



Design Guidelines

11/1/2018



Dear University Park Homeowner,

Congratulations on your recent purchase of your home in University Park!

We are proud of your new community and are excited about you being a part of it. This package is intended to make you familiar with University Park, your community and its Architectural Design Guidelines.

The decision to purchase in a Homeowners Association is different than any other residential decision-making purchase. Part of being a member of an Association is each homeowner's responsibility to help the community be everything it can be – in regards to safety, aesthetics and financial value. Fulfilling this responsibility is not difficult, but it does require your involvement and an understanding of the community Covenants. In essence, the Association is a business, and as a homeowner, you are an investor in this business called, the University Park Homeowner's Association.

Please use this package as a guide to introduce you to University Park as you get to know your new community.

Sincerely,

University Park Association



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UNIVERSITY PARK DESIGN GUIDELINES

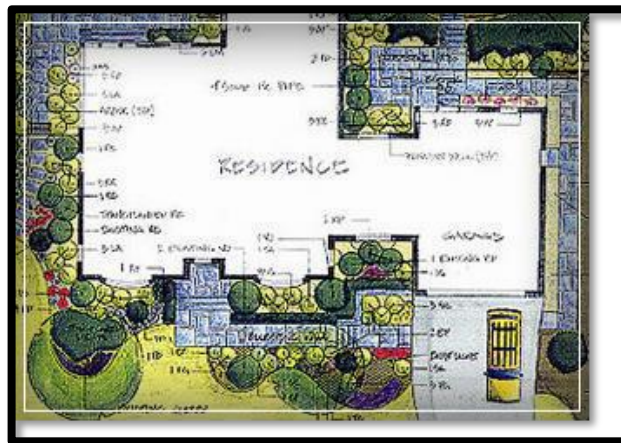
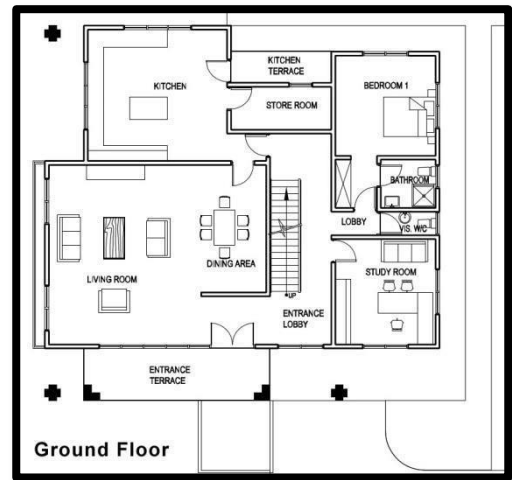
References: CC&R's Section 6.4.

The Following Design Guidelines is in addition to the above referenced section of the existing CC&Rs regarding Architectural Standards for Improvements to Lots & Townhomes in University Park, Bluffton South Carolina, 29909, which remain in effect.

NEW STRUCTURES / ALTERATIONS TO EXISTING STRUCTURES

Prior to altering an existing structure which changes the exterior surface of the home or lot, (including the paint color) plans and specifications must be submitted and approved to include:

- a. A site plan with topographical information and a clearing plan which shows the location of all proposed and existing structures on the lot (including any out buildings and building setbacks, open space, driveways, walkways, parking spaces and drainage plans.
- b. A foundation plan;
- c. A floorplan;
- d. Exterior elevations of all proposed structures and alterations to existing structures.
- e. Specifications of materials, color scheme and other details affecting the exterior proposed structures and alterations to existing scheme,
- f. Lighting appearance of all structures; and plans for landscaping, lighting and grading, including but limited to the handling of drainage.
- g. NOTE: No new structure is not allowed to be started, erected, placed, moved onto or permitted on a lot.



Each submission should be directed to the Associations Management office for approval by the Architectural Review Board (ARB). A design fee and deposit may be charged at the time of submission. After final inspection by the ARB, the deposit will be returned to the homeowner.



HOMEOWNER APPLICATION PROCESS

The application can be found in this document.

Application for Review:

This application process applies to the following:

- Replacement or refurbishment (e.g. paint, repair, etc.) of an existing front porch railing, columns, and/or stairs.
- Roof replacement or refinishing.
- Window replacement.
- Concrete walk way or driveway replacement.
- Vinyl siding replacement.
- Installation of a fence, enclosure or structured wall
- Construction of a deck, porch or patio, including Carolina rooms
- Construction of a garage or any type of vehicular storage structure
- Exterior color changes including paint, siding, trims, roofing, etc.
- Exterior building material changes
- Playground equipment
- Landscaping structures or structural materials including pavers, walls, arbors, trellises, statues, statuary, etc.
- Landscaping changes that remove or modify existing areas which are grass or planted bed areas, trees or other plants over twelve feet in height above ground level
- Exterior paint changes to doors, shutters, porch ceilings and porch decks. The ARB has developed a palette of all acceptable paint colors (included in this document.)

Applications for the following will not be considered:

- Satellite dish or receiver placements which are visible from the front of the house
- Propane or any other type of fuel tank or storage container
- Digging or installation of any type of well
- Changes to mailbox location or design
- Swimming pools
- Any project which will infringe on required minimum setback from adjacent properties



**ARCHITECTURAL REVIEW BOARD
SUBMISSION FORM**

Plans are not accepted for review without a completed application and fee paid. Please review the University Park Design Guidelines for examples of approved structures & colors prior to submitting the application. A \$50 check must be included made out to University Park HOA.

Completed submission packages should be submitted to the Associations Management Company. Allow at least thirty (30) days for review. No work should commence without written approval from the University Park ARB.

OWNERS INFORMATION:

Owners Name: _____	Street Address: _____
Type of Modification: _____	Date: _____
Home/Cell Phone: _____	Work Phone: _____
Lot Size (Please check one): Full Size _____	Patio Lot: _____
 Signature: _____	 Date: _____

ARCHITECT INFORMATION

Architect/Designer Name: _____

Address: _____

Phone: _____

Signature: _____ Date: _____



CONTRACTOR INFORMATION

Contractor Name: _____

Address: _____

Phone: _____

Signature: _____ Date: _____

BRIEF DESCRIPTION OF PROJECT

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TYPE OF CONSTRUCTION (Indicate with an "X")

New	
Spec	
Addition (Please explain in detail)	
Alteration (Please explain in detail)	



FINAL CHECKLIST

- └ A \$50 check made payable to the University Park HOA for architectural review of the type of addition/change/modification as listed above.
- └ A site plan of the lot and home showing the modification with dimensions. (A site plan was included in your closing documents.
- └ If it is a modification to the existing home, submit a detailed set of to scale plans showing the plan view and all modifications along with colors and materials to be used on the exterior.
- └ If the modification is landscaping, submit a detailed set of plans along with a plant list with quantities and sizes of the plantings.
- └ If you are planning to install a fence, please see the list of pre-approved fence drawings included in the Design Guidelines. (We strongly recommend that the fence be held 12” inside the actual property line.)
- └ For play equipment (swing sets, playhouses, etc.), submit a color brochure from the manufacturer. (Homemade structures will not be approved.)
- └ Any pictures of the product including color.

FOR OFFICE USE ONLY:

- └ Approved as submitted.
- └ Approved with corrections noted below.
- └ Declined for reasons noted below.



GUIDELINES FOR WORK

- Hours of construction: Any construction which occurs outside, either in part (e.g. sawing, cutting, excavating, etc.) or in whole, may only occur during the hours of 7AM-7PM, Monday through Saturday. All outside construction activity is banned on Sundays and national holidays. Construction workers and their vehicles should not arrive more than 15 minutes prior to the start of work, or remain 15 minutes past when work is required to cease.
- Noise: inappropriate language, volume of voices, music, etc. must be controlled to avoid impact to neighbors
- Silt fencing (lake, street or sidewalk) – must be in place prior to commencement of construction. Fencing must have a bottom curl with a dirt or other weighted cover so that silt and debris do not run under the fence. Sidewalks and streets must be kept free from mud, silt and debris at all times.
- Location and limits on timing for dumpster placement exist. Dumpsters will only be allowed in certain instances, and generally must be placed in the homeowners' driveway, clear of the sidewalk and for a specifically limited period of time. Placement of dumpster's street-side of the project are only allowed by special exception.
- Portable toilets are not allowed.
- Delivery and staging of construction materials must be orchestrated to avoid having materials staged in any landscaped or visible area of the home, and will generally be limited to the driveway or back yard areas of a home.
- Display of building permits is necessary as required by the municipality.
- Equipment or vehicles related to construction activity are allowed to utilize street-side parking during hours of construction, but equipment is not allowed to be parked on any street or overnight unless an exception is granted.
- Water for use by the construction work must be provided from the homeowners' utility, not the community's common infrastructure.
- Signs are not permitted at any time (exception: posting of building permits).
- No construction burning or construction trash burying is allowed at any time; no exceptions.

UNIVERSITY PARK NEW STRUCTURES

Driveways:

Driveways must be constructed of light colored concrete. Asphalt paved driveways or driveway with rocks or gravel are not allowed.



Screened Porches, Enclosures or Atriums:

Screened or enclosed porches are not allowed to be constructed adjacent to any visible elevation of the home or garage. Any screened or 'Carolina Room' style enclosures will only be considered for the rear or non-visible elevation or side of a home or garage. These structures must be identical to the home in terms of architectural style, color, and all materials. The screening of existing porches must be approved by the ARB.



UNIVERSITY PARK

Exterior Lighting:

Any exterior or security lighting must be installed so that neighboring properties and street traffic are unaffected by any potential glare and the direct source of light must not be visible beyond the home site property. All proposed fixture or equipment designs and locations for installation must be appropriate to the style and proportion of the home or structure for which it is proposed. Colored lighting is not allowed for any lighting that is affixed to a structure. (This requirement excludes temporary holiday lighting which is not permanent). Illumination for safety on walkways & driveways may be low intensity indirect lights with a maximum fixture height of 32".



Antenna, Satellite Dish:

No antenna or satellite dish (or similar receiver or transmitter) shall be allowed on the front roof of any home or structure. Satellite dishes must be 18" or less and cannot be installed on roof shingles, brick, siding, decks, patio or any other structure of the building. A satellite dish may be installed on the eaves. Certain installations may require the dish to be placed on a 3 foot pole immediately behind as close as possible to the rear building wall. If the satellite dish is installed within any utility easement, the utility company has the right to remove or damage your dish in the event repairs to a line are necessary. (Before installation, installers must check for underground lines. Utility companies are not responsible for reinstalling or repairing the dish. Care should be exercised around landscape material. The homeowner will be responsible to replace any plants, sod or irrigation damaged during installation.



UNIVERSITY PARK

Wells:

No private wells of any type are allowed to be installed or maintained on a home property, regardless of the purpose or consumable nature of the water.

Fences or Structured Walls:

All proposed fence or structured wall installations must be submitted for review and approval by the ARB. All visible fencing must be white, and cannot exceed 3'5" above grade in the front yard or, 6'0" above grade in the back yard. Only Picket or picket style fencing (not privacy fencing) is allowed for front yard of visible areas of the property. Fencing enclosures or structured walls must be 3'0" minimum in from the edge of the property line it is installed upon. In the instance of the agreement of two homeowners of adjoining/adjacent properties, consideration will be given to allowing installation of fencing directly on the mutual property line. Note: the homeowner(s) will be required to provide a site plan that clearly delineates the locations of the proposed installation, and a field site visit by the ARB will be required as part of the review and consideration process. **(Once a fence is installed, landscape maintenance will NOT be provided by the Association.)**

Front Yard Fencing



UNIVERSITY PARK

Back Yard Fencing



Mailboxes

All mailboxes should have black wooden (4X4 preferred) or metal posts. Plastic mailboxes are not allowed. Any Mailbox missing the main door or containing extensive rust shall be replaced by owner and reasonably maintained according to UPHOA standards. If the mailbox is not reasonably maintained then covenant violations and fines will be applied. If you have special mailbox needs then Architectural Review Board submission is required.



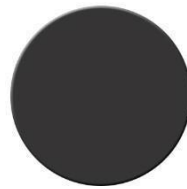


APPROVED PAINT COLORS

Benjamin Moore – Shutter & Door Colors



Hardwood Putty
CW-5



Blackforest Green
PM-12



Brickhouse Tan
CW-145



Ambler Slate
CW-685



Cochineal Red
CW-330



Mopboard Black
CW-680



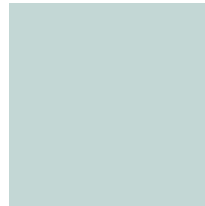
Goodwin Green
CW-555



Sherwin Williams – Shutter & Door Colors



Elizabeth Street
Blue
DCR-072



Tidewater Blue



Garden Lake
DCR-073



Hurricane Blue
DCR-056



Port Royal Blue
DCR-063



Loquat
DCR-080



Hunley
DCR-059



Sea Glass
DCR-077



Sherwin Williams – Shutter & Door Colors



Weatherboard
DCR-103



Holly Fern
DCR-086



Dove
DCR-117



Palmetto Frond
DCR-088



Natural Stone
Taupe
DCR-104



Historic Charleston
Green
DCR-099



Aged
Cobblestone
DCR-113



Marion Forest
DCR - 097



WHY HAVE DESIGN GUIDELINES:

One of the benefits of living in an association is the protection of your investment by ensuring the consistency of the community through the Design Guidelines. For example, would you still receive Fair Market Value (FMV) when you sold your home or tried to refinance if your neighbors decided to paint their house pink or build a cinderblock fence?



PROCEDURE FOR DEALING WITH NON-COMPLIANCE

No one wants to receive a compliance violation notice, but unfortunately, sometimes we need a reminder, and that's all it takes. If a homeowner makes a design change to their home or lot that differs from what is included in these Design Guidelines, or makes a change without receiving proper approval (provided that the change is not egregious), the following Steps will be followed.

1. The Associations Management Company will send a "Friendly Reminder" notice. There is no violation fee assessed when a homeowner receives a "Friendly Reminder". (Please see an example of a "Friendly Reminder" notice on the next page. The notice will request that an application is submitted with a check for the ARB fee in order to be in compliance.



Date : [date]

[Homeowners Address]

Dear [name]

We all try our best to maintain our homes and our neighborhood in the best possible condition in order to ensure its peak value. Part of the way to ensure property values and the beauty of our neighborhood is by the use of the University Park Restrictive Covenants. However, with our busy lives we often overlook these covenants or fail to realize an issue even exists. This letter serves as a friendly reminder respectfully submitted by your HOA to address such an oversight or violation at your property.

Per our covenant section [section#]_____, page [#]_____, we require [corrective action]. Please take a moment of your time to rectify this oversight or violation or by filling out an ARB submission form with the required ARB fee by [date] to seek approval and come into compliance.

If you have any questions regarding the covenant sighted above or, need additional time to address this oversight, please feel free to contact the Associations Management office at (843) xxx-xxxx or by email at xxxxx@xxxxxx.com.

We would like to thank you in advance for your prompt attention to this matter.

Sincerely,

Xxxxxxxx Management
[Associations Management Company Physical Address]
Bluffton, SC 29910
(843) xxx-xxxx
xxxx@xxxx.com



PROCEDURE FOR DEALING WITH NON-COMPLIANCE: (continued)

2. After receiving a “Friendly Reminder” notice, if a homeowner does not comply, the 2nd & 3rd offense fines will be applied as highlighted below:

Unapproved ARB Violation – Fence, Play equipment (Basketball hoops, trampolines not kept within a fenced yard), unapproved pool, Paint colors, window air conditioning units, unapproved fences and storage sheds. Covenants Sections 6.4.21-22, 6.4.24-25, 6.4.27-29.

1st Offense	Letter Request to submit ARB application with \$50 check or money order
2nd Offense	\$150
3rd Offense	\$200, the board reserves the right to request that the unapproved structure or change be removed and/or reversed at the homeowner expense

Violation of the single family residential usage of lots – Unapproved subdivision of a lot/home site or an unapproved home business - Covenant Section 6.3

1st Offense	Letter Request to submit ARB application with \$50 check or money order
2nd Offense	If the request is denied, the homeowner has 10 days to comply or a \$150 fine will be applied
3rd Offense	\$200, the board reserves the right to continue to fine the homeowner on a weekly basis until the violation is rectified

FINES

- Violations of these rules and regulations will result in monetary fines. All fines issued to guest or/and tenant of a resident/homeowner are placed on the homeowners account, as they are responsible for their guests or/and tenant while in the community. Ultimate responsibility, as provided by the covenants of UPHOA, rests with the owner.
 - Commercial fines are the responsibility of the Driver and the Company he represents. After 10 days all fines that are not paid in full will result in denying access to the Driver and his Company until they are paid.
 - Fines are subject to change at the discretion of the board.
 - All fines are subject to the UPHOA Collection Policy. The monetary fines are to be payable to the UPHOA within ten (10) days of issuance of the citation/violation and may be collected by the persons authorized to enforce under the section called "Enforcement" in the rules and regulation.
 - The UPHOA Board of Directors may suspend the resident's right to use all common properties and/or University Park amenities after any violations have not been rectified.
3. Failure to comply after the given number of days will result in the fines doubling after the 3rd offense.