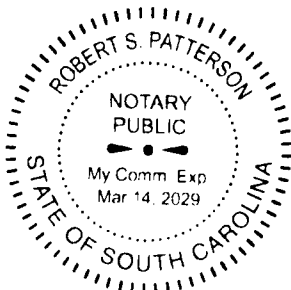
Sworn and subscribed before me this

15 day of December, 2021.

Robert S. Patterson (SEAL)

Notary Public for South Carolina

My Commission Expires: 03/14/2029



*Appendix Index Supports the
ACC Guidelines dated December 15, 2021*

APPENDIX INDEX

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APPENDIX 1

Permits, Fees and Other Payments:

Note: All amounts are due at Plan Submission.

The Newport POA web site (<https://newportongreenwood.com>) contains the latest information for the POA and Committee activities. To confirm the exact date/time/location contact the Committee Chair. Email: newportpoa.acc@gmail.com

DEFINITIONS:

Quorum: A majority of the Committee.

Regular Meetings: Third Thursday of the month. Location announced by Committee Chair.

Submittal: Must be received in the Committee's office three (3) days prior to the next meeting. Contact the Committee for meeting date/time. Email: newportpoa.acc@gmail.com

Expedited House Plan Review Meeting: A Builder/Homeowner requested Meeting outside the posted (Committee Calendar) regular Committee meetings.

PERMIT FEES

New, Additional, and Alteration Construction Fees.

Due at time of Application and Plan Submission

\$3,750	Architectural Review Fee (Includes a refundable Compliance Fee of \$2,000) (Refundable upon receipt of County Certificate of Occupancy (COO) less any imposed fines.)
\$100	Addition, alternation, garage or etc. costing over \$25,000.
No Fee	Reroofing, repainting, landscaping improvements, etc. County Permits must be obtained, if required.

The above fees are doubled for an after-the-fact application (construction started prior to approval). The above fees in no way void, limit or replace the Committee's right to further enforce the Covenants or the guidelines or to impose additional fees or fines.

APPENDIX 2

NEWPORT PROPERTY OWNER'S FINES

1	\$100/Day	Beginning any new construction clearing, addition or modification to the exterior of an existing home prior to gaining Committee approval and County Permits.
2	\$500	Clearing or starting construction without stake out approval.
3	\$500/Tree	Removing trees over 8" diameter without permission. (Does not apply to Sweet Gum or Pines)
4	\$100	Making change to construction that alters exterior appearance without obtaining Committee approval. (Per Change).
5	\$25/Day	No job toilet.
6	\$25/Day	No job sign, improperly installed sign, or improper sign.
7	\$25/Day	No job site dumpster.
8	\$25/Day	Not having a clean or orderly job site.
9	\$25/Day	Not protecting trees or common areas on site or adjacent lot.
10	\$25/Day	Construction workers' vehicles parked off construction site on adjacent lot without owner permission and blocking traffic on the road.
11	\$25/Day	Noise that can be heard beyond the property line from the job site before or after 7:30 a.m. - 7:00 p.m. hours Monday thru Saturday.
12	\$100	Working on Sundays or designated Federal Holidays. (New Years, Memorial Day, Independence Day -July 4 th , Labor Day, Thanksgiving Day, Christmas Day) (each occurrence).
13	\$25/Day	Not completing construction, including landscaping where applicable, within twelve months of start of construction for a house and within nine months of start of construction for other construction.
14	\$25/Day	Not repairing damaged roads or roadsides to pre-construction conditions prior to construction deadline.
15	\$25/Day	Mud tracked onto roads from jobsites must be cleaned daily. One written notice will be given prior to fine assessment.
16	\$25	All lot debris from clearing activity must be removed from jobsite. No burning or burying of materials is allowed. Dumping of debris on unoccupied lots or nearby property is strictly prohibited. (Each Occurrence)

APPENDIX 3

**NEWPORT ARCHITECTURAL CONTROL COMMITTEE
BUILDING PERMIT APPLICATION
(To be completed by the owner/builder)**

Owner Information

Type of Construction Applying For: New Addition/Alteration Landscape
(Circle correct type)

Owner Name: _____

Lot # _____ Lot Street Address _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Builder Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

SC License # _____

Estimated Construction Cost/Dates: (Note: Completion NLT 12 months after start)

Cost: _____ Start Date: _____ Completion Date: _____

Square Footage:

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

Porches _____

Deck(s) _____

Garage: _____

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	_____	_____
Shutter Materials and Color	_____	_____

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

- ✓ Two complete sets of plans
- ✓ Two sets of site plans
- ✓ Two sets of landscape plans
- ✓ Two sets of 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 due to the Newport POA have been paid in full. I have read the Newport ACC Guidelines and agree to comply with all requirements.

Owners Signature (required) _____

Contractor Signature (required) _____

Date submitted _____

Received by _____

Date approved _____

APPENDIX 4

NEWPORT NEW CONSTRUCTION PREAPPROVAL CONFERENCE

The Architectural Control Committee (Committee) 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 Committee 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 Newport website. (<http://newportongreenwood.com>) *A signed copy of the Preapproval Conference document is to be on file with the Committee or accompany the completed signed Application.*

Newport Architectural Control Committee Contact Information:

e-mail: newportpoa.acc@gmail.com

The following items and issues will be covered:

1. Architectural drawings, material samples, and details of construction sufficient to identify the elevation views, roof, trim, and colors sufficient for the Committee to make a determination of adequacy are required with the submission of plans.
 - a 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 Committee's expectations.
 - b Notes included on the plans that may be significantly inconsistent in architectural requirements and guidelines do not constitute approval of the feature.
 - c Change to external elevation, colors, location etc., may be requested for a fee of \$100. Changes without prior Committee approval will result in a fine up to \$500 for each instance.
2. Exterior colors have come to be a concern of residents.
 - a Unusual color schemes and materials of construction beyond those already found within the adjacent properties will be carefully reviewed by the Committee for compatibility with the existing community.
 - b Extensive samples may be required by the Committee to validate the acceptability for use. While use of existing colors and materials does not constitute approval, the Committee recognizes those colors as a general baseline acceptable to residents.
3. The owner will maintain a portable toilet and construction debris container at the site and will maintain an orderly work site. Weekly cleanup and housekeeping inspections of the site are required.
4. The owner will minimize the clearing of the lot of desirable trees. **Clear cutting is expressly prohibited.**

- a All trees over eight (8) inches diameter will remain unless in the footprint of the house or expressly approved for removal by the Committee.
 - b The owner will submit a tree removal plan that will accompany the initial drawings to the Committee.
 - c A fine of \$500 will be assessed for each tree over 8" removed without authorization and a similar sized tree as part of the landscape plan must replace those trees. This does not apply to Sweet Gum or Pine trees.
5. Landscaping is an extremely important item in maintaining the beauty of the development and the lake environment. Detailed landscape plans will be submitted for approval prior to the issuance of the building permit.
- a The Committee recognizes changes may become needed after the house is finished and better visualized. As such, the Committee 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 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 and along the front of lots between the curb and the front property line. Seeding is not permitted to establish the initial lawn grasses
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.
 - b Water must be conveyed through drainage pipes to the lake or in other ways to avoid negative impact on adjacent property.
7. All mechanical equipment 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 Committee as part of the building and landscape plans and shall not in any way screen desirable views from adjacent property owners. Side-, front- and rear-line fences are expressly prohibited. (See Appendix 8. Fences)
9. The construction and landscaping of the dwelling shall be completed and fully functional within 12 months of issuance of the permit. (In all cases of extension, contact the Committee if required)
- a For extremely large or unusual construction the owner may request a longer period as part of the initial request. Landscaping shall be completed within 30 days.
 - b Extensions will be granted on a case-by-case basis. A fee of \$25 will be assessed for review and approval of an extension.
 - c In unusual cases, the Committee may grant approval to delay completion based on external factors due to no fault to the owner/contractor. (i.e., supply chain problems). A fine will be assessed of \$25 per day of delinquency unless an extension is granted. (Keep the Committee informed)

10. All driveways shall be of concrete or better. Brick and stone inlays are encouraged. Asphalt drives are not permitted. Curved drives are encouraged, if supported by lot and house design.
11. Architectural Control Committee guidelines not specifically mentioned in this review are fully applicable and part of the requirements. Any deviation must be approved by specific authorization of the Committee.
12. Silt fencing is required per ACC guidelines.
 - a Anytime there is potential for silt/debris getting into the "waters of the state" and/or neighbor's property fencing is required.
 - b Preventing excessive runoff into an adjacent lot also requires silt fencing. (See 2.6.2.e.5 Required during Construction)
13. Committee members' privacy is important, and they are not open to telephone calls, emails, and other correspondence directly. All correspondence and discussions between the property owner and builder and the Committee shall be through the Committee Chairman or at a meeting of the Committee. An alternate contact will be designated in case of the absence or unavailability of the Chairman.

NOTE: REQUEST ALL LANDSCAPING INFORMATION BE PROVIDED ON A PLATT SURVEY DOCUMENT.

I have received a copy of the ACC Guidelines and Covenants.

Property Owner (or representative) _____ Date _____

Committee Representative _____ Date _____

APPENDIX 5

STAKEOUT APPROVAL NEWPORT ARCHITECTURAL CONTROL COMMITTEE

	Approved	Not Approved	Approved with Changes	Required Changes
Structural Layout				
Driveway Layout				
Tree Removal				
Final Grade Elevations				
Job Sign and Permits Posted				
Job Toilet				
Dumpster				
Curb/Gutter Condition				

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

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 Committee)

APPENDIX 6

NEWPORT ARCHITECTURAL CONTROL COMMITTEE CHECKLIST FOR HOME CONSTRUCTION

(Internal use only by the Committee)

- ___ Application completed in full and signed by owner (required)
- ___ Architectural Review Fee
- ___ Colors of samples of materials
- ___ Site Plan (2 each)
 - ___ 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. Conventional solar panels and/or skylights on front facing roofs is not permitted. (Mounted on rear facing roof) (Ground installed panels are not permitted)
- ___ Landscape Plan (2 each)
 - ___ Proposed Planting
 - ___ Irrigation Specifications
- ___ Architectural Plans (2 each)
 - ___ 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 (2 each)

_____ Exterior Materials

_____ Driveway Materials

_____ Walkway Materials

_____ Insurance Documents Submitted

APPENDIX 7

Landscape Considerations When Preparing a Landscape Plan Submittal – ACC

The goal of the Committee 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 Committee 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. Large areas of grass need to be broken up with trees and beds
- f. Size and spacing of plants, especially foundation plants
- g. Screening of retaining walls, patios, hot tubs, and grills. Particularly on the golf course and lake front
- h. What does your neighbor on each side see?
- i. What trees are being used and what caliper?
- j. Maintaining a 3-foot clearance at all times from fire hydrants
- k. 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.
- l. Foundation plant spacing, 4-5 ft. center to center, max.
- m. Plants that work, minimum size requirements, 3-7 gal, depending on specimen.
- n. Trees that work, minimum size requirements, 15 gal. or 3" caliper – River Birch, Maple 'October Glory', Weeping Willow, Japanese Maple 'Bloodgood', Crepe Myrtles, Weeping Yaupon, Magnolia 'Bracken's Brown Beauty'.
C. 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 or shredded bark. 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 8

FENCES

As stated in paragraph 2.4.20, Fences. Perimeter fences along property boundaries are prohibited. In general, the ACC will consider courtyard and enclosure fences with the following guidelines:

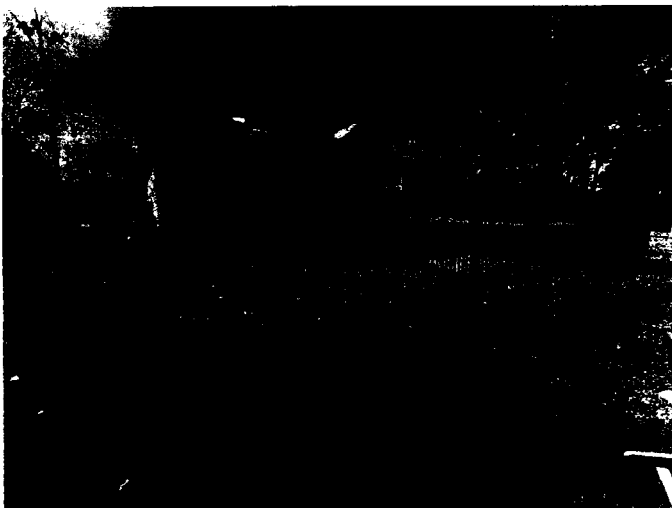
- a. No more than 4 feet in height (6 feet for pools).
- b. Extend from a point no closer to the side lot line than the rear corner of the house.
- c. The depth of the courtyard or enclosure should be minimal depending on how visible it is from neighbors, but the final depth must be no less than 20' 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 Committee.
- d. The material should be black decorative wrought iron, powder coated aluminum or equivalent.
- e. Wooden, vinyl or chain link fences are prohibited.
- f. 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

APPENDIX 9

CERTIFICATE OF COMPLIANCE NEWPORT ARCHITECTURAL CONTROL COMMITTEE

When the construction project is completed and ready for final inspection, return this form with the following information completed together with the completed and signed Compliance Bond Refund Request form. The Certificate of Compliance must be requested prior to twelve months after the start of construction of a house and nine months on other construction. All items must be approved prior to the one-year deadline if not; the owner/builder is to request an extension.

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 refund will be processed.

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

The Architectural Control Committee will issue the below Certificate of Compliance after an on-site inspection.

Approved	Not Approved	
		Completed in compliance with approval
		Construction debris removed
		Temporary facilities and signs removed
		Landscaping completed (including irrigation)
		Exterior colors as approved
		Screened service area, A/C, Trash Cans, etc.
		Foundations painted stucco, brick, or stone
		House number on installed mailbox
		Road curb damage value established
		Roof protrusions painted/attic framing covered
		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 10

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 \$ _____. Access is granted to the Committee 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 11

COMPLIANCE BOND RETURN INVOICE

Newport Architectural Control Committee

(To be completed by Newport ACC after Final Inspection and approval of project completion)

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 12

DOCK/SEA WALL CONSTRUCTION APPLICATION
Newport Architectural Control Committee

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 # Contact Phones

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
Estimated Cost: \$ Total Decking Square Footage:
Estimated Construction Dates: Start: Completion:
Total Dock/Pier Length: Roof Rise Roof Run
Hip Roof Material and Gauge: 29-gauge metal
Hip Roof Material Color: Forest Green
Dock Elevation/Above Sea Level:
Hip Roof support structures: Boat Slip Opening Measurement:
Storage Locker Size: Number of Storage Lockers
Dock Color: Shared Dock: Yes No Boat Lift: Yes No
Lake Management Form
Seawall/Bulkhead Material & Color

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

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

Owner Signature (Required): Date Submitted:

Received by: Date Approved:

Memo:

Seawall /Bulkhead approval of design, material, and color:
Received by: Date Approved:

NOTE: The Property Owner will provide the Committee: (1) written description of work to be done; (2) drawing of the project; (3) signed Lake Management form. All three are required for approval. (3) The Owner shall provide the Committee a copy of the Lake Management approved form.

APPENDIX 13

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 ACC WHEN COMPLETED FOR FINAL APPROVAL.

Newport Architectural Control Committee

Date Approved

Signatory Telephone

Signatory email

APPENDIX 14

BUILDERS 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 NPOA. Proof of Insurance must be provided to the Committee. The following more clearly 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.
 - i. \$100,000 each accident
 - ii. \$500,000 disease policy limit
 - iii. \$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.

APPENDIX 15

Request for Action

NEWPORT ARCHITECTURAL CONTROL COMMITTEE

Name of Complainant: _____	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: _____ _____ _____
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Name of ACC/NPOA Member: _____	Date Received: _____
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APPENDIX 16

Committee Meeting Dates and Times

- A. The Committee meets the third Thursday of the month at 6PM. Location will be announced by the Committee Chair. Contact the Committee Chair: newportpoa.acc@gmail.com
- B. Materials for Committee review must be received by the Committee three (3) days prior to the announced/scheduled meeting.
- C. Additional Committee Meetings: The Committee will schedule additional meetings as needed and requested.
- D. Requested Committee meetings: A Builder/Homeowner may request an Expedited House Plan Review Meeting. This is a plan review meeting outside the regular posted monthly Committee meeting with the sole purpose of “Expediting a Plan Review”.
- E. An Expedited House Plan Review Meeting requires a Committee quorum.
- F. An Expedited House Plan Review Fee of \$200 would be applicable and should be submitted with new plans at time of request.