

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF BEAUFORT )

AFFIDAVIT TO RECORD

IN RE: Pinecrest Property Owners Association, Inc.

The attached documents are being recorded to comply with the South Carolina Homeowners Association Act, Title 27, Chapter 30, Section 110, et. seq., South Carolina Code of Laws (1976), as amended.

1. Architectural Control Committee Guidelines (adopted 08/21/2024)
2. ACC Application (adopted 08/21/24)
3. Approved Material List (adopted 08/21/24)
4. Fines Schedule Fee (adopted 08/21/24)

Pinecrest Property Owners Association, Inc.

By: Marie Kowalchuk

MARIE KOWALCHUK

(Printed name)

Its:

SWORN TO BEFORE ME

On this 30 Day of AUGUST, 2024.

TRISTA DINOVO

Notary Public for South Carolina

My Commission Expires: 5/5/2025

**Trista DiNovo**  
**NOTARY PUBLIC**  
State of South Carolina  
My Commission Expires 5/5/2025



# PINECREST ACC APPLICATION

## OWNER INFORMATION:

Owner Name			
Pinecrest Address			
Telephone:		Email:	

## CONTRACTOR INFORMATION:

Contractor Name			
SC Contractor License #			
Street Address			
City/State/Zip			
Telephone:		Email:	

## DESCRIPTION OF REQUEST:

*Please include summary of request with material information and measurements, as applicable*

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Expected Completion Date:	If not supplied, will be 60 days after ACC Approval.
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Change Description	Refundable Deposit	Owner Initials
<b>Major Addition/Renovation:</b> To include major structural changes, i.e. total replacement of roof (new material), change roof line, addition of swimming pool, lanai, pergola/gazebo over 10' x 10', sunroom, screen porch, solar panels, major concrete work, excavation and heavy material delivery.	\$500.00	
<b>Minor Addition:</b> To include deck, minor driveway and patio extensions, fences, hot tub/spa installation, natural gas fireplace/firepit, 10'x10' or smaller pergola/gazebo, irrigation well, GenStone treatment, or other minor additions.	\$150.00	
<b>Minor Improvement:</b> To include walks, adding windows, garage screen, including color stamping driveway, front walkway, Key West Style hurricane shutters.	\$50.00	
<b>Exterior Painting:</b> New color.	\$100.00	
<b>Landscaping:</b> Tree removal/replacement	\$100.00	
<b>Notification Only:</b> Roof replacement-same materials/color, siding replacement same color, painting entire house-same color, front entry-decorative colored glass, low-profile storage shed, satellite dish, trampoline/swing set, concrete driveway replacement.	\$0.00	

**NOTE:** The applicant(s) must thoroughly read and comply with the requirements of the ACC architectural guidelines and any requirements contained in the Covenants, Restrictions and Easements and the ACC approval procedures.

**Submit this form with: as-built survey, drawing(s)/picture(s) of change, color samples and any additional information the ACC may need for a decision per the attached checklists. Sixty (60) day completion limit for all projects, except tree(s) replacement which is thirty (30) days. IMC must be notified of completion of project for final inspection by the ACC. Extensions granted with prior permission only. Contact IMC if needed.**

**NO WORK MAY BEGIN WITHOUT APPROVAL FROM THE ACC.**

Please make checks payable to Pinecrest POA and drop-off/mail to the following:

Pinecrest POA, c/o Association Manager

2 Corpus Christi Place, Suite 302, Hilton Head Island, SC 29928 -OR- 180 Bluffton Rd, Suite C-103, Bluffton, SC 29910

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

## Major Addition/Renovation

### Roof Replacement (New Material)/Change in Roofline

- Completed ACC Form with Deposit
- Drawing from architect or contractor, if changing roofline
- Picture example of style and color selected
- Color photo of existing roof
- Permit from Town of Bluffton, if necessary

### Swimming Pool

- Completed ACC Form with Deposit
- Legal survey with all changes notated with measurements – see example on final page
- Pool design including location of pool and surrounding hardscaping/deck with measurements shown on legal survey
- Location of pool equipment and how it will be hidden from view
- Color photo of existing yard
- Description of proposed landscape and hardscape treatment, if any, around pool deck and/or equipment
- Complete application package for fence or screen enclosure if not already existing

### Solar Panel Installation on Roof

- Completed ACC Form with Deposit
- Color photo of existing roof
- Panel design layout on roof from installation company
- Color of panels and frames
- Treatment of conduit (hidden or visible, metal color or painted)

### Lanai/Screen Porch/Sun Room/Pergola/Gazebo over 10' x 10'

- Completed ACC Form with Deposit
- Plot plan showing where the changes will be made – see example on final page
- Plan and Elevation drawings from contractor or architect, with measurements
- Picture example of style and color selected
- Color photo of existing area (before project)
- Permit from the Town of Bluffton, if necessary

## Minor Addition/Renovation

### Patio Extension/Driveway Extension/Deck/Porch Enclosures/Hot Tub/Spa/Natural Gas Fireplace/Firepit/Irrigation Well/GenStone Treatment/Pergola/Gazebo 10' x 10' or less

- Completed ACC Form with Deposit
- Plot plan showing the changes with measurements – see example on final page.  
The ACC may request a legal survey if any part of the project is within five feet of the property line.
- Picture example of completed project if applicable
- Drawing from contractor or architect
- Picture example of style and color selected/Example of finish
- Color photo of existing area (before project)
- Permit from the Town of Bluffton, if necessary

- Permit from the DHEC, if necessary

### **Fence Installation**

- Completed ACC Form with Deposit
- Legal survey with fence line notated with measurements – *see example survey on final page*
- Drawing from contractor if available
- Picture example of style selected
- Color photo of existing area (before project)
- Letter from owner stating that the fence will be on or within 4 inches of the property
- If connecting to a neighbor's fence, provide written approval from respective owner(s).

## **Minor Improvement**

### **Driveway/Adding Windows/Front Walkway Stamping/Staining/Pavers/Garage Door Screen/Key West hurricane shutters**

- Completed ACC Form with Deposit
- Plot plan showing changes – *see example on final page*. This is only for changes to driveway/walkway. Not needed for painting/staining/shutters/windows.
- Drawing showing additions and changes with measurements
- Color/pattern sample images

## **Exterior Painting – New Color**

### **Exterior Painting (shutters, siding, doors)**

- Completed ACC Form with Deposit
- Physical Color sample – minimum of 2 paint chips of the preferred color (preferably 6)
- Color photos of existing color of house
- Color photos of existing color of shutters, siding, and door (as applicable)
- Different front door colors from approved material list must be approved first

## **Landscaping**

### **Tree(s) Removal**

- Completed ACC Form with Deposit
- Plot plan with tree(s) location notated – *see example on final page*
- Replacement tree(s) to include type of tree and size at planting/gallon size. Note: replacement tree must be minimum 8' height at time of planting OR 30 gallons. Receipt of purchase may be requested. Show on the plot plan where the replacement tree will be planted.
- Statement as to what will be done after the tree(s) are removed (remediation of area) such as planting bed, sod, ground cover, etc.
- Color photo of tree(s) to be removed, marked w/red tape or ribbon
- If damage is cited as reason for removal, expert documentation of damage/prospect of damage
- Permit from the Town of Bluffton if necessary (see the ACC Guidelines for more information).

## **Notification Only Projects**

### **Roof Replacement/Siding Replacement/Exterior Painting (same material, same color)**

- Completed ACC Form
- Picture of existing AND picture of proposed roof for comparison purposes to include name of color
- Permit from the Town of Bluffton, if necessary

### **Driveway Replacement (Same material, same color, no change in location or size)**

- Completed ACC Form
- Color photo of existing driveway
- Permit from the Town of Bluffton, if necessary

### **Decorative Colored Glass Entry & Shutter Replacement**

- Completed ACC Form
- Photo or picture of selected entry design/shutter style
- Picture of color samples of entry glass design or shutter paint
- Color photo of existing area (before project)

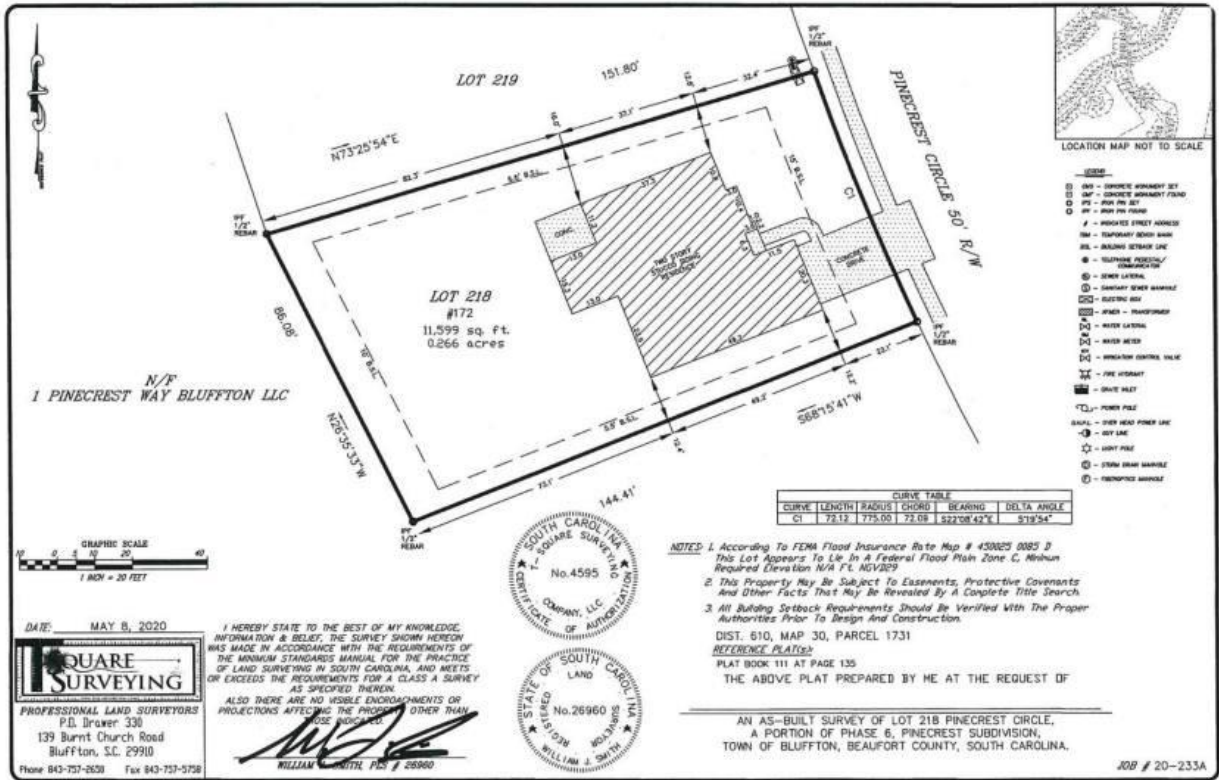
### **Satellite Dish/Low profile storage shed (56"x48 x72")/Garbage can storage shed (41"x29"x50")**

- Completed ACC Form
- Plot plan with location marked – *see example on final page*
- Picture of shed
- Color photo of existing area (before project)
- Documentation for non-standard location of satellite dish

### **Trampoline/Swing Set (not for Little Tykes)**

- Completed ACC Form
- Plot plan with location marked (must be in rear yard) – *see example on final page*
- Trampoline must have a safety net and be black, brown or green.
- Picture example of chosen trampoline or swing set

## Example of a "Legal" Survey

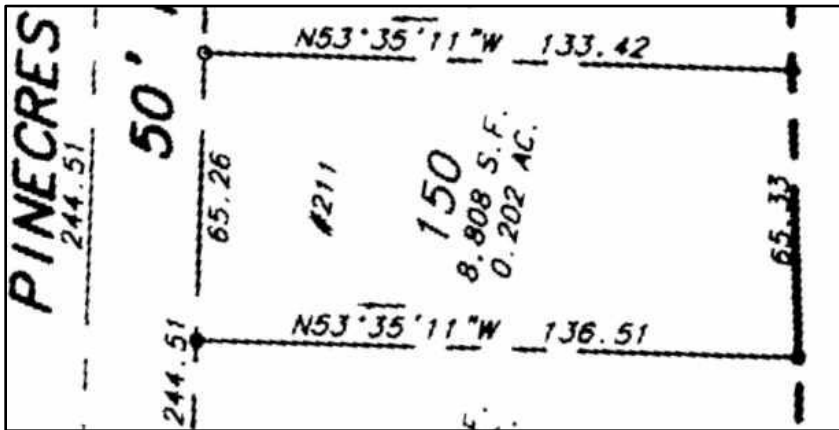


There are several online web sites where you can get a site plan showing the property boundaries and the house with measurements. These can be much less expensive than a "legal" survey from a licensed surveyor and can often be obtained in 24 hrs. For ACC purposes, these less-expensive site plans are often adequate. If there is any doubt, please contact IMC as to whether a full legal survey would be required for your project or whether one of the less expensive site plans would be suitable.

## Examples of a “Plot Plan” or “Plat Plan”

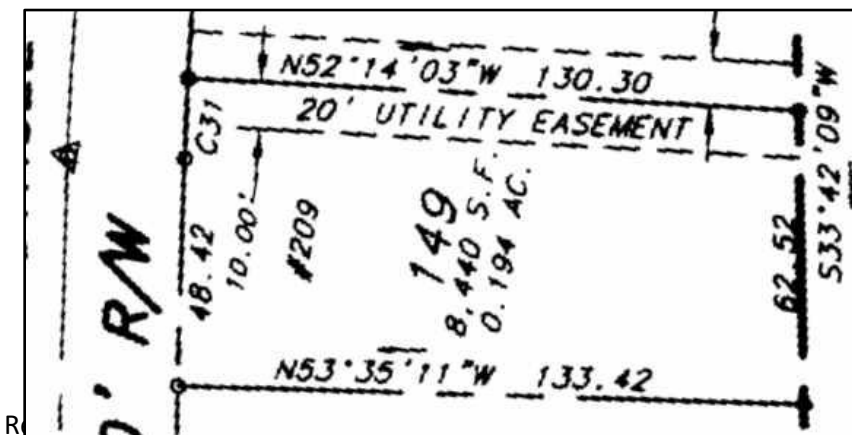


These can be found by going to the Beaufort County web site (<http://sc-beaufort-county.governmax.com/svc/>) and searching for the property. When the property information comes up, select “GIS/Mapping”.



Simple plat plan with no easements abutting the property.

For either of these simple plats, if the location of the house is important, it can be drawn on top of these plats for clarification.



Simple plat plan with easements abutting the property. If there are abutting easements, they must be shown.