

# TIMBERLAKE PLANTATION OWNERS ASSOCIATION, INC. (TPOA)

- CLUB POINTE
- FAIRWAY OAKS
- FAIRWAY RIDGE/OVERLOOK POINTE
- PLANTATION SUMMIT

## ARCHITECTURAL REVIEW BOARD (ARB)

### *POLICIES AND PROCEDURES MANUAL*

Timberlake Plantation  
Architectural Review Board  
P.O. Box 474  
Chapin, S.C. 29036

Dear Property Owners, Architects and Builders:

The Architectural Review Board was established to provide direction and control for the design continuity of Timberlake Plantation. The review process has been developed to assist you with home and site plans.

The primary focus of the review process is to review the exterior design of the building (colors, materials, scale, proportion, etc.) and their relation to your lot and to the lots and homes in that neighborhood. Another major focus will be the protection, where possible, of trees, including those over six (6) inches in diameter, as well as firs and dogwoods.

The review process is divided into the following steps:

1. A schematic drawing may be presented to the ARB prior to submittal of detailed architectural drawings for the purpose of determining style or design suitability only.
2. **APPROVAL** - Submit two (2) sets of plans, site plan and other information requested on the Application Form. The Board reviews the plans and approves them as submitted or requests that modifications be made. There may also be suggested changes and recommendations. Drawings must be approved by the ARB prior to construction.
3. **STAKEOUT** - The house, driveway and lot lines must be staked and strung out on the lot. Make an appointment for the stakeout to be reviewed and approved prior to commencing any clearing.
4. **FINAL APPROVAL** - Upon completion of all work, the house and property will be looked at by the ARB to insure that everything has been completed in accordance with approved plans and specifications.

Several points should be kept in mind during your planning:

1. All air conditioning condensers, swimming pool equipment, gas tanks, trash cans, etc. must be screened from view from all directions, not just the street.
2. If it should become necessary to make changes during construction, which affect the exterior appearance (including color changes), these must be approved prior to their installation.
3. Driveways must be paved.
4. Property Owners are responsible for all damage to roads and curbs by their respective contractor and his subs.
5. Building site work hours are defined and must be adhered to.

We hope to be as much help as possible to you and we look forward to working with you to make Timberlake Plantation a truly exceptional community.

Sincerely,

The Architectural Review Board  
Timberlake Plantation

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# **TIMBERLAKE PLANTATION ARCHITECTURAL REVIEW BOARD** **POLICIES AND PROCEDURES**

## **SECTION I – STATEMENT OF PRINCIPLES AND PURPOSE**

- 1.1** Timberlake Plantation has created a Master Plan to ensure the thoughtful and harmonious development of our community. A major criterion in our planning is the integration of immediate environment with our development. Man-made improvements should, as much as possible, blend with nature. The result will be a more aesthetically pleasing community in which to live.
- 1.2** The Declaration of Covenants, Conditions, Restrictions and Easements (Covenants) for Timberlake Plantation have been declared and recorded to assure that these objectives are achieved and to assure a continuity of development. Article VI of the Covenants establishes an Architectural Review Board (the “ARB”) and sets forth its jurisdiction, powers, obligations and the rules and regulations under which it will conduct its review of proposed improvements. Any statements contained in this document are to condense, amplify or clarify provisions of the Covenants. The terms used in this Document shall have the same meanings as those defined in the Covenants. In the event of a conflict, the Covenants’ provisions will prevail.
- 1.3** All applicants are urged to review carefully all provisions of the Covenants prior to submitting an application to the ARB.
- 1.4** The ARB has been established for the purpose of defining aesthetic standards of construction in Timberlake Plantation by examining and approving or disapproving any and all proposed improvements for a building site within Timberlake Plantation, including but not limited to: dwellings, garages, outbuildings or any other buildings, construction or installation of sidewalks, driveways, parking lots, mailboxes, decks, patios, courtyards, swimming pools, tennis courts, outdoor athletic equipment, greenhouses, playhouses, awnings, walls, fences, satellite dishes, docks, wharves, riprap, bulkheads, boat slips and lifts, exterior lights, any exterior addition or change, or alteration to existing structures, including, without limitation, painting or staining of any exterior surface. The ARB approval must be obtained for dredging and fill operations, shaping of land areas and drainage. Requests for tree removal (six inches in diameter measured at the height of four (4) feet above natural grade) must be marked with a ribbon, inspected and approved by a representative of the ARB before any work is started.

- 1.5** The ARB has the authority to grant variances and exceptions on a case-by-case basis taking into account the effect on building plans, general neighborhood considerations and adjacent property owners.

## **SECTION II – ADMINISTRATION OF THE ARB**

- 2.1** The Covenants establish the requirement for an ARB under the direction of the Board of Directors. The ARB shall consist of up to eight (8) [but not less than five (5)] members who must be property owners and residents, except for special non-voting consultants and the Association Secretary. Real estate agents/brokers, contractors/builders, or any member of TPOA who may have a conflict of interest shall be excluded from serving on the ARB. The Board of Directors must approve each member of the ARB.

- 2.1.1** The regular term of office for each member shall be two (2) years coinciding with the term of the ARB Chairperson. ARB members may serve more than one term. The Board of Directors may remove, with or without cause, any member of the ARB at any time by written notice to such appointee. A successor appointed to fill such vacancy shall serve the remainder of the term of the former member.
- 2.1.2** The Chairperson of the ARB shall be elected by the Membership-at-large for a two-year term and serve as a non-voting member of the Board of Directors. A Vice-Chairperson shall be elected by the ARB at the first meeting of a new term. In the Chairperson's absence, the Vice-Chairperson will preside over the meetings. The Association Secretary will serve as the ARB secretary in a non-voting capacity.
- 2.1.3** The ARB shall meet monthly, as well as upon call of the Chairperson. The ARB is authorized to retain the services of consulting architects, landscape architects, urban designers, engineers, inspectors and/or attorneys in order to advise and assist the ARB in performing its functions set forth herein.

## **SECTION III – PLAN SUBMISSION PROCEDURES**

### **3.1 Schematic Presentation/Architectural Renderings**

**3.1.1** At the discretion of the applicant, an artist's rendition or a schematic rendering of a proposed improvement may be submitted to the ARB in order to determine the suitability of a particular style or design for construction in Timberlake Plantation. The ARB will render a preliminary opinion as to whether or not a particular design would be acceptable. Because an artistic rendering is not always an accurate depiction of a design scheme, the ARB's opinion will be strictly non-binding and will be offered only in an effort to save an applicant's time and expense in pursuing a design that would ultimately be disapproved.

### **3.2 Submission**

Two (2) sets of all plans must be submitted along with two (2) completed Application Forms, which will be provided to the applicant by an ARB member.

**3.2.1** Plans must be submitted at least fourteen (14) days prior to the scheduled ARB meeting to allow the ARB enough time for a thorough review.

**3.2.2** Plans must be submitted to an ARB member.

**3.2.3** Plans will be time dated as to the time and day of receipt.

### **3.3 Construction Plans**

**3.3.1** Plans in complete form with all required information must be submitted in order to gain approval to commence any construction on a building site, including removal of trees with a diameter greater than six (6) inches at four (4) feet above natural grade. Required information includes:

- a.** Registered surveyor's survey of existing property;
- b.** Boundary string out of property;
- c.** Site Plan: All plans should be submitted in consistent scale. Site plans must depict: (i) access street(s), walkway(s), driveway(s) and other exterior improvements; (ii) grading drainage plan; (iii) culvert(s); (iv) foundation plan if other than slab on grade; (v) exterior lighting plan; (vi) air conditioning, heating, swimming pool equipment and/or service yard enclosures must be screened from view on all sides; (vii) site plan to scale indicating all structures and other improvements to be included in the scheme; (viii) location and identification of special features, (i.e., drainage ditch, easements, adjacent structures, golf course fairways, tennis courts, etc.); and

- d. At the time of submission of plans, the applicant shall have laid out the structure with string and posts. Additionally, all trees, six (6) inches or greater in diameter at four (4) feet above natural grade that are to be retained shall be marked with tape. An on-site review will then be made by the person(s) designated by the ARB and a report filed with the application by such designee(s) prior to final consideration for approval by the ARB.

**3.3.2 Architectural drawings must include the following:**

- a. Total enclosed heated/air conditioned square footage (stated by floor in case of a multi-floored residence);
- b. Floor plans including an exact computation of the square footage of each floor;
- c. Elevation drawings of all sides indicating existing grade, fill and finished floor level and including treatment of building from grade to floor in elevated buildings; and
- d. Detailed drawings of typical wall section, patio wall section, if applicable, and other features desirable for clarification, exterior walls, screens, pools, etc.

**3.3.3** Samples of exterior materials and colors must be submitted at the time construction plans are submitted to the ARB.

**3.3.4** Landscaping plans must show all house foundation plantings, lawn areas, pine straw areas, shrubbery beds and natural areas for the entire lot.

**3.4 Builder**

**3.4.1** Builder must be approved by ARB builders' list. He/she must submit Certificate of Insurance, Financial Statement and three (3) references of recently completed building projects.

**3.5 Complete Submission**

**3.5.1** Any submission that does not include complete information as required by this Section III will be rejected.

**SECTION IV – ARB MEETINGS**

**4.1** The ARB will conduct regular monthly meetings. The date, time and location should be chosen at the initial meeting each year.

**4.2** The ARB may conduct special meetings upon three (3) days notification by the Chairperson of the date, time and place of the meeting.



- 4.3 The 14 days advance submission requirement may be waived for plans submitted to special meetings, upon the approval of the Chairperson.
- 4.4 A quorum requirement will have been met if a majority of the ARB is in attendance at any regular or special meeting.
- 4.5 Resolutions, approvals and disapprovals of the ARB may be passed only upon majority vote of those present as long as the quorum requirement has been met.
  - 4.5.1 For the purpose of passing a resolution, the Chairperson may propose resolutions and vote on any resolution. Each ARB Member shall be entitled to cast one (1) vote except for the Chairperson, who may cast an additional vote only in the event of a tie.
  - 4.5.2 All decisions of the ARB will be final unless appealed pursuant to the appeals procedures set forth in Section X hereof.
  - 4.5.3 Applicants will be notified in writing of all decisions of the ARB. Oral representations of any decision will not be valid and will not represent the decisions of the ARB.
  - 4.5.4 Applicants may have returned to them a copy of plans reviewed by the ARB with appropriate markings to amplify ARB comments or recommendations. Markings on plans so received will not bind the ARB to any design indicated thereon but are offered only as advisory comments.
  - 4.5.5 One (1) set of plans and landscape plans received by the ARB will be retained as part of a permanent record for three years after construction completion.
  - 4.5.6 Special visual aids, such as models, slides, etc. may be reclaimed by the applicant.

## **SECTION V – STANDARDS OF DESIGN AND CONSTRUCTION**

### **5.1 Building Heights**

- 5.1.1 No structure shall be constructed within a Single Family Area, which has a height exceeding **forty-five (45)** feet above the elevation of the finished surface of the first floor of such dwelling.

### **5.2 Minimums**

- 5.2.1 All one-story homes shall have a minimum of two thousand (2,000) heated square feet (hsf) of living space. Two story homes shall have a minimum of sixteen hundred (1,600) heated square feet on the first floor and a minimum of two thousand (2,000) heated square feet for the main

building structure. The 2,000 heated square feet minimum does not include the room over the garage.

- 5.2.2 No open garages or carports are permitted. All homes, with one exception, will have at least a two-car garage. The one exception could be for Fairway Ridge homes. If the lot size cannot accommodate a two-car garage, a one-car garage will be permitted.
- 5.2.3 Fairway Ridge Patio Homes must have a minimum of 2000 heated square feet (hsf) with a minimum of 1600 hsf on the ground floor (main floor), and the finished room over the garage (FROG) may be included to attain the required 2000 hsf.
- 5.2.4 If any lots in Fairway Ridge are determined to be too small to accommodate the requirements in 5.2.3 above, a variance will be considered if the heated square footage of the proposed home is maximized to the building lot. [This is a reiteration of Section I – Statement of Principles and Purpose – 1.5, the ARB has the authority to grant variances and exceptions on a case-by-case basis taking into account the effect on building plans, general neighborhood considerations, and adjacent property owners.]
- 5.2.5 Brick homes must have an eight-inch frieze board with crown molding or an element of equal architectural weight.

### 5.3 **Flood Requirements**

- 5.3.1 All residential structures constructed on a lot shall: (i) have as a minimum first floor elevation the level of the 100-year flood as designated on official Lexington County Flood Plain maps on file with the Lexington County Planning Commission and (ii) be designed and constructed in compliance with the requirements of the Lexington County Building Code related to construction in flood hazard areas.

### 5.4 **Service Yards**

- 5.4.1 Each homeowner shall provide visually screened barriers to serve as service yards, in which garbage receptacles, fuel tanks, gas and electric meters, swimming pool equipment, and air conditioning equipment, must be placed or stored in order to conceal them from view in all directions including from roads, adjacent properties, lake and golf course. Any such visual barrier shall be four (4) to six (6) feet high and may consist of either fencing or landscaping and plantings. Landscape material must be of a sufficient height at the time of installation so as to effectively screen such areas.

## 5.5 Building Setbacks

5.5.1 No vertical construction greater than **eighteen (18) inches** in height above finished/final grade will be permitted within building setback areas so designated on recorded plats. The ARB may grant a variance to the imposed setback restrictions based on careful consideration of all aspects of a building plan and the integration of improvements proposed with a particular building lot, adjacent lots and with consent of adjacent property owners.

5.5.2 The following table provides required setbacks by Neighborhood.

	<b>FAIRWAY OAKS</b>	<b>CLUB POINTE</b>	<b>PLANTATION SUMMIT</b>	<b>FAIRWAY RIDGE</b>
SEWER EASEMENT	15 feet	15 feet	15 feet	*
FRONT YARD	35 feet	32½ feet	32½ feet	*
SIDE YARDS	10 feet	10 feet	10 feet	*
BACK YARD	20 feet	30 feet	30 feet	*
SURVEY PINS FROM ROAD	10 feet	10 feet	10 feet	*
FROM ROAD RIGHT OF WAY	25 feet	22½ feet	22½ feet	*
FROM SURVEY PINS	25 feet	22½ feet	22½ feet	*
DRIVEWAY (MINIMUM)	5 feet	5 feet	5 feet	*

\* Note: For Fairway Ridge see 5.5.3 below.

5.5.3 Fairway Ridge Patio Homes will conform to the Lexington County setbacks:

- Front yard 20 feet from front property line
- Back yard 10 feet from back property line
- Side yards\*\* Can be zero (0) feet from side property lines

\*\* If structures are three feet or less from the side property line, the use of firewalls (constructed to Lexington County Code and Standards) are mandatory.

5.5.4 Fairway Ridge Patio Homes must be constructed with gutters, downspouts, and French drains to control water runoff.

## 5.6 Exterior Appearance

5.6.1 No chain link fences shall be permitted within Timberlake Plantation, except with regard to certain maintenance areas within the Common Areas as specifically approved by the ARB. Further, foil or other reflective materials shall not be used on any windows for sunscreens, blinds, shades or other purpose, nor shall any window-mounted heating or air conditioning units be permitted. Outside clothes lines or other outside

facilities for drying or airing clothing are specifically prohibited and shall not be erected, placed or maintained, nor shall any clothing, rugs or other items be hung on any railing, fence, hedge or wall.

## **5.7 Building Materials**

**5.7.1** No plastic or aluminum siding may be used on outside construction except on cornices or minor accessory areas.

**5.7.2** All exposed foundations shall have a brick or stucco finish.

**5.7.3** Timberlake Plantation Covenants and approvals by the ARB required for site built structures shall also apply to modular structures.

- Modular building units bearing evidence of approval shall be acceptable to the ARB as meeting the requirements of Chapter 43, the South Carolina Modular Buildings Construction Act and shall be considered an accepted equivalent to a site-built structure as meeting the requirements of safety to life, health, and property imposed by any ordinance of any local government if the units are erected or installed in accordance with all conditions of the approval. The local requirements and rules enacted by the Timberlake Plantation Covenants and/or the ARB must be reasonable and uniformly applied and enforced without any distinction as to whether a building is a modular or constructed on site in a conventional manner.
- As with conventionally built homes, the ARB shall act on aesthetics and/or visual architectural compatibility of the proposed home with the neighborhood.

**5.7.4** A “manufactured home” is not a modular building, is not approved, and shall not be considered by the ARB. “Manufactured homes”, mobile homes, recreational vehicles of any type, or any part of these examples, shall not be permitted to be incorporated into any home site (lot) within Timberlake Plantation.

## **5.8 Landscaping**

**5.8.1** A **preliminary landscaping plan** is to be submitted to the ARB Board at the **same time** the house plans are submitted. Approval for preliminary landscape plans will be granted by the ARB in accordance with the provisions of Article VII of the Covenants and **ALL** of the specifications as outlined in this section.

- 5.8.2 A final landscaping plan** and \$500 landscaping compliance deposit is due 30 days **before** the estimated completion date of the house structure. It is the responsibility of the homeowner/builder to make certain that the landscaping plans adhere to the specifications as outlined in this section. ARB approval of the landscaping plan will also be determined by the plan's adherence to these provisions. Any changes in the final landscaping plan must be submitted to the ARB Board for approval **prior** to implementation.
- 5.8.3** The final landscaping plan must be completely implemented (within 90 days)(120 days) of the completion date of the house as determined by the ARB Board at which time the homeowner/builder must submit copies of all landscaping invoices to assure compliance with the final landscaping plan.
- 5.8.4** Failure to comply with these requirements (may)(will) result in a forfeiture of the \$500 landscaping compliance deposit and the \$1,000 builder's compliance deposit and the project may be subject to ongoing fines. If the landscape work does not comply with the final landscape plan and is not completed (in a timely manner)(within the 90/120 day time frame) the work may be completed by the ARB and billed to the builder/homeowner/landscaper plus the landscaping and building compliance deposits will be forfeited.
- 5.8.5** That area of lots within **thirty (30) feet** of the golf course property must be landscaped in general conformity with the overall landscaping plan of such golf course.
- 5.8.6** No tree or shrubbery plantings, which could obstruct light flow from a street light (SCE&G), shall be placed within a 15-foot radius of a street light pole.
- 5.8.7** No hedge or shrubbery planting, which obstructs sight-lines at elevations between two (2) and six (6) feet above streets and roadways within Timberlake Plantation, shall be placed or permitted to remain on any lot within the triangular area formed by the street property lines and a line connecting such lines at points **fifteen (15) feet** from the intersection of the street lines, or, in the case of a rounded property corner, from the intersection of the extended street property lines. The same sight-line limitations shall apply to any lot within ten (10) feet from the intersection of a street property at the line with the edge of a driveway.

**5.8.8** The following is a schedule of minimal plant sizes for foundation plantings; shrubbery beds; tree plantings; etc.:

- a) Outside corners ..... 15 gallon
- b) Inside corners ..... 7 gallon;
- c) Straight-line foundation plantings (between corners) ..... 3 gallon;
- d) Added trees (no other large trees on property) ..... 2" caliber; e) Perennials/ground cover ..... 1 gallon;
- f) Accent trees (dogwood; crepe myrtle; etc.) to be planted when there are established/existing tree on the property..... 7 to 10 gallon.

**5.8.9** All landscaping of lots and dwellings must be completed within ninety (90) days of occupancy.

**5.8.10** Trash containers, HVAC equipment and outdoor pool equipment are to be shielded from view on all sides. Plantings may be used for this purpose but must be of a sufficient size to shield these items from view at the time the landscape plan is implemented and may require a plant larger than outlined in section 5.8.11

**5.9 Horizontal And Vertical Improvements**

**5.9.1** Any horizontal or vertical improvement of a permanent structure more than 18 inches above finished/final grade must be approved by the ARB.

**5.9.2** Horizontal improvements may not be placed closer than **five (5) feet** to any property line, except for approved driveway entrances and exits.

**5.9.3** All driveways shall be paved with materials and according to specifications specifically approved by the ARB.

**5.10 Signs**

**5.10.1** Signs may only be placed on the lot in a form, size and location designated by the ARB

**5.10.2** Signs may not be placed on any lot, which constitutes advertisements of any kind, unless expressly approved by the ARB with the exception of Section 5.10.3.

**5.10.3** Contractor signs may only be placed on a building lot after receipt of ARB approval to commence construction. Signs may indicate the name of the contractor and architect provided that such information is contained on the same sign face.

**5.10.4** Signs may be placed on a lot **fifteen (15) feet** recessed from the front line along the mid-line of the lot (half the distance between the side property lines).

**5.10.5** Only one sign may be placed on a lot. No sign will be permitted on sides facing golf courses or waterways.

**5.10.6** Signs shall be single-faced only and must be placed with the sign face parallel to the roadway.

**5.10.7** Signs must be removed promptly upon completion of construction.

**5.10.8** Subcontractors, including landscaping firms, will not be permitted to place their signs on a building site.

**5.10.9** Signs not complying with the provisions of this Section V may be removed and disposed of by the ARB with **five (5) days** written final notice to the owner.

#### **5.11 Portable Outdoor Toilet Facilities**

**5.11.1** Portable outdoor toilet facilities must be provided during construction only. They may not be placed prior to final construction approval of the ARB and must be removed promptly upon completion of construction.

**5.11.2** Facilities may be placed only in a location approved by the ARB.

**5.11.3** Effluent removed from the facilities may not be disposed of in the Timberlake Plantation sanitary sewer system.

#### **5.12 Architectural Standards**

**5.12.1** All construction must comply with aesthetic standards as established by the ARB.

#### **5.13 Care of Specimen Trees During Construction**

**5.13.1** All specimen trees, as designated by the ARB, will be protected from damage during construction.

**5.13.2** Batter boards will be erected and maintained around each tree so designated by the ARB

**5.13.3** Excavations and installation of underground utilities will be performed in such a manner as to avoid damaging the root system of specimen trees.

**5.14 Garden Walls and Fences**

**5.14.1** Garden walls and fences must be approved by the ARB. Fences of any type, other than service yard enclosures, are discouraged. Walls must conform to the overall landscaping of the lot.

**5.15 Mail, Newspaper and Information Boxes**

**5.15.1** Mail, newspaper and information boxes must conform to size, style and color of existing mailboxes and information boxes. ARB-supplied construction specifications are provided on page 38 of this document. Mailboxes must be maintained in good condition (construction/pai

**5.16 Work Hours and Conditions**

**5.16.1** Work may be performed during the following hours:

Monday - Friday.....7:00 AM - 7:00 PM

Saturday.....8:00 AM - 5:00 PM.

Work is not permitted on Sundays or Holidays.

**5.16.2** Official holidays for non-work are: New Years Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Veterans Day, and Christmas Day.

**5.16.3** Offensive noise or behavior such as loud radios will not be permitted.

**5.17 Nameplates**

**5.17.1** Nameplates will be permitted to be mounted on the ARB approved mailbox only. Nameplates shall, in all manners, comply with the ARB specifications for nameplates.

**5.17.2** Nameplates will not be installed, other than as provided herein.

**5.18 Satellite Dishes**

**5.18.1** The ARB must approve the location of satellite dishes, which must be no more than **twenty (20) inches** in diameter. The typical installation could be on the roof of the house (see page 37 of this document).

**5.19 Trash and Debris**

**5.19.1** Trash and debris on building sites shall be kept to a minimum and shall not become a nuisance to adjacent property owners.

**5.19.2** An effective trash container must be in place during the entire construction period. The only acceptable and effective trash container is a conventional Dumpster. These Dumpsters must be monitored regularly and emptied (replaced) as required.



**5.19.3** Silt fencing must be installed and maintained during the construction period to provide off-site erosion and sedimentation control, curbside and/or lakeside.

**5.19.4** Gravel may be required based on lot conditions. The need for this will be determined by the ARB and so noted on the returned Application Form.

**5.20 Burning or Fires**

**5.20.1** Fires, to include burn barrels, are not permitted without SC DHEC approval and permit. If approved by SC DHEC, small contained fires are allowed but must be controlled at all times and extinguished when crews leave for the day.

**5.21 Minor Improvements to House and Lot**

**5.21.1** Minor improvements and changes to house or yard (shutters, flagpoles etc.) can be approved by the ARB Chairperson without a vote of the total ARB. No application fee is required.

## SECTION VI – FINES

**6.1** All applicants will prepay one thousand dollars (\$1000) to be used to compensate the ARB for any fines levied. All monies remaining (not fined) will be refunded upon completion of all work and Final Approval by the ARB.

**6.2** The following table lists the fines that will be applied for stated violations.

<b><u>VIOLATION</u></b>	<b><u>FINES</u></b>
1. No silt fencing/improperly maintained at construction site	\$100.00 1 <sup>st</sup> Violation. After 5 working days, \$30.00 per day until installed *
2. No gravel/improperly maintained at construction site	\$100.00 1 <sup>st</sup> Violation. After 5 working days, \$30.00 per day until installed *
3. No trash container on site at commencement of/during construction	\$100.00 1 <sup>st</sup> Violation. After 5 working days, \$30.00 per day until installed *
4. No portable toilet on site at commencement of/during construction	\$100.00 1 <sup>st</sup> Violation. After 5 working days, \$30.00 per day until installed *
5. Unsightly lot or debris not picked up on lot or roadway	\$100.00 1 <sup>st</sup> Violation. After 5 working days, \$30.00 per day until cleaned *
6. Fires (including burn barrels) without SC DHEC approval & permit	\$500.00
7. Unattended fires	\$500.00
8. Obnoxious noises (loud radios, etc.) or obnoxious behavior	\$100.00 1 <sup>st</sup> Violation *
9. Working during non-approved hours	\$100.00 1 <sup>st</sup> Violation *
10. Incomplete landscaping 90 days after completion of construction	\$10.00 per day until completion
11. Failure to screen AC or trash holder from view on all sides	\$10.00 per day until completion
12. Incomplete construction after 12 month period	\$25.00 per day until completion
13. Failure to identify, mark and/or get ARB approval to remove trees (alive, diseased or dead)	\$100.00 per tree 1 <sup>st</sup> Violation

\* Second offense (same violation) - \$250.00\* Third offense (same violation) - \$500.00

## **SECTION VII – PAYMENT OF FEE**

- 7.1** The ARB has established a fee of **Six Hundred dollars (\$600.00)** for each plan submitted for review. The fee will be payable at the time of a first plan submission.
- 7.2** The fee may be increased or decreased from time to time at the sole discretion of the ARB.
- 7.3** If major modifications of an approved plan are submitted by applicant/owner, an additional fee of **Fifty dollars (\$50.00)** may be required by the ARB.

## **SECTION VIII – REVIEWS**

- 8.1** The ARB will periodically review the building site to ensure that all construction activity is in accordance with plans approved by the ARB.
- 8.2** Prior to any clearing, excavating or filling on a lot for construction, a string stakeout review must be performed as provided for in Section 3.3.1 (b&d).
- 8.3** Prior to placement of permanent improvements, e.g., footings, pilings, slabs, etc., applicant must receive/obtain a footing/foundation verification and approval. Concrete shall not be poured prior to this approval.
- 8.4** The ARB Building Permit must be displayed on the site, along with all other governmental permits.

## **SECTION IX – ENFORCEMENT OF THE COVENANTS**

- 9.1** The ARB will have the responsibility of enforcing all provisions of the Covenants as they pertain to the ARB.

## **SECTION X – APPEALS OF ARCHITECTURAL REVIEW BOARD DECISIONS**

- 10.1** An applicant receiving a negative decision from the ARB is advised to revise the plans in accordance with recommendations and resubmit them to the ARB for approval.
- 10.2** If the applicant is unable to comply with the requirements of the ARB, he/she may appeal the ARB's decision in writing and directed to the Board of Directors through the Chairperson of the ARB.

**10.2.1** The Board of Directors shall direct the ARB Chairperson to convene a

meeting of a Hearing Committee within **fifteen (15) days** of receipt of an appeal request.

**10.2.2** The Hearing Committee shall initially consist of three (3) members appointed by the ARB Chairperson, which shall not include current members of the ARB.

**10.2.3** The Hearing Committee may request consultation of other professionals, as it deems necessary.

**10.3** The Hearing Committee will conduct a review of the most recently disapproved plans of the applicant.

**10.3.1** The applicant will be given an opportunity to speak before the Hearing Committee, using whatever visual aids or consultants he/she feels appropriate.

**10.4** All Hearing Committee members must be present for a quorum. The majority vote of the Hearing Committee will carry a decision.

**10.5** All decisions of the Hearing Committee may be appealed to the Board of Directors by either party within 15 days of the Hearing Committee's decision. Appeal notice must be in writing to the Hearing Committee, the other party, and the Board of Directors. The Board of Directors shall consider the minutes of the Hearing Committee and report its decision as soon as possible but not longer than 45 days after receipt of the notice. The decision of the Board of Directors shall be final.

## **SECTION XI – CONTRACTOR DEPARTMENT**

**11.1** Section 8.09 of the Covenants prohibits noxious or offensive activities. Contractors, sub-contractors, material deliverymen and any other agent of the owner doing business in Timberlake Plantation will be required to conduct themselves accordingly.

**11.1.1** Timberlake Plantation security guards, if any, will have full authority to enforce provisions of this Section.

**11.2** Contractors may work only 7:00 A.M. – 7:00 P.M., Monday through Friday and 8:00 A.M. – 5:00 P.M. on Saturdays. No construction may be conducted on Sundays or holidays.

**11.2.1** Material deliverymen may make deliveries subject to the same provisions of Section 11.2 herein.

## **SECTION XII – AMENDMENT**

- 12.1** The foregoing policies and procedures may be amended at any time by majority vote of the ARB at a duly constituted meeting. No prior notices or announcements shall be required to amend these policies and procedures.
- 12.2** All amendments must be approved by the Board of Directors and incorporated into this document.
- 12.3** Any preliminary or final plan, marked received, shall be subject to the rules and regulations applicable at that time.

## **SECTION XIII – SEVERABILITY**

- 13.1** This document shall not be rendered invalid or unenforceable should any of the provisions of this document or the application or effect thereof be invalid or unenforceable for any reason and to any extent. Those provisions, which are not invalid or unenforceable, shall be enforced to the greatest extent permitted by law.

**Timberlake Plantation Architectural  
Review Board  
P.O. Box 474 Chapin,  
SC 29036**

**Timberlake Plantation  
Site Planning Guides**

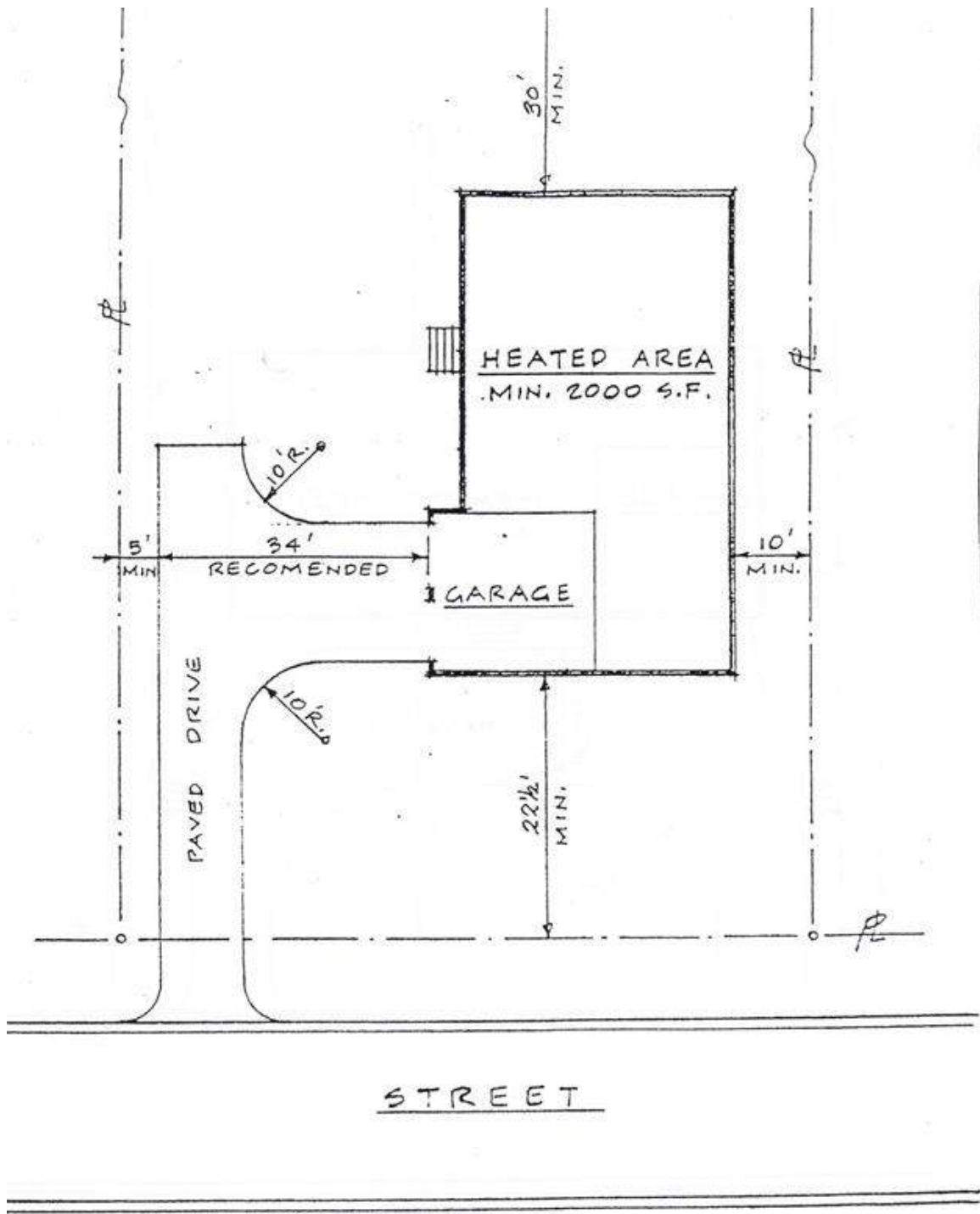
TO: Property Owners, Architects and Builders

In order to achieve the harmonious development desired, it is essential that each house be properly situated on its respective lot with careful consideration of the topography of the site, the existing trees and shrubs, the natural surface water drainage and other structures either constructed or to be constructed in the area.

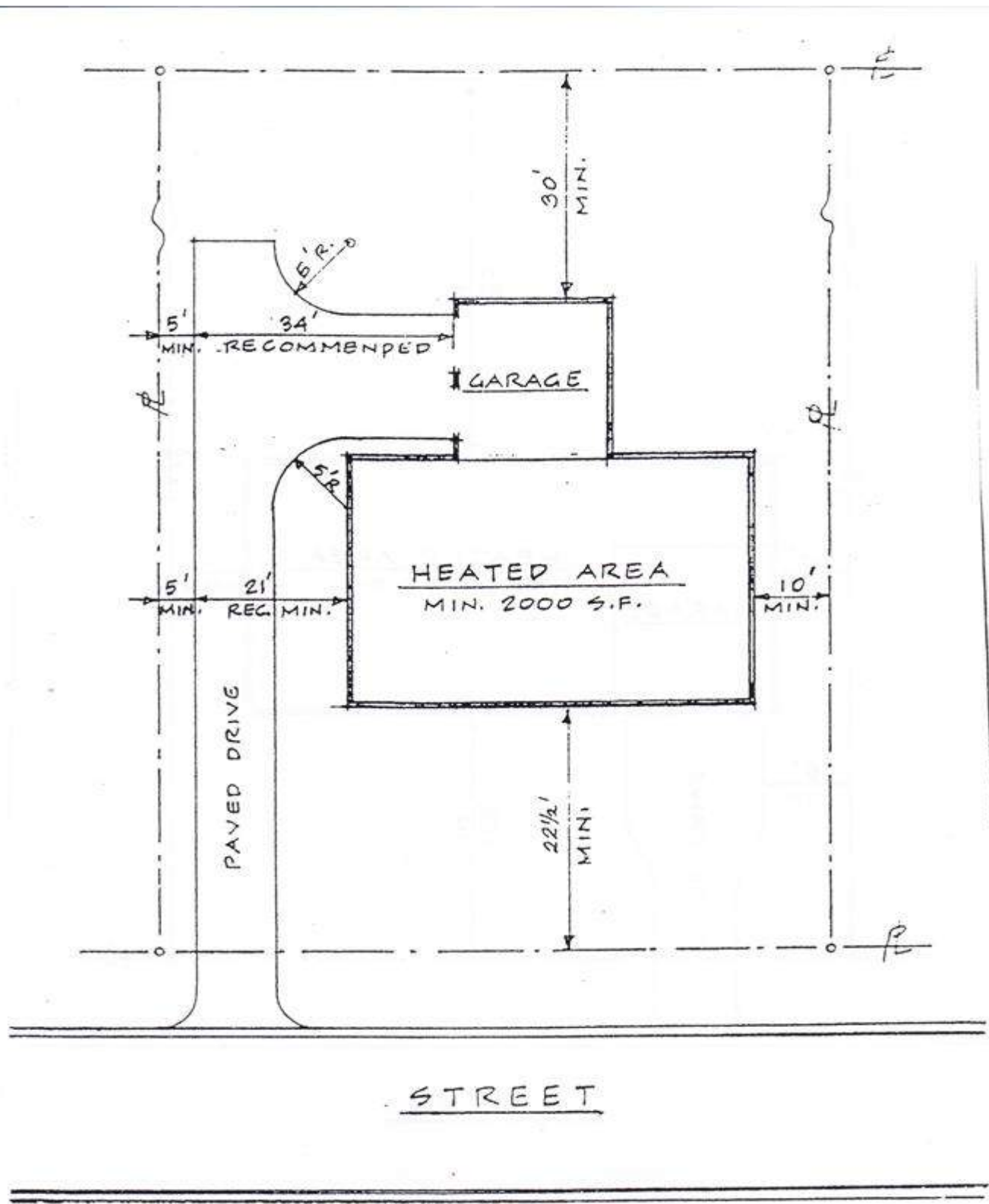
To assist you in setting your house, the Architectural Review Board has prepared some hypothetical site plans which illustrate graphically the setbacks which may be applicable to your particular situation and possibly prevent you from going to the expense of having plans drawn for a house that cannot be physically placed on your lot.

The ARB strongly recommends that you review the procedures outlined in Section III of this document, which covers submission of preliminary plans. A carefully developed site plan during the early stages of the planning process will prove to be invaluable.

Attached are five site plans, which may help you in placement of your house.

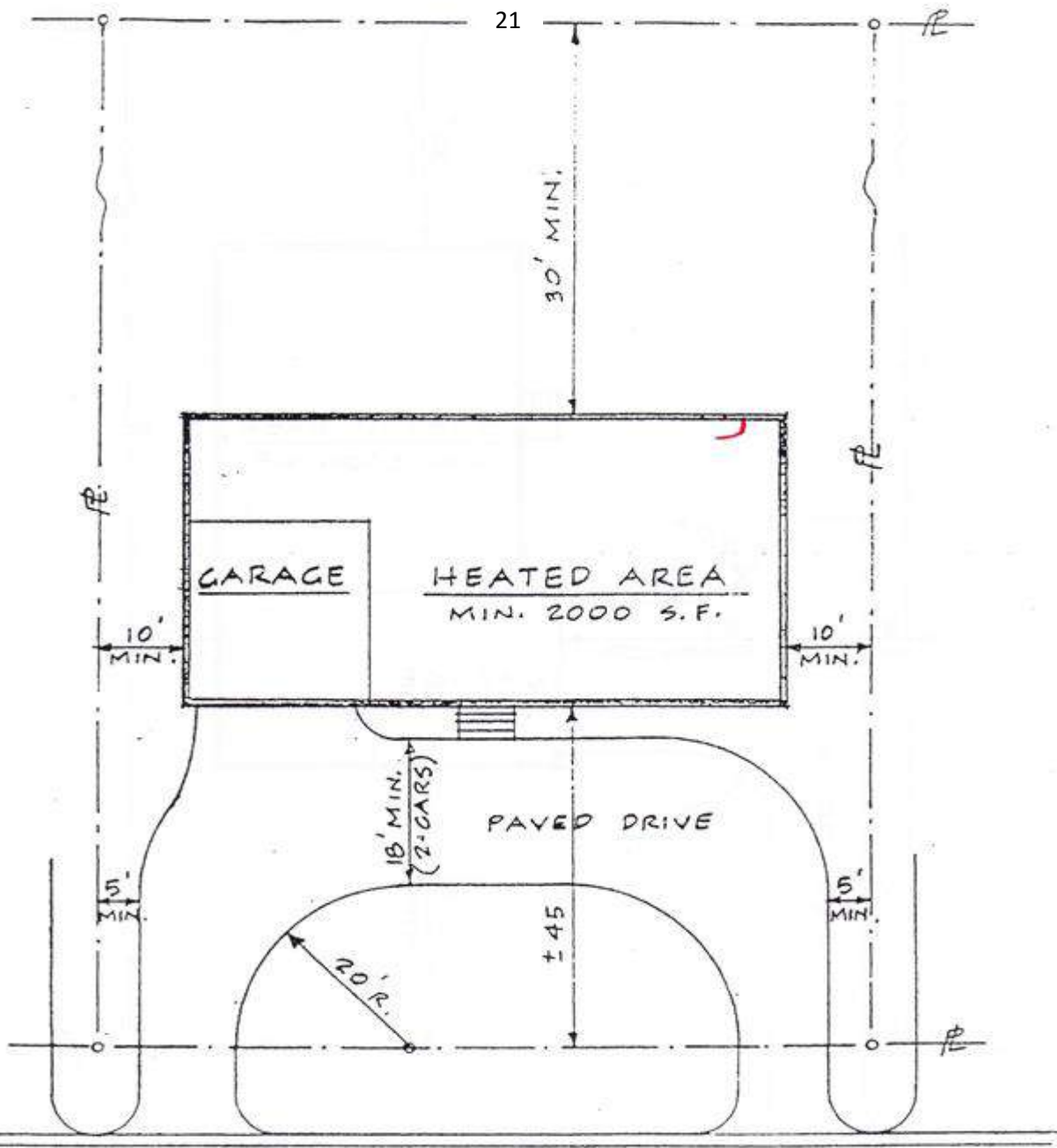


HOUSE WITH SIDE ENTRY GARAGE



HOUSE WITH SIDE ENTRY GARAGE AT REAR

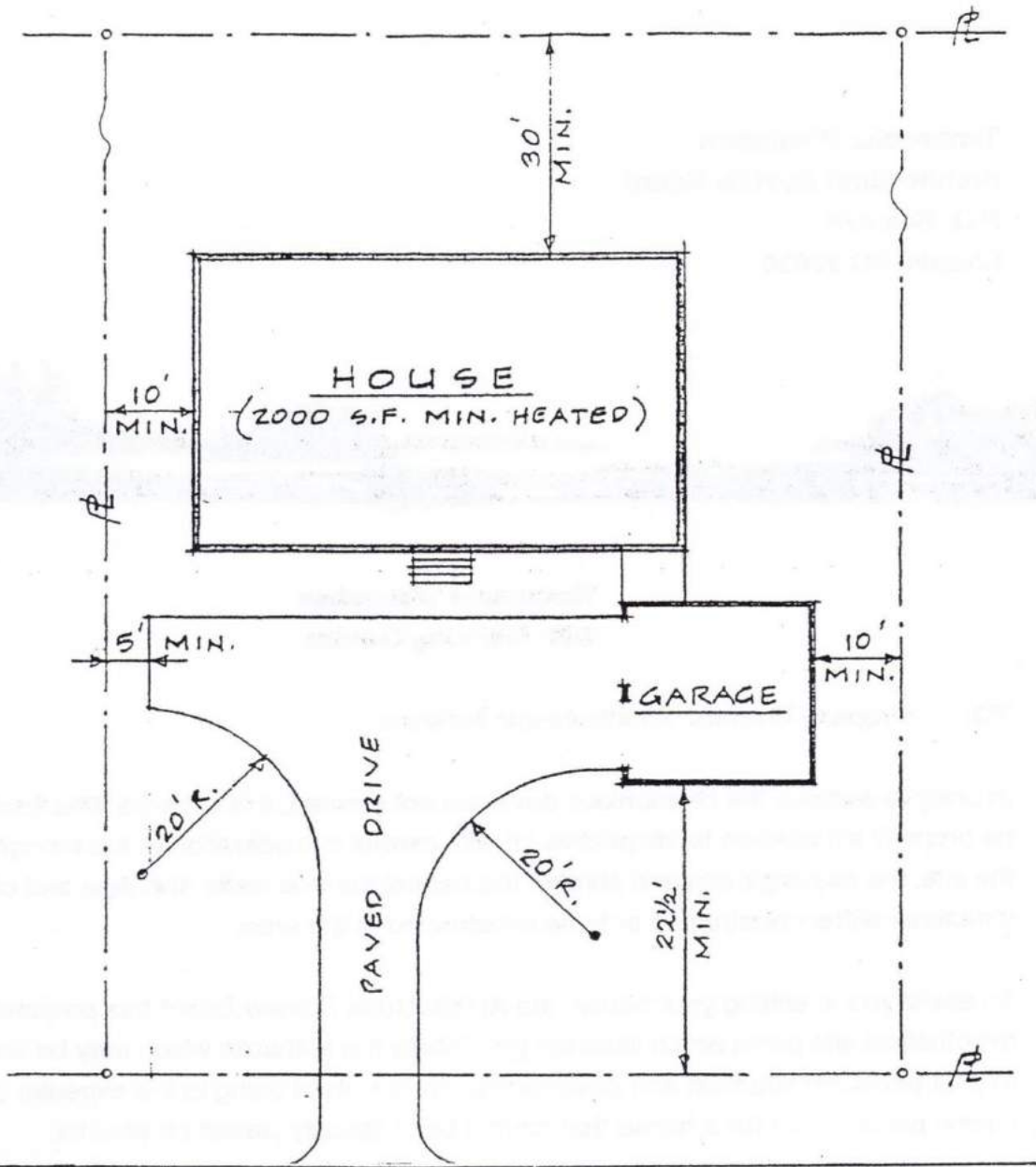




STREET

HOUSE WITH FRONT ENTRY GARAGE

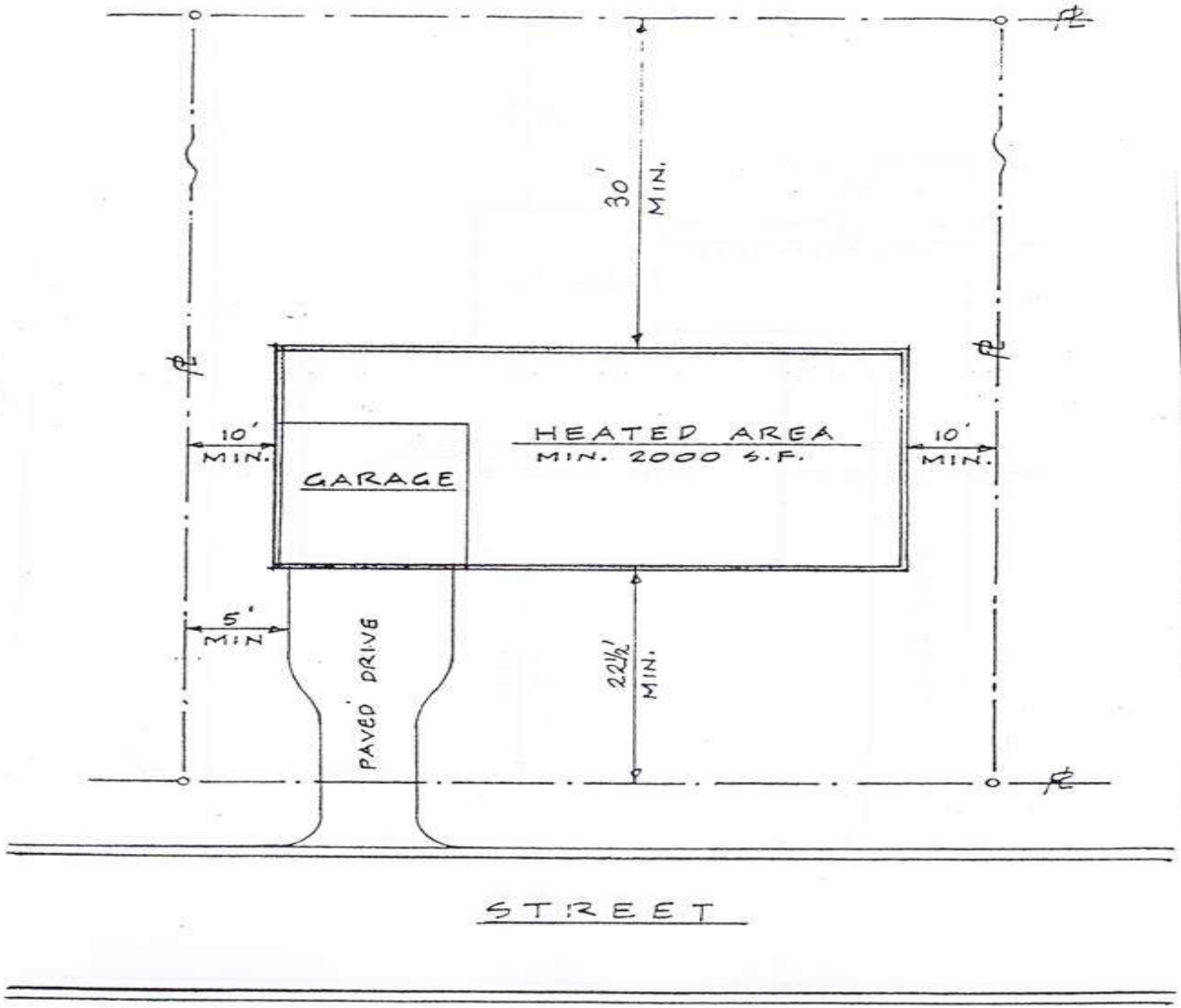
AND CIRCULAR DRIVE



STREET

HOUSE WITH SIDE ENTRY

GARAGE IN FRONT OF HOUSE



HOUSE WITH FRONT ENTRY GARAGE

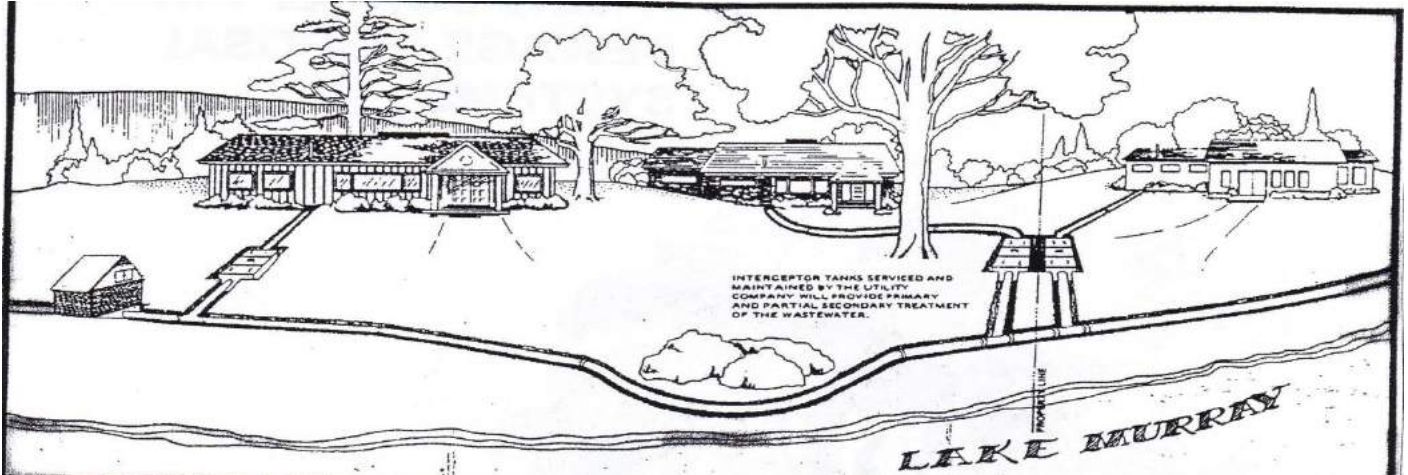
**A NEW CONCEPT IN  
SEWAGE DISPOSAL  
SYSTEMS**



**LETTS**



## LOW ENERGY TREATMENT & TRANSPORTATION SYSTEM



As you look at your prospective home site on Lake Murray, one of the features that will attract your attention is the abundance of trees. The reason these trees were able to be spared from the crush of bulldozers is due to a new concept in sewage systems, the Low Energy Treatment and Transportation System (LETTS) developed by LETTS, Inc.

You may ask what sewers and trees have in common? A lot! The new sewage system that will be installed to serve your home does not need a convoy of bulldozers trampling your ground and tearing up its natural environment to install the conventional clay pipe lines. The LETTS is installed with a minimum of heavy equipment, uses a minimum amount of energy and costs much less to install and to operate than traditional sewage systems. As a result, the LETTS has reduced the cost of providing public sewage systems to a level that allows the economic sale and development of property on Lake Murray.

Let's explain the LETTS:

Each house has its own interceptor tank, which will be the same size as an ordinary 1,025-gallon residential septic tank to remove solid wastes and grease. This tank is the final phase required in the construction of your sewage system and does not have to be installed until you are ready to build your home. Once you are ready to install the system, a representative from the Town of Chapin will supervise and certify its installation. No one but the Town of Chapin representative will be monitoring your sewage system.

Once your interceptor tank has been installed, the basic concepts of gravity and the use of low pressure lines will carry the discharge into the central sewage collection system. (Unlike the conventional sewage systems used at the lake, this discharge will not just run into a tile field and be left to form green slimy spots on your lawn). In developing this concept, LETTS, Inc., realized that the majority of the ground around Lake Murray is packed too tight to absorb it.

Once the discharge hits the central collection system, it's gone --forever. The main collection line along waterfront property follows the contour of the lake. Since clay pipe sewers have not been used, there will be no unsightly manholes along the lake. The interceptor tanks and collection lines for your property are located in designated utility easements along the boundaries of your lot -- not in the center of your yard. To keep water flowing from the collection lines to the treatment plant, which has been built away from the lake, small pump stations have already been built at certain locations along the lake.

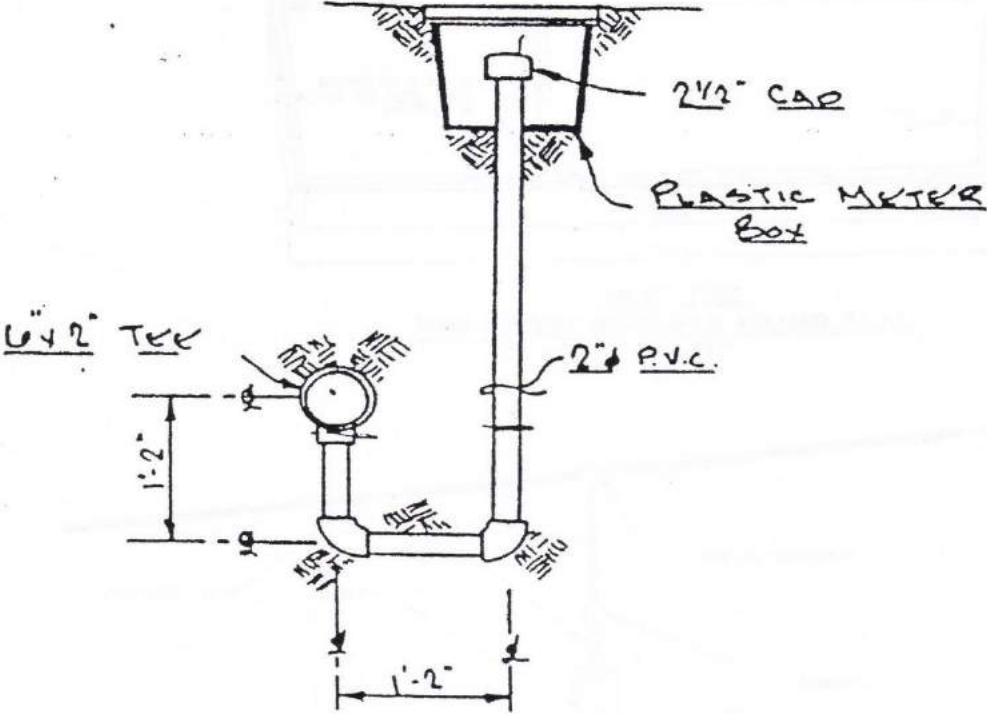
The LETTS will be operated by a bonded utility company approved to operate in this state by the Public Service Commission. This utility company will be completely responsible for the operation and maintenance of the system, including the pump stations. Maintenance will be minimal at the pump station, since no solid wastes or raw untreated wastewater will ever enter the system.

### **WHO TO CONTACT ABOUT THE LETTS INSTALLATION**

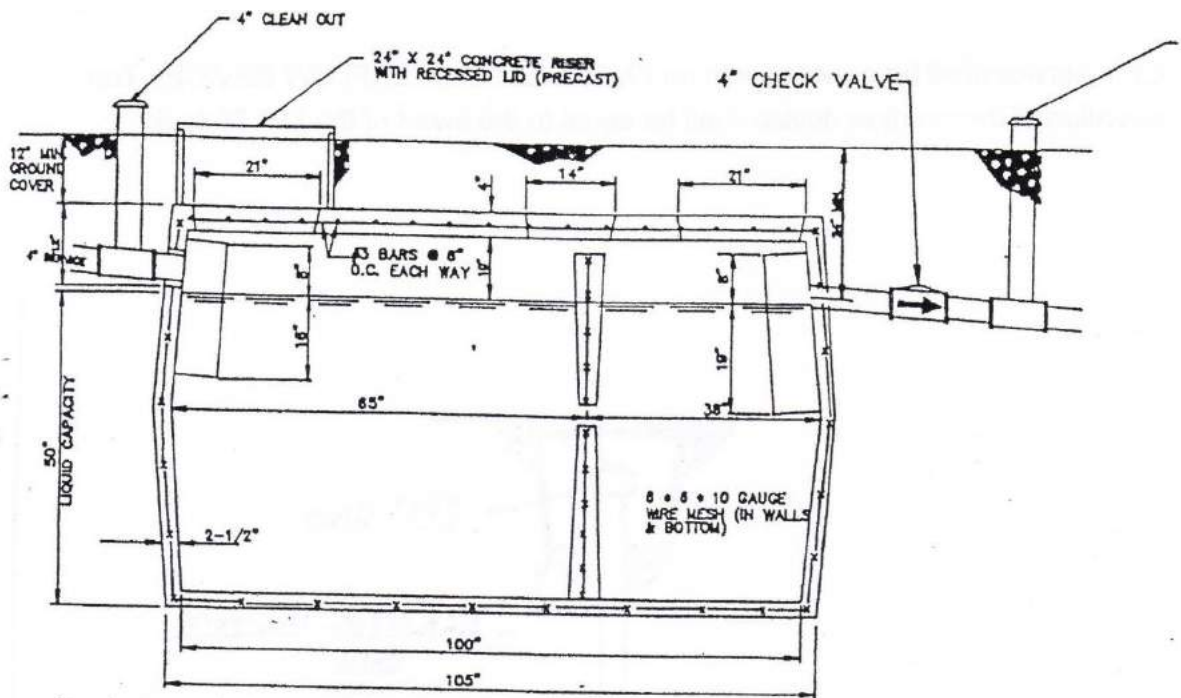
When you decide to build your home, an interceptor tank will need to be installed in the designated easement on your lot. The LETTS tank for this system must be purchased from an approved LETTS tank dealer. At the current time, (02/07), there are four approved LETTS tank dealers.

An inspection must be made by the Town of Chapin representative to satisfy the South Carolina Department of Health and Environmental Control (SC DHEC) as to the proper equipment and installation of your system. Please notify the Town of Chapin to set up an appointment for the inspection. Upon approval of your system, a letter will be sent to the utility company stating that your tank has assess inspection and that a meter can be issued.

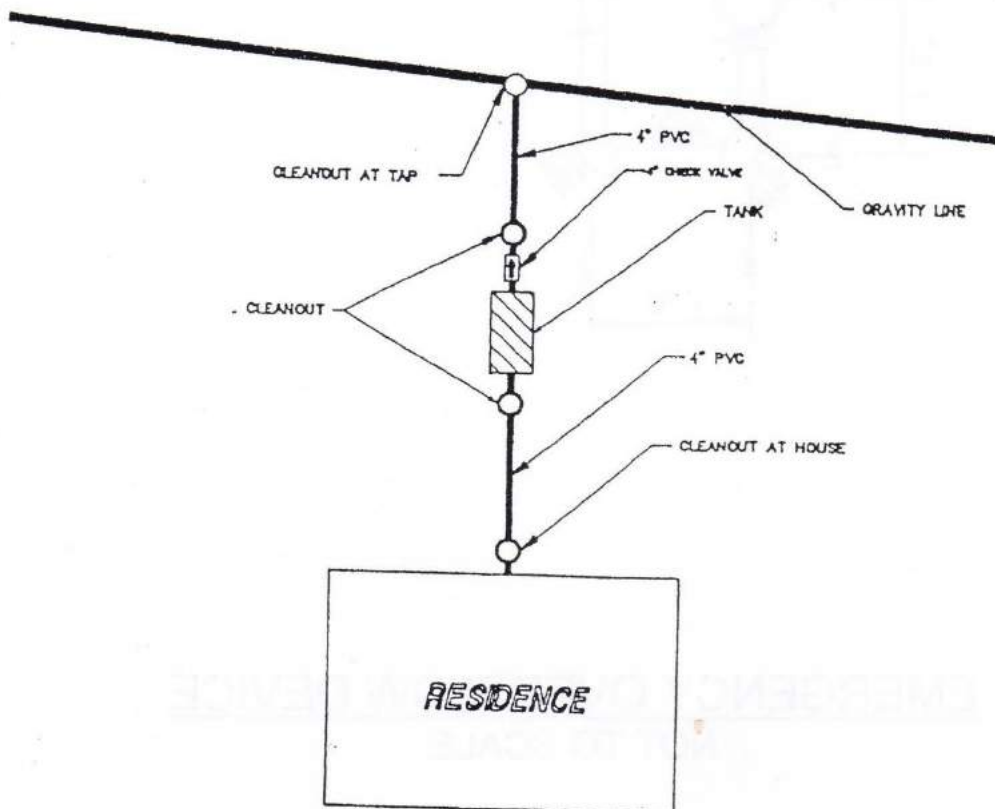
Each service shall be provided with an EMERGENCY OVERFLOW DEVICE. Top elevation of the overflow device shall be equal to the invert of the LETTS tank.



**EMERGENCY OVERFLOW DEVICE**  
**NOT TO SCALE**



SIDE VIEW  
 1,025 GALLON STANDARD SEPTIC TANK  
 N.T.S.





**TIMBERLAKE PLANTATION  
ARCHITECTURAL REVIEW BOARD**

**APPLICATION FORM**

**DATE:** \_\_\_\_\_

Please complete this Application Form and submit the following information for review by the Architectural Review Board if you plan to commence construction within ninety (90) days of ARB approval. **The completion and submission of this Application Form does not constitute approval. This Form must have the approval signature of the ARB and be dated before any activity or construction can commence.**

**LOCATION OF PROPERTY:** \_\_\_\_\_

**LOT NUMBER:** \_\_\_\_\_

**NAME OF PROPERTY OWNER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**NAME OF ARCHITECT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**NAME OF CONTRACTOR:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**ANTICIPATED START DATE:** \_\_\_\_\_

**COMPLETION DATE:** \_\_\_\_\_

**APPLICATION FEE (\$600.00):** \_\_\_\_\_

(To be paid at time of submission of application)

Fee includes an approved and installed mailbox/newspaper box.

**COMPLIANCE DEPOSIT (\$1000.00)** \_\_\_\_\_

(Must be received before construction/clearing begins)

**LANDSCAPE DEPOSIT(\$500.00)** \_\_\_\_\_

(90 days before completion)

**PROPERTY OWNERS SIGNATURE** \_\_\_\_\_

**BUILDER'S SIGNATURE** \_\_\_\_\_



**APPLICATION FORM (continued)**

1. Architectural Drawings (all information, building plans and elevation must be 1/4" = 1'). Elevations must show location of all exterior materials. Two sets required.
2. Site Plan (must include location of structure, detailing materials to be used, setbacks, location of specimen trees of 6" diameter or greater, utility connections, property lines and topographic elevations).
3. Driveway and walkway materials.
4. Air conditioning, swimming pool equipment, and trash can enclosure required. Show details and materials. **ALSO MUST BE SHOWN ON SITE PLAN.**
5. Landscape Plans (must show all house foundation plantings, lawn areas, pine straw areas, shrubbery beds and natural areas for entire lot).
6. A survey of existing property as registered with Lexington County.

**TOTAL HEATED SQUARE FOOTAGE (per floor)**

<b>1st Floor:</b>	_____
<b>2nd Floor:</b>	_____
<b>3rd Floor:</b>	_____
<b>FROG:</b>	_____
<b>Other:</b>	_____

**EXTERIOR MATERIALS, COLORS AND SELECTIONS**

(Please indicate specific manufacturer & color name or number)

**BRICK COLOR:** \_\_\_\_\_

**STUCCO COLOR:** \_\_\_\_\_

**SIDING TYPE AND COLOR:** \_\_\_\_\_

**SHINGLES:** \_\_\_\_\_

**WINDOW SASH COLOR:** \_\_\_\_\_

**TRIM COLOR:** \_\_\_\_\_

**SHUTTER COLOR:** \_\_\_\_\_

**OTHER (Please specify):** \_\_\_\_\_

Approval will be based on information supplied in or with application. This approval is limited to design criteria established by the ARB and should not be interpreted as approval of any variation from restrictions and conditions imposed on the Property Owner by contract, other provisions of the recorded Covenants, or any regulations and requirements of Lexington County.

Incomplete submission will cause delays in the approval process. Please make sure all required and specified materials are submitted.

Gravel is required (Crush and Run is not acceptable). Yes \_\_\_\_ No \_\_\_\_

**Builder Signature :** \_\_\_\_\_

**Building Project Approval:**

**ARB Member** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TIMBERLAKE PLANTATION  
ARCHITECTURAL REVIEW BOARD**

**APPLICATION FORM FOR MODIFICATION:**

- ADDITION
- SUN/SCREEN ROOM
- SWIMMING POOL
- OTHER

**DATE:** \_\_\_\_\_

Please complete this Application Form and submit the following information for review by the Architectural Review Board if you plan to commence construction within ninety (90) days of ARB approval. **The completion and submission of this Application Form does not constitute approval. This Form must have the approval signature of the ARB and be dated before any activity or construction can commence.**

**LOCATION OF PROPERTY:** \_\_\_\_\_

**LOT NUMBER:** \_\_\_\_\_

**NAME OF PROPERTY OWNER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**NAME OF ARCHITECT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**NAME OF CONTRACTOR:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**ANTICIPATED START DATE:** \_\_\_\_\_

**COMPLETION DATE:** \_\_\_\_\_

**APPLICATION FEE (\$50.00):** \_\_\_\_\_

(To be paid at time of submission of application)

**COMPLIANCE DEPOSIT (\$150.00):** \_\_\_\_\_

(Must be received before modification begins)

**Property Owners Signature** \_\_\_\_\_

**Builder Signature :** \_\_\_\_\_

**APPLICATION FORM FOR MODIFICATION (continued)**

1. Architectural Drawings (all information, building plans and elevation must be 1/4" = 1'). Elevations must show location of all exterior materials. Two sets required.
2. Site Plan (must include location of structure, detailing materials to be used, setbacks, location of specimen trees of 6" diameter or greater, utility connections, property lines and topographic elevations).
3. Driveway and walkway materials.
4. Air conditioning, swimming pool equipment, and trash can enclosure required. Show details and materials. **ALSO MUST BE SHOWN ON SITE PLAN.**
5. Landscape Plans (must show all new modification foundation plantings, lawn areas, pine straw areas, shrubbery beds and natural areas for all areas affected).
6. A survey of existing property as registered with Lexington County.

<b>Total Square Footage</b>	<b>Addition:</b> _____
<b>Total Square Footage</b>	<b>Sun/Screen Room:</b> _____
<b>Overall Size in Feet (Length &amp; Width)</b>	<b>Swimming Pool:</b> _____
<b>Pertinent Information (Size, Square Footage, Etc.)</b>	<b>Other:</b> _____

**EXTERIOR MATERIALS, COLORS AND SELECTIONS**  
(Please indicate specific manufacturer & color name or number)

**BRICK COLOR:** \_\_\_\_\_

**STUCCO COLOR:** \_\_\_\_\_

**SIDING TYPE AND COLOR:** \_\_\_\_\_

**SHINGLES:** \_\_\_\_\_

**WINDOW SASH COLOR:** \_\_\_\_\_

**TRIM COLOR:** \_\_\_\_\_

**SHUTTER COLOR:** \_\_\_\_\_

**OTHER (Please specify):** \_\_\_\_\_

Approval will be based on information supplied in or with application. This approval is limited to design criteria established by the ARB and should not be interpreted as approval of any variation from restrictions and conditions imposed on the Property Owner by contract, other provisions of the recorded covenants and restrictions, or any regulations and requirements of Lexington County.

**Incomplete submission will cause delays in the approval process. Please make sure all required and specified materials are submitted.**

**Builder Signature:** \_\_\_\_\_

**Building Project Approval:**

**ARB Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

TIMBERLAKE PLANTATION  
ARCHITECTURAL REVIEW BOARD  
HOMEOWNER REVIEW

NEIGHBORHOOD: \_\_\_\_\_ LOT NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

Your plans were reviewed by the ARB on: \_\_\_\_\_

- \_\_\_\_\_ 1. Approval of plans is granted.
- \_\_\_\_\_ 2. Plans are not approved because of insufficient or incomplete information. Resubmit completed plans with all required information.

Once plans have received approval, owner or builder must complete the following:

- \_\_\_\_\_ 1. Trees six (6) inches in diameter or more, to be **retained**, which are outside the perimeter/foot-print of the house, are to be marked before any clearing can begin.
- \_\_\_\_\_ 2. Stake and mark the property lines with string. Stake all corners of house including the garage and mark perimeter with string.
- \_\_\_\_\_ 3. After approval to this point, you may dig footings/foundations. **Before** pouring footings/foundation, you **must** get ARB verification and approval of all setbacks.

A copy of this form, together with approved plans and your application form will become a permanent record of the ARB. A copy must also be signed by the **OWNER** and the **BUILDER** and returned to the ARB within fourteen (14) days.

**COMMENTS:** \_\_\_\_\_

**OWNER(S):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BUILDER:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETE PROJECT APPROVAL:**

**Builder Signature :** \_\_\_\_\_

**ARB MEMBER:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## HOMEOWNER REVIEW (continued)

### GENERAL WORKING CONDITIONS TO BE MET BY BUILDER AND OWNER

1. If required by ARB, install silt fencing and gravel and maintain during construction period to provide off-site erosion and sedimentation control.
2. Provide dumpster type trash container during entire construction period and maintain site in neat and orderly condition at all times.
3. **Burning or fires are not permitted without SC DHEC approval and permit.** If approved by SC DHEC, small contained fires are allowed but must be controlled at all times and extinguished when crews leave for the day.
4. All contractors, sub-contractors and material delivery men must abide by the following:
  - a. **CONTRACTORS MAY WORK ONLY DURING THE FOLLOWING HOURS:**  
**MONDAY - FRIDAY.....7:00 AM - 7:00 PM**  
**SATURDAY.....8:00 AM - 5:00 PM**  
**NO WORK ON SUNDAYS OR HOLIDAYS**
  - b. **Offensive noise or behavior such as loud radios will not be permitted.**
5. Portable outdoor toilet facility must be provided throughout the entire construction period.
6. Contractor's signs must be no larger than 2' x 2'. Signs may indicate name of the contractor, architect and owner only. Signs shall be placed on lot 15' recessed from the front of lot and half the distance between the sides. **NO OTHER SIGNS WILL BE PERMITTED.**

The above requirements are meant to help maintain and perpetuate the quality and character of Timberlake Plantation. Therefore, it is essential they be met.

The ARB, for the good of all residents, will make every effort to enforce these requirements in addition to those not listed above but which are included in the ARB Policies and the TIMBERLAKE PLANTATION COVENANTS. Failure to abide by these requirements will result in fines to the homeowner and could result in liens being placed against the property, in accordance with Timberlake Plantation Covenants.

Timberlake Plantation  
Architectural Review Board  
Chapin, South Carolina

# BUILDING PERMIT

PERMIT NUMBER \_\_\_\_\_ LOT NUMBER \_\_\_\_\_

LOCATION \_\_\_\_\_

BUILDER \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

OWNER \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

DATE \_\_\_\_\_ ISSUED BY \_\_\_\_\_

## PERMITTED WORKING HOURS

MONDAY THROUGH FRIDAY 7:00 A.M. to 7:00 P.M.

SATURDAY 8:00 A.M. to 5:00 P.M.

**NO WORK PERMITTED ON SUNDAYS OR HOLIDAYS**

**NO FIRES WITHOUT SC DHEC APPROVAL AND PERMIT**



## **IN ORDER TO OBTAIN A PERMIT:**

1. Full Compliance with ARB policies and procedures and Lexington County Permit.
  - a. Preliminary plans approved
  - b. Preliminary stakeout of house, driveway, and lot lines and strung out on the lot. Lot to be brush-cleared and trees marked to be retained (saved). Get ARB approval and sign off.
  - c. Re-string lot lines, house, driveway, and batter boards.
  - d. After footings/foundations have been dug, notify ARB to come and verify set-backs. This is a must – ARB must verify set-backs prior to footings/foundations being poured. Then get ARB approval to begin construction; if all requirements are met, such as:
    - Dumpster
    - Portable toilet
    - Silt fencing
    - Gravel (Crush and Run not acceptable) – If required by ARB

Then ARB building permit will be given and posted on lot.

---

ARB REPRESENTATIVES must continue to “keep an eye on”/revisit and review construction in progress.

- a. Is the site kept clean?
- b. Is construction according to plans?
- c. Is the construction on time/schedule to be completed in one (1) year?

ARB Form SS

TIMBERLAKE PLANTATION

ARCHITECTURAL REVIEW BOARD

SATELLITE SYSTEM APPROVAL FORM

REQUEST FOR APPROVAL OF SITE FOR SATELLITE DISH

DATE \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SITE FOR SATELLITE DISH

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

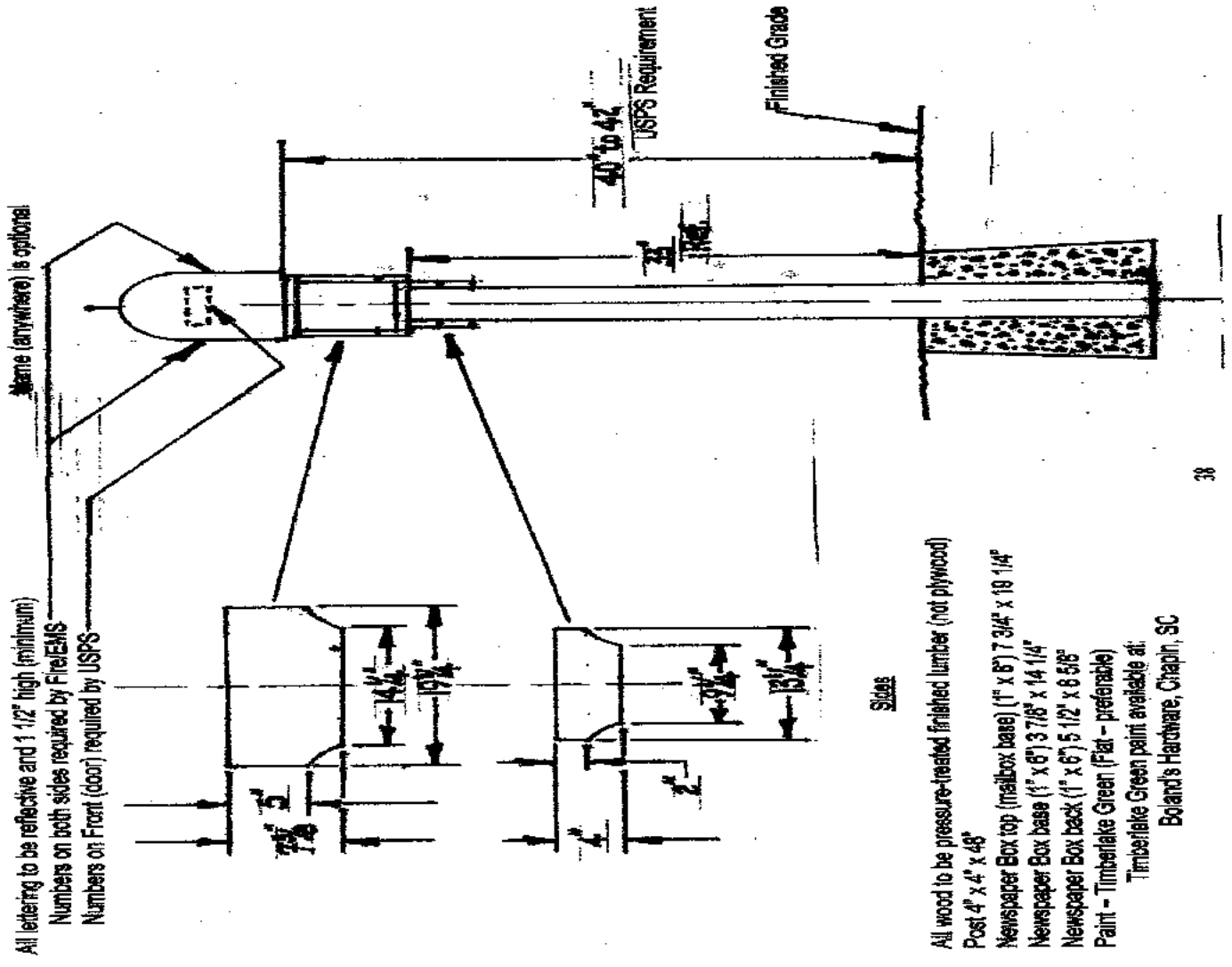
Approved by: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

# TIMBERLAKE MAILBOX/PAPER BOX

Mailbox Model No. 1 x 1 1/2

Called medium rural mailbox at Boland's Hardware in Chapin  
 Called large steel mailbox at Lowe's and Home Depot in Harbison area



- Sides
- All wood to be pressure-treated finished lumber (not plywood)
  - Post 4" x 4" x 48"
  - Newspaper Box top (mailbox base) (1" x 6") 7 3/4" x 19 1/4"
  - Newspaper Box base (1" x 6") 3 7/8" x 14 1/4"
  - Newspaper Box back (1" x 6") 5 1/2" x 8 5/8"
  - Paint - Timberlake Green (Flat - preferable)
  - Timberlake Green paint available at:  
 Boland's Hardware, Chapin, SC

**TIMBERLAKE PLANTATION OWNERS ASSOCIATION  
(TPOA)**

**ARCHITECTURAL REVIEW BOARD  
(ARB)**

**PROCEDURES AND GUIDELINES**

**FOR**

**DOCKS AND SHORELINE PROTECTION**

## I DOCKS

### A. General

The ARB (ARB) requires that anyone desiring to construct a dock at Timberlake Plantation to obtain ARB approval and permit prior to the start of construction. This permit is in addition to approvals required by SCE&G's Lake Murray Shoreline Management Program (Published 1/75, Last Revised 8/95).

### B. Policy

Anyone desiring to repair, replace, add to, or construct a dock must obtain SCE&G's Lake (Murray) Management Department approval before an ARB permit will be issued. The permit must be issued prior to the start of construction. Docks, whether fixed or floating, must not interfere with surface water activities of navigation and must be compatible with scenic values in the vicinity.

### C. General Requirements

A minimum lot width of 100 feet along the 360-foot contour is required before an individual residential dock application will be considered.

Applicants, with lots measuring less than 100 feet in width along the 360-foot contour, requesting a dock, will be required to construct common docks with an adjacent property owner(s). It is an applicant's responsibility to make arrangements with their neighbor(s) for common dock facilities. Common docks may accommodate up to five (5) individual lakefront property owners. A minimum distance of 100 feet is required between common docks and/or a common dock and an existing individual dock.

### D. Watercraft Limitations

No watercraft exceeding 30 feet in length will be permitted to be permanently docked at a residential or common dock. Watercraft exceeding 30' feet must be docked at a multi-use docking facility.

### E. Application Procedure for New Construction, Additions or Replacements

The property owner shall be required to apply to the ARB in writing and submit the following:

1. A completed application form (ARB Form DS 02/07) obtained from the ARB,
2. A site plan showing the location of the dock,

3. Detailed plans and profile drawings to include dimension and materials, and
4. A copy of the approved SCE&G Dock Permit for construction of the dock (fixed and/or floating) for/on the property described on the site plan.

F. Dock Specifications

1. Private docks, whether permanent (fixed) or floating, may be up to 450 square feet in overall size (surface area) and 75 feet in length, provided they do not interfere with navigation to adjoining property. In some locations, such as narrow coves, the maximum size may not be permitted. Floating docks attached to permanent (fixed) docks may be moved out as the water level recedes, provided they do not interfere with adjacent property owner's access.
2. Docks may be longer where conformity with existing structures would be practical and in cases where exceptions would be desirable due to curvature or slope of the shoreline. However, the effects on navigation and the aesthetic values of the surrounding area will control issuance of any variance.
3. All permanent docks must be built horizontally between the elevation of 360-foot and 362-foot contour.
4. Docks must be located a minimum of 15 feet from adjacent property lines and the projected extension should not cross the imaginary projected lot lines. (The projection of the imaginary property line is a management tool to assist SCE&G Lake Management representatives and ARB representatives and may be waived under certain circumstances.) The sideline limitation of 15 feet may be waived for common use docks. A copy of the written agreement between participating common dock property owners will be furnished to SCE&G and the ARB. (Copies of the form of agreement are available from SCE&G Lake Management Department.)
5. Covers on docks are not permissible unless the covered portion is located within 15 feet of the 360-foot contour. (See Sample Plan for slip cover roofline, page 48)
6. Handrails on docks are permissible, provided that the sides of the docks are not enclosed so as to obscure vision. Handrails can be used on both the fixed dock and the hinged ramp, but are restricted from use on the floating dock.
7. Overhead lighting is restricted. Lighting should be no higher than the handrails and there should be no exposed wiring, No lighting is permitted on the floating dock.

8. Only wooden benches will be permitted on the fixed dock. Attached benches and seats are restricted from use on the hinged ramp and the floating dock. Attached wooden dock boxes are allowed only on the fixed dock.
9. Sinks, toilets, showers, etc., or any type of equipment or construction which will create or cause any liquid or solid waste to be discharged into the waters of the lake will not be permitted.
10. Boathouses are prohibited. Open style slip coverings are restricted but may be permitted where the ARB deems acceptable. Boat covers are restricted from use in some cove areas. They will be restricted where they would impact the aesthetic value of the surrounding property, the view corridor of adjacent lots, the navigability of the surrounding water, or other considerations.
11. Houseboats used for habitation may not be permanently moored at private docks. Permanent mooring must be at marinas with sewer pump-out and treatment facilities.
12. Effective January 1, 1995, all new floating docks constructed on Lake Murray are required to use encased or encapsulated flotation. Exposed foam bead flotation billets or metal drums will not be allowed. The new regulation applies only to new dock construction. Existing docks will be required to install encapsulated flotation when the existing flotation requires replacement. (See SCE&G New Regulation, page 49.)

G. Materials

1. All dock ramps and floating docks must be construction of #1 pressure treated lumber, treated to a retention of 0.40 or better.
2. Flotation materials must be encased or encapsulated flotation. Materials must have a compression of at least 1.25. Any floating dock carrying excessive weight should use a material with a compression of at least 1.50.
3. Nails must be annular threaded and zinc or galvanized dipped. Electroplated nails are not permitted.
4. All hardware must be primed and coated.
5. All bolts and fasteners must be galvanized – not electroplated.
6. Bumpers must be made from manufactured rubber material intended for use as bumpers.
7. Only semi-transparent paint or bleaching oils may be used. No solid body paints or stains may be used.

#### H. Site Planning

1. Typical lot set-backs are as follows:
  - Side lot line setback -----15 feet
  - Opposite dock setback --- 50 feet
2. As standard design criteria, the overall dock length must not exceed 75 feet as measured along the dock surface from the beginning of the fixed dock to the end of the floating dock.
3. As a general rule, two (2) opposing docks should not exceed 50% (25% for each dock) of the overall dimension from shore to shore. (See sketch below.)

#### I. Maintenance

Dock owners are required to keep their docks in good repair. If a dock falls into disrepair, the Timberlake Plantation Owners Association shall have the right to cure such disrepair as allowed under the Covenants, Article XI, Section 11.01. Expenses incurred by the Association on behalf of the owner of the property will be reimbursed to the Association by the owner as described in the Covenants.

#### J. Common Dock Policy

Common docks are docks, which provide Lake access for two (2) to five (5) family residential lots. Common docks will be required on property with poor access and/or limited lake frontage or for circumstances that SCE&G deems appropriate.

SCE&G does not guarantee water access. Each lot is affected by the existing contours of the lake bottom and the operation of Saluda Hydro Electric Project. It is the applicant's responsibility to review the shoreline area where the dock is to be located and to apply the restrictions outlined in Section I-F above to ensure the dock will meet the applicant's needs and satisfy SCE&G's shoreline management requirements.



## II BOAT RAMPS

### **BOAT RAMPS ARE STRICTLY PROHIBITED.**

## III BOAT LIFTS

### A. Policy

Boat lifts cannot be constructed, replaced or added to without a permit from SCE&G and approval and a permit from the ARB.

### B. Application Procedure

Applications for permits to construct, add to, or replace boat lifts shall be submitted to the ARB in writing and must include the following:

1. A site plan showing location and dimensions of the proposed boat lift,
2. A completed application form (ARB Form DS 02/07) obtained from the ARB, and
3. A copy of the approved SCE&G boat lift permit for construction, add to (modification), or replacement of a boat lift for/on the property described on the site plan.

### C. Boat Lift Specifications

1. Boat lifts must be located so there is no interference with the adjoining property owner's lake view.
2. All boat lifts shall be constructed adjacent to the owner's permanent (fixed) dock and a minimum of 15 feet from the property line.
3. NO COVERS ARE TO BE CONSTRUCTED OVER BOAT LIFTS.

## IV SHORELINE PROTECTION – EROSION CONTROL

### A. Policy

No rip-rapping, seawalls or retainer walls shall be constructed, replaced, repaired or added to without a permit from SCE&G and approval and a permit from the ARB.

### B. Application Procedure

Any property owner requesting erosion control/shoreline alteration shall be required to apply to the ARB in writing and submit the following:

1. A completed application form (ARB Form DS 02/07) obtained from the ARB,
2. A site plan showing proposed alteration of the shoreline,

3. Detailed plans and cross sections of proposed alteration, to include fabric and material selection, and
4. A copy of the approved SCE&G permit for erosion control/shoreline alteration.

C. Specifications

1. Rip-rapping for erosion control at the 360-foot contour and below shall be permitted, provided it is aesthetically acceptable and materials used have prior approval by SCE&G. No concrete blocks, bricks, or building materials may be used as rip-rap below the 360-foot contour.
2. All erosion control shall be done using filter cloth and rip-rap.
3. One-man granite rip-rap (25 – 150 lbs.) must be used with heavier weights preferred.
4. Filter cloth must be heavy grade geotextile material.
5. Seawalls or retainer walls for erosion control will be permitted provided they are constructed on the 360-foot contour. Earth fills below the 360-foot contour are prohibited.

D. Limited Brushing

Trees and vegetation growing below the 360-foot contour on the shoreline of Lake Murray play an important role in the overall environmental condition of the Lake. The ecological impact the vegetation has on the fish and wildlife habitat is necessary to ensure a sound, healthy lake environment.

The SCE&G Shoreline Management Plan permits limited removal of the shoreline vegetation for the construction and installation of docks. The unauthorized removal of shoreline vegetation (button bushes, willow trees, hardwoods, etc.) will result in the cancellation of a dock permit, and re-vegetation of the shoreline will be required. Removal of merchandisable timber may require reimbursement subject to valuation by SCE&G's Land Department. Property owners must contact SCE&G's Lake Management Department prior to any removal of shoreline vegetation below the 360-foot contour. (See SCE&G Notice, page 50)

## V EXCAVATIONS

### A. Policy

Excavation below the 360-foot contour is not permitted without authorization from SCE&G. All authorized excavations must be in accordance with SCE&G specifications and requirements, which may include an environmental assessment plan or report.

### B. Application Procedure

Applications for permits to excavate shall be submitted to SCE&G in writing and shall include the following:

1. A copy of the applicant's deed and plat of property,
2. Specific directions, by land, to applicant's property on Lake Murray,
3. Scaled drawing of area to be excavated,
4. Required local, State and Federal permits of which SCE&G's Lake Management Department will assist in the preparation.
5. SCE&G can process an application for an excavation not exceeding 150 cubic yards, while the U.S. Army Corps of Engineers and State agencies must process excavations exceeding 150 cubic yards, and
6. Permit fee.

### C. Excavation Specifications

1. All excavation must be done directly in front of the permittee's lot.
2. No excavation will be permitted when the excavation site is covered with water.
3. All displaced soil must be moved above the 360-foot contour and must be stabilized and top seeded to prevent erosion.
4. A 4-to-1 slope is the maximum slope allowed without rip-rap. A 2-to-1 slope is permitted if rip-rap is installed.
5. Excavation of wooded or vegetated areas located below the 360-foot contour is prohibited.
6. No excavation will be permitted to alter the existing 360-foot contour.
7. Excavation activities will be allowed only between 1 October of the current year and 15 January of the next year. Permits expire 15 January following the date of issuance.

## **VI WATER REMOVAL FROM THE LAKE**

### **A. Application for a Permit**

Water may not be removed from the Lake without a permit from SCE&G and approval and a permit from the ARB. All authorized excavations must be in accordance with SCE&G specifications and requirements, which may include an environmental assessment plan or report. Water removal for residential property must be for irrigation purposes only.

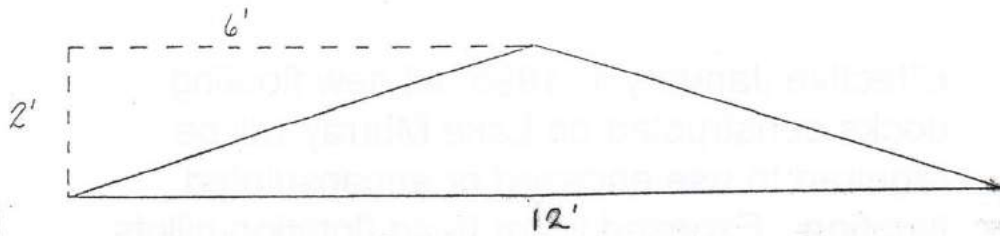
### **B. Application Procedure**

Any property owner requesting water removal from the Lake shall be required to apply to the ARB in writing and submit the following:

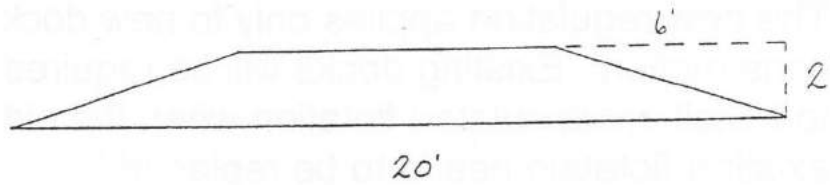
1. A completed application form (ARB Form DS 02/11) obtained from the ARB, and
2. A copy of the approved SCE&G permit for water removal.



**SLIP COVER ROOF LINE**



**FRONT VIEW**



**SIDE VIEW**

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## **NEW REGULATION FOR FLOATING DOCKS**

Effective January 1, 1995, all new floating docks constructed on Lake Murray will be required to use encased or encapsulated flotation. Exposed foam bead flotation billets, plastic or metal drums will not be allowed. Foam bead flotation deteriorates, causing shoreline litter. It is subject to destruction by animals and becomes waterlogged.

The new regulation applies only to new dock construction. Existing docks will be required to install encapsulated flotation when the old existing flotation needs to be replaced.

If there are any questions, please contact South Carolina Electric & Gas Company's Lake Management Department at

**803-217-9015.**





## NOTICE

Trees, bushes, and vegetation growing below the 360 foot contour on the shoreline of Lake Murray, play an important role in the overall environmental condition of the Lake. The ecological impact the vegetation has on the fish and wildlife habitat is necessary to ensure a sound, healthy Lake environment. South Carolina Electric & Gas Company's Shoreline Management Plan permits limited removal of the shoreline vegetation for the construction and installation of docks. Please be advised that unauthorized removal of shoreline vegetation (button bushes, willow trees, hardwood, etc.) will result in the cancellation of the dock permit and revegetation of the shoreline will be required. Property owners must contact SCE&G's Lake Management Department prior to any removal of shoreline vegetation below the 360' contour.



**ARB Form DS**

**TIMBERLAKE PLANTATION  
ARCHITECTURAL REVIEW BOARD**

**APPLICATION FORM FOR:**    \_\_\_\_\_ Dock                    \_\_\_\_\_ Shoreline Protection  
   \_\_\_\_\_ Boat lift                    \_\_\_\_\_ Water Removal From Lake  
   \_\_\_\_\_ Excavation                    \_\_\_\_\_ Other

**DATE:** \_\_\_\_\_                    **DATE RECEIVED BY TIMBERLAKE ARB:** \_\_\_\_\_

Please complete this application form and submit the following information for review by the ARB if you plan to commence construction with ninety (90) days of ARB approval. The completion and submission of this application form DOES NOT constitute approval. This form must have the approval signature of the ARB and be dated before any activity or construction can commence.

**LOT NUMBER:** \_\_\_\_\_    **LOCATION OF PROPERTY:** \_\_\_\_\_

**NAME OF PROPERTY OWNER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**NAME OF CONTRACTOR:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**ANTICIPATED START DATE:** \_\_\_\_\_

**PROPERTY OWNER'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Please submit the following as a part of this application:**

- A site plan with project shown;
- Detailed plan and profile drawings of the proposed project;
- Copy of approved SCE&G's permit for this proposed project.

**PROJECT APPROVAL:** \_\_\_\_\_

ARB MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

