





# EXHIBIT “A”

# LANDS END GUIDELINES for RENOVATION or REPAIR

Updated 9/30/2020

Board approved 10/ 07/2020

**Per the Waiver of Purchase Option agreement all homeowners signed at the closing of their property, homeowners agreed to faithfully comply with all covenants which include the Lands Ends Homeowner's Association and the Sea Pines ARB for any improvements of structures and comply with all covenants.**

In the interest of maintaining visual conformity of the exterior appearances of Lands End homes and of protecting the common assets of the LEHOA from potential damage during construction, the following practices are to be followed. It is imperative that Lands End homeowners understand and insist that contractors adhere to these practices. *Failure to do so may result in the delay of a project start, the halting of construction in progress via stop work order, or the need to alter new elements of construction already in place. Fines by the Town of HHI or Beaufort County are possible depending on the nature of the violation.*

## **I. APPLICATION APPROVAL PROCESS**

- 1 - Homeowner/Contractor completes and signs the Land End Application for Unit Renovation / Repair
- 2 - Application is submitted to the LEHOA property manager
- 3 - LEHOA property manager will go back to homeowner with any necessary clarifications
- 4 - LEHOA property manager will route permit application to the LEHOA Board for review, discussion, and approvals
- 5 -- Once LE HOA has approved application LEHOA property manager will route to the Sea Pines ARB for approvals and will cc homeowner
- 6 - Homeowner/contractor should check with the ARB office for next steps of their approval process. FYI, the Sea Pines ARB will require a permit fee and application before proceeding. <https://www.seapinesliving.com/property-owners/service/architectural-review-board/>
- 7 - Homeowner will be notified by the Sea Pines ARB when they have given approval and then the permit can be picked up by either the homeowner or contractor
- 8 -- Town of Hilton Head Permit approval is the responsibility of the homeowner/contractor
- 9 -- Where applicable, permits: Town of Hilton Head or Sea Pines ARB / approvals (LEHOA) must be placed on home, visible to the street

### **Please allow enough time for the approval process**

## **II. PROJECTS REQUIRING NOTIFICATION OF THE BOARD VIA APPLICATION**

- It is the responsibility of the homeowner to notify and seek approval from the LEHOA Board for:
  - All exterior painting of homes, replacement of roofs, windows, exterior doors, sidewalks, driveways, installation of satellite dish or propane tanks, construction of steps or decks, siding, railings, shutters, utility shed r replacement, irrigation and gutters. **Repairs taking less than 5 days will not require prior approval from the LE HOA. Repair= fixing what currently exists. Check with the Sea Pines ARB for their requirements**
  - Any project that will involve the placement of a dumpster or porta potty or any heavy construction equipment

- If in doubt about required application, please contact the LEHOA property manager

### III. SUBMISSION OF APPLICATION:

- The submission to the Board of the "LANDS END APPLICATION FOR RENOVATIONS or REPAIRS" complete with any required documentation is necessary prior to the start of the project
- Submission of the application to our LEHOA Property manager, should occur early in the process to enable proper review and action by the Board
- The application form and these guidelines can be obtained by phone request to LEHOA Property manager
  - The application may also be downloaded electronically from the LEHOA property manager
- All information requested on the application form may be submitted by the homeowner or project contractor in writing to the LEHOA property manager. See Application for address and contact information. In any case, a COMPLETE DESCRIPTION of all work must be attached to the form, including any drawings or blueprints to the planned renovations. Please contact LEHOA property manager for the proper email address. Form may also be electronically submitted.
- Where applicable, other permits may be required by the Town of Hilton Head or Beaufort County which must be secured by the homeowner or contractor.
- Once approved, the LEHOA property manager will forward the application request, with CC to the homeowner, to the Sea Pines ARB for their approval with cc to the homeowner
- Homeowner or contractor should contact the Sea Pines ARB for information on their process
- Once the Sea Pines ARB has approved their application, the Sea Pines ARB work permit can be picked up by the contractor or homeowner in the Community Service Association (CSA) building located at 175 Greenwood Drive. **All approvals and/or permits must be visibly posted in the front of the home**
- No construction debris may remain on property overnight, except in a dumpster/trailer.
- No dumpster or porta potty may be left on any property from Memorial Day to Labor Day.

### IV. REQUIRED PRACTICES for HOMEOWNERS AND CONTRACTORS

- Along with projects that affect the exterior appearance of the unit, those which involve only interior construction or renovations but which requires a dumpster, Porta Potty or heavy construction vehicles on site, will also need to submit a LANDS END APPLICATION FOR UNIT RENOVATIONS /REPAIRS and have application approved prior to any work commencing.
- As per our LEHOA, any changes in dimensions from the original, will require scale (proportional) drawings of the original vs the proposed changes.
- While owners may not need to submit stamped architectural drawings, in most cases to accompany the Application, the Board reserves the right to require such drawings, signed and sealed by a registered South Carolina Architect or structural engineer.

- Should it be determined by the Town of Hilton Head Island or the Sea Pines ARB that other types of drawings are required, such drawings need also to be copied to the Board of the LEHOA with submission of the Application.
- Should there be no intended change in color, dimension, or materials from those currently in place, no drawings will be required. However, the signed application must contain a statement of such with a description of the work being performed.
- Should a property owner desire to have their vendors park on THEIR grass they do so at their own risk of damage and the owners are responsible for all repairs.
- Expenses from the LEHOA Landscaping vendor of documented repairs of damage to the irrigation system will be borne by the homeowners.
- Any exceptions to the above practices must be by consent of the LEHOA Board through the LEHOA Property Manager.
- Work may only be performed Monday through Saturday 8:00am to 6:00pm. No work may be done between Memorial Day and Labor Day.
- Dumpsters and like vehicles are required to be covered overnight.

## V. SPECIFICATIONS

- **Siding Color:** Land End Grey 2020– Manual blend May be purchased at Sherwin Williams:
  - Sample may be seen at the CSA ARB office
- **Trim:** Latex Enamel Paint: Satin finish **Color:** Sherwin Williams Extra White SW7006. Sample may be seen at the CSA ARB office
- **Shutters:** Both sides of connected homes must have the same color and design of shutters
  - Shutters should be louvered colonial with additional rail in center
  - Shutters may be a painted composite material or wood
  - **COLORS:** Samples of colors can be seen at the Sea Pines ARB Office and are available at Sherwin Williams.  
Lands End Green SW7750 , Lands End Red SW7584, Lands End Blue SW7604 or Black
- **Front doors:** 6 panel solid door with side light panel top to bottom on one side
  - **COLOR OPTIONS**
    - Door may be the same color as shutters, EXCEPT black or may be dark wood stained  
Paint colors: Lands End Green SW7750 , Lands End Red SW7584, Lands End Blue SW7604
- **Gutters:** Permitted on the back of the homes with approved application by Land End Board
  - Rain diverter may be placed on front of the house
- **Front porch, decks and walkways to common boardwalk:**
  - Stained or painted Land End grey 2020. May be composite material or wood.
  - All should be stained/painted after the appropriate curing time of about 6 months if appropriate

- **Sidewalks:** concrete with shells inlaid
- **Windows:**
  - Double hung in front of home, white trim
  - Must meet fire standards in size
- **Roof:** natural cedar shingles
- **Sheds:** Each side may be 7 feet wide / 6 feet high and no closer than 2 feet from house
  - **NOTE:** if existing shed is higher than 6 feet then shed may remain at that height.
  - All homeowners are encouraged to repair or replace their current shed to contribute to the overall upkeep and appearance of the Lands End neighborhood. Any such repair or replacement shall be in the current style (i.e. vertical siding, flat roofs over the storage area, etc.), **with the current height of 6 feet or existing height if over 6 feet**, and no closer to the road than the current shed. As used herein, the term "width", shall be the measurement of the storage shed, as such shed runs parallel to the street. The term "depth" shall be that measurement of the shed from the direction of the street to the residence.
  - Homeowners have an option of whether to repair the existing structure, or to replace the existing shed as set forth below:
    - A homeowner may elect to repair the existing shed by the substitution of deteriorated materials with identical materials such as may be required to correct the appearance or function of the existing shed using the same width footprint (but no greater than 7 feet in width):
    - A homeowner may elect to replace the existing shed and such replacement may be built in a new footprint including a width of up to 7 feet
    - Whether a homeowner elects to repair the current shed, or replace the current shed, said homeowner shall have the option of incorporating a new depth footprint, deeper than the existing shed, closer to the residence, but no closer than 2 feet from the residence, and under no circumstances may the repaired or replacement shed restrict egress or access to any of the bedrooms of the residence
    - As contemplated herein, the term "shed" is intended to reference the specific storage garage associated with each individual unit, as opposed to the combined "sheds" associated with two attached units. Repair or replacement of a shed may be undertaken by either or both homeowners, and such repair or replacement need not be undertaken by both homeowners at the same time
    - All sheds are to be painted Lands End grey
    - As with any alterations or additions to the exterior of a unit, Lands End Homeowners Association (LEHOA) board approval is required for either repair or replacement. Other approvals and permits (such as from Sea Pines/CSA ARB or the Town of Hilton Head) may be required, and the Homeowner is advised to check with each such authority

- **Parking Pads:** simple concrete slab with appropriate stress lines – no boarders
  - All homeowners are encouraged to replace their current parking pad when necessary to maintain the overall appearance of the Lands End neighborhood
  - All parking pad replacements shall be completed using only “standard concrete” and shall conform in all respects to the existing parking pad in size and configuration.
  - As with any alterations or additions to the exterior of a unit, Lands End Homeowners Association (LEHOA) board approval is required for either repair or replacement. Other approvals and permits (such as from Sea Pines/CSA ARB or the Town of Hilton Head) may be required, and the Homeowner is advised to check with each such authority.

- **Front door screens:** should be painted / stained same as front door

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## **VI. POLICY ON SPRINKLER HEAD REPAIR EXPENSES**

The Board of Directors adopted a new policy on the replacement of sprinkler heads in April 2013. This policy was announced at the annual meeting of the Association in April and again in the September 2013 Newsletter sent to all homeowners. The revised policy states that the financial responsibility for replacement or repair of damaged sprinkler heads is that of the homeowners. The maintenance of the major system components continues to be the responsibility of the Homeowners Association.

The rationale of the Board was as follows. In exploring avenues to better assign common Association expenses that are likely to be weighted to those properties which are on the rental market, it was noted that the replacement of sprinkler heads is a frequent occurrence. While the Board recognizes that such damage can be due to a random passing vehicle or sprinkler head age related failure, it is likely that the majority of damage occurs on properties with high usage. Vehicle traffic by the owner, the owner's private guests, rental guests, service personnel, and construction workers are likely the source of a majority of damage. In each of these latter cases, the damage relates directly back to the owner. As such, it was felt that a “no-fault” approach to the responsibility for the sprinkler head replacement would shift the financial burden from the Association as a whole, to the more likely source of the damage, the home owner and the owner's related activities. While no solution is perfect, the Board considered this policy, in general, to be based on reasonable assumptions. Shifting the burden to likely responsible parties would serve to, in the long run, control blanket increases in annual assessment fees for all owners. The Board will be closely monitoring the impact of this policy for the first year and review the policy at that time.

The more expensive components of the irrigation system are generally less susceptible to culpable damage by virtue of their distances from the driveways and roads, and the nature of the components. Therefore, the Association will continue to treat these as a commonly shared expense related to the upkeep of our general irrigation network. We hope that our fellow neighbors will understand the intention of our efforts.

## **VII. SATELLITE DISH INSTALLATION REQUIREMENTS**

In order to simplify and expedite satellite dish installation requests, the following guidelines and requirements have been developed and must be followed for any satellite dish approval and installation:

1. Written requests must be submitted to the management office for approval prior to installation.
2. All dishes must be no larger than an 18-inch diameter. No more than one dish per unit.
3. Satellite dishes can only be installed in the rear (water side) of the house. The dishes may be attached to rear walls, but not attached to roof or any common or limited common areas. The satellite dish must be installed in such a method as to conceal it from ground view. It should also be out of any neighbors sight line.
4. All cable locations and penetrations to run the cable must be disclosed and approved prior to installation.
5. A licensed Contractor must perform installation. Proof of proper licensing and insurance will be required. Contractor must contact the homeowner prior to beginning any installation work.
6. Owner will be responsible for any maintenance of the dish and the service yard maintenance necessitated by the dish. Failure to provide the proper and necessary maintenance, with proper notice, may result in the HOA requiring the dish to be removed. If the dish is to be removed, the area must be put back in its original condition.
7. Owner will sign this statement agreeing to all the contained terms and notify any future purchaser of the unit of these requirements.
8. HOA will provide written notice of installation approval along with copies of all signed terms and conditions.
9. All approvals are good for 90 days from acceptance. All work must begin within the 90-day time period and be completed within 14 days. If an approved installation is not begun within the 90-day limit, a new request and application must be submitted.

#### **VIII. NEIGHBORHOOD POLICIES**

In the interest of ensuing that our neighborhood maintains its natural beauty and safe environment for all who live, visit or vacation at Land's End, the following regulations must be strictly followed by owners, guests and renters.

1. Cars may never be parked on the grass or driven over grassy areas for any reason.
2. Towels or bathing suits must not be hung on front porches or railings.
3. Pool toys, rafts, etc. should be stored away from front of home when not in use.
4. There should be no overnight parking or storage of mobile homes, campers, trucks (other than pickup trucks), trailers, boat trailers, boats or any watercraft. Kayaks must be kept at the rear of the home.
5. Repairing vehicles including oil changes while on premises is not allowed
6. Pets must be leashed at all times in Land's End. Pet droppings should be immediately disposed of in a trash receptacle. Pets are prohibited in the pool area.
7. Regular trash or debris is to be placed into **trash cans** located in front storage areas of each home.
8. Items that can be recycled including cardboard, magazines, paper, glass and plastic bottles and jars, aluminum cans and newspapers can be placed in **labeled recycle carts or bins. DO NOT put regular trash into recycle carts.** All trash cans and recycle carts must be kept inside the storage areas at all time.
9. Back porch or deck furniture should remain to the rear of the home.

10. Loud conversation or playing of radios and music on the deck in a manner that disturbs those in other homes is not permitted.
11. Bicycles must not be ridden on boardwalks in the interest of safety.
12. The Land's End pool is strictly for the use of Land's End owners, house guests and renters. Relatives and friends who are staying elsewhere on the Island or Plantation may not use the pool.

We ask if you have children with you that you review these rules with them to save the embarrassment of being corrected by Lands End Gate Attendant or others. Any violations that you observe should be reported to our on-site attendant (if on duty), or Sea Pines Security or to IMC Resort Services, Inc at (843) 785-4775. Thank you for your cooperation and we wish you the most enjoyable stay at Lands End.