



INDIGO RUN
Architectural Review Board

Architectural Design Guidelines

August 25, 2015

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SECTION I Introduction

Indigo Run, a private golf and residential community, is located in the northern part of Hilton Head Island. Indigo Run is conveniently positioned off of William Hilton Parkway (Highway 278) close to schools, shopping, recreation, medical and professional services. 1,517 acres comprise the residential portion of Indigo Run.

A. Vision Statement

Indigo Run is envisioned as a *Premier* residential community on Hilton Head Island because of our congenial people, optimal size and location, and especially pleasing appearance. The manicured grounds, natural beauty, strong sense of community and professional management will retain lifelong homeowners and attract new discretionary buyers. The island lifestyle afforded our residents includes the availability of friendly social activities, excellent event and dining facilities, first class golf, tennis, swimming venues and other attractive amenities. Indigo Run will flourish thru a sound fiscal and management plan that develops our reputation as the *Community of Choice* for those seeking an active lifestyle and beautiful home in the heart of Hilton Head Island.

B. Mission of the Architectural Review Board

The mission of the Architectural Review Board is to enhance the value of each property owner's investment by guiding the building design process in order to preserve the environmental ambiance and to facilitate a mutual goal of the development. The Board, in its review process, will not dictate any particular architectural style or hinder personal design preferences but will strive to insure a cohesive character in the communities. Traditional design details may be incorporated in the design but "pure styles" which tend to create disharmony are discouraged.

C. Organization of Architectural Review Board

Membership/Advisors/Assistants

The Architectural Review Board (ARB) shall consist of not less than three members that are Indigo Run Resident Property Owners. All members shall be Resident Property Owners. Advisors and assistants to the ARB shall consist of one architect, one landscape architect, and one or more Indigo Run Community Owners Association (IRCOA) staff personnel acting as ARB Administrator and or field support as designated by the General Manager.

Appointments

All members of the ARB shall be appointed by the IRCOA Board of Directors. The ARB is authorized to retain the services of consulting architects, landscape architects, engineers, inspectors, attorneys and/or other professionals in order to advise and assist the ARB in performing its functions. These actions are subject to the approval of the IRCOA Board of Directors. Neither the staff personnel nor the Resident Property Owner members shall receive any compensation for their services to the ARB.

Chairperson

The chairperson shall be selected by all appointed members of the ARB. Duties of the chairperson shall include but not be limited to running the ARB meetings, authorize the actions of the ARB, review all correspondence and notices before distribution, sign all plan submittals and recommend members for service on the ARB to the IRCOA Board for their appointment. The term of office shall be for one year.

Vice Chairperson

The vice chairperson shall be selected by all appointed members of the ARB. Duties of the vice chairperson shall be to perform the duties of the chairperson in the absence of the chairperson. The term of office shall be for one year.

Term of Appointments

Terms of the Resident Property Owners on the ARB shall be for three years and are to be staggered to provide for continuity. Property Owners may serve on the ARB for no more than two full consecutive terms. The consulting Architect and consulting Landscape Architect shall serve at the pleasure of the ARB. There is no term or limit on the time the Staff Field Person or the staff ARB administrator serves on the ARB.

Voting

A majority of the members shall constitute a quorum for the transaction of business, and the affirmative vote of a majority of those present in person (including participating by electronic or proxy means) at a meeting of the ARB shall constitute a quorum for the transaction of business. A tie vote by the members shall constitute a non-approval of the submission.

Consultant Architect

Prior to each meeting of the ARB, the consultant architect shall review each applicant's submission and prepare a list of comments summarizing his/her evaluation of the architectural aspects of the proposed project. These shall include, but not be limited to:

- Architectural compatibility within the Indigo Run community
- Conformance with Indigo Run's architectural design guidelines and covenants
- Issues involving potential violations or deviations from the above

The list of comments shall be given to the ARB Administrator who shall distribute them to all other ARB members prior to each meeting.

The Consultant Architect serves at the pleasure of the Architectural Review Board. The ARB members will conduct a performance review semi-annually.

Tasks of the ARB Administrator

The Architectural Review Board Administrator shall undertake the following tasks:

1. Receives and processes all applications to the Architectural Review Board which includes:
 - Pre-review screening of plans to determine adequacy of submission and conformance with applicable covenants, restrictions, guidelines, policies, and standard procedures.
 - Providing notification to applicants of submission deficiencies or infringements, prior to Board review and to work with the applicant to achieve satisfactory submission.
 - Collecting and recording of appropriate application fees and deposits.
2. Based on the submittals received by the deadline submittal date, create the meeting agenda and immediately forward it, electronically, to all Board members.
3. Meets with applicants, their design professionals, or builders during the approval process, when necessary, to assist them in understanding Board decisions, and advise them of Board requirements in order to meet Indigo Run's standards, guidelines and pertinent covenant provisions.
4. Represent the ARB to property owners, architects, builders, and the general public.
5. Communicate the results of site inspections to the owner and/or contractor.
6. At the directions of the ARB, refer violations of the ARB Guidelines on existing developed properties to the General Manager for appropriate action.
7. Prepare and distribute correspondence concerning the Board's decisions/actions as directed by the ARB Chairperson.

8. Prepare and distribute permits and any other documentation deemed necessary to the owner or applicant to indicate approvals in accordance with policies and procedures.
9. Arrange for payment of stipends to professional consultants to the Board.
10. Maintain all files and records relating to Review board business and activities, including archives, correspondence, fees, and other data as needed.
11. Prepare and distribute minutes of meetings to ARB members and the General Manager, electronically.
12. Perform such other tasks as assigned by the ARB or the IRCOA.

Tasks of the Field Person

Duties of the field person shall include review of plans prior to each meeting of the ARB, so as to be prepared to discuss each application at the meeting; review and approval of site stake-out and clearing of trees, which shall be in strict accordance with the approved site plan; make periodic site inspections of the construction to assure compliance with the ARB approved plans; attend ARB meetings to provide information about site conditions.

Consultant Landscape Architect

Prior to each meeting of the ARB, the consultant landscape architect shall review each applicant's submitted landscape plan and prepare a list of comments summarizing his/her evaluation of the plan in accordance with Indigo Run's landscape guidelines. The list of comments shall be given to the ARB Administrator who shall distribute them to all other ARB members prior to each meeting.

The Consultant Landscape Architect serves at the pleasure of the Architectural Review Board. The ARB members will conduct a performance review semi-annually.

Submittals

In order to be placed on the agenda of an ARB meeting, one (1) copy of all required documents and two (2) copies of plans (whether for conceptual, preliminary or final approval) must be submitted and delivered to the staff ARB Administrator at the Indigo Run Community Association Office by Noon on the Friday prior to the scheduled meeting. Failure to do so may prevent inclusion on the agenda for that meeting. Furthermore, in addition to the above and prior to being placed on the agenda for final approval, the property must be staked out to show the location of the house, drives and trees to be removed by Noon on the Friday prior to the meeting.

Appeal Process

The ARB shall make every effort to solve differences with the applicant. Resubmittals and possible conferences should be used to resolve issues. If the issues cannot be resolved the Property Owner shall have the right to file a "Notice of Appeal" with the IRCOA General Manager by Certified Mail Return Receipt Requested within fourteen days of receiving notice of denial by the ARB. Failure to file within the time frame prescribed shall be deemed to be final. The Notice of Appeal shall state the grounds for the appeal and the reason for reversing the ARB decision. The General Manager will collect all pertinent data and submit it to the IRCOA Board. The Board shall hear the appeal within forty five days or at the next scheduled Board meeting if that is beyond the forty five day period. The time commences upon receipt of the Notice of Appeal. The General Manager shall notify the Property Owner of the date of the Board hearing. The Board will notify the Property Owner and the ARB chairperson of their decision. The IRCOA Board shall have final authority in the dispute.

SECTION II

Architectural Review Board

All projects reviewed by the Review Board are evaluated with consideration of the covenants for subject property, aesthetics and current policy. The Review Board is not responsible for the enforcement of building codes, structural details, and accuracy of drawings and techniques of construction. Submissions may be disapproved for purely aesthetic reasons deemed contrary to the goals and objectives of the Board.

The Board meets at the IRCOA Office at 103 Indigo Run Drive a minimum of once per calendar month. Presently, meetings are held starting at 3:00pm on the first and third Wednesdays of each month, but this can be subject to change based on various factors. The ARB Administrator will make every effort to notify active applicants of any changes in the meeting frequency, schedule and time. Submittals for the review process must be received by Noon on the Friday before the Wednesday meeting in order to be placed on the agenda.

Depending on their complexity, late submissions may not be reviewed until the next regularly scheduled meeting.

In general, a written response is generated, following each review. While letters of denial may be necessary, the Board will make every effort to meet with applicants to explain the reasons for denial and avoid misunderstandings of the Board's concerns and reasons for denying the application. The Board, through its Chairman/Administrator will strive to review issues in a constructive and positive manner.

In the event the ARB fails to approve or disapprove in writing any proposed plans and specifications within sixty (60) days after such plans and specifications have been submitted, such plans and specifications will be deemed to have been expressly approved.

There is a non-refundable review fee for all construction at Indigo Run. See the schedule of fees in Section IV.

ARB home approvals are valid for a period of 60 days. Should construction fail to begin within this period, the ARB may require the plans to be resubmitted to assure conformity with current requirements / guidelines. Homes must be completed within 18 months of the initiation of the project. Failure to complete the project within the 18 months may result in fines.

ARB pool approvals are valid for a period of 60 days. Should construction fail to begin within this period, the ARB may require the plans to be resubmitted to assure conformity with current requirements / guidelines. Pools must be completed within 4 months of the initiation of the project. Failure to complete the project within the 4 months may result in fines.

further require ARB written approval, which approval shall not be unreasonably withheld:

1. Any construction, renovation or building modification that would change the footprint, height or color of an existing structure.
 2. Any demolition or raising of an existing structure.
 3. The construction of any new building (as to the exterior elevation, construction and height). Under no circumstance shall any new construction exceed the height of the tallest existing building located on the property where the new construction is proposed.
 4. Changes to current lighting on golf courses and buildings.
 5. Projects requiring heavy equipment in excess of 39 tons that will be parked on the property for more than one (1) week.
 6. The erection of any cellular or other communication tower where the height of the proposed structure exceeds the top of the tree line in the area where the tower is to be placed or exceeding 55 feet in height in areas where trees do not provide cover for the structure.
 7. The erection of any above-ground water storage or retention facility. Below ground or ground level water storage facilities such as lagoons and catch basins may be constructed without the requirement of the ARB approval, provided that any screening, berms or landscaping around such a facility must be approved unless wholly consistent with the features of the surrounding area.
- B. No construction of improvements shall be undertaken or conducted on any Sundays or holidays except in emergency situations involving potential loss, injury, or damage to person or property, as otherwise permitted by the ARB.

C. Building Maximum:

Although maximum building sizes are not specifically established, the ARB will consider mass and bulk of a structure and may, at its sole discretion, disapprove a submittal that is inappropriate for the site due to its apparent size. A maximum of one square foot of footprint covered area to 4 square feet of lot area will be considered reasonable. Since volume is a consideration when evaluating a structure for mass and bulk, second story living spaces shall be included for purposes of calculating the ratio of covered area.

D. Design Parameters

1. The Golf Club Community residences shall have a minimum distance of 3.0 feet from finished floor to the existing grade (within the building area) and a minimum of 2.0 feet of exposed foundation wall at the entrance elevation. The Broad Pointe, Golden Bear and River Club Communities shall have a minimum of 1.5 feet from finished floor to the existing grade with a minimum of 1.0 feet of exposed foundation at the entrance elevation. These elevations pertain to lots above flood requirements. The Board is encouraging an “elevated” appearance on the entry elevation. The Golf Club, River Club, and Broad Pointe areas are restricted so that no building shall be constructed that is identical to any other previously built in The Golf Club.
2. The maximum height from finished first floor to highest roof ridge is 35 feet. This is based on the assumption that the floor elevation is the FEMA requirement and is also in compliance with our guidelines above.
3. The minimum roof pitch for all residences shall be 6/12.
4. Asphalt drives and parking areas are not permitted. A minimum 12 inch drainage culvert may be required under drives at the street. A larger culvert may be necessary, and will be determined through a field inspection. Field inspections may also determine that a culvert is unnecessary.
5. Flagpoles are permitted but shall be properly located and in scale with the residence.
6. Swimming pool enclosures and other accessory structures are only permitted within the buildable area inside the house setback lines. However, they shall be designed and constructed to be integrated into the style of the house so as to be in architectural harmony with it. Metal-framed screened pool enclosures, rooms, lanais and the like are not permitted. Custom-built screened pool enclosures and similar structures that are constructed of the same materials and have the same architectural features of the house will be considered by the ARB. Design shall be such so as to not adversely impact on neighbors’ sight lines.

Any permissible outbuildings on a lot such as pool houses, detached garages, greenhouses, gazebos, and the like, must be compatible with the main house and within setback lines. Outbuildings must be harmonious in materials and colors of the house. Garages should be connected to the house by a covered passageway. The ARB requires a detailed drawing of any outbuilding as part of the approval process.

7. Exterior lighting should not adversely affect neighbors. If eave lights are proposed on outside extremities of a structure, they may be activated by motion detectors and must be directed to shine within the property boundaries.
8. The River Club residences will be reviewed as to their compatibility with the DHEC/OCRM and FEMA guidelines. Docks and bulkheads shall meet regulations of the governing agencies. Docks shall maintain a 25' setback from the dock corridor established for their corresponding lot.
9. Wood chimney covering is not permitted.
10. Masonry (stucco, brick, or stone) will be the primary exterior finish and shall appear on all elevations. For purposes of definition of this requirement, the Board requires that masonry be the predominant exterior finish on each of the four elevations.
11. Landscape plans shall be sensitive to the natural local conditions including factors such as water consumption requirements and the deer situation. Irrigation and natural material turf shall be extended to the area along the road. Two flowering trees are required in the rear yard of all lots. (A detailed landscape section is found in Section V of these Guidelines.)
12. All residences will be reviewed as to their compatibility with the OCRM and FEMA guidelines, etc., although enforcement in these areas is handled by the respective agencies.
13. Satellite dishes must be reviewed for location. Dish receivers should not exceed one (1) meter in diameter or diagonal measurement. The criteria for location approval is reception ability and screening from view. The device should not be seen from normal external viewing areas of the house, street, golf course or neighbor's views. If placed on the ground, proper landscape screening is required. Antenna wires shall not be visible and shall be concealed within the structure of the house or buried under ground.
14. Fencing – Fences or fence structures are prohibited. The sole exception is for fences around swimming pools, and in-ground hot tubs. Pool fencing shall consist of wrought iron appearance with masonry columns every 8 to 12 feet apart. The columns must be compatible with the main house architecture. The location, design, materials of construction, color and aesthetic appropriateness will require ARB approval. Chain link fencing is prohibited. Buried electronic pet fences that provide an invisible barrier to confine pets are permitted.

15. In accordance with the Amended and Re-Styled Declaration of Covenants, Conditions and Restriction of the Indigo Run Community Owners Association, INC., Article XI, Use Restrictions, Part 11.06 Antennas and Transmitters, the following types of electronic transmitters are approved for operation: remote control devices, wireless routers for in-home networks, gaming and audio/visual devices; however, any of the foregoing generically approved transmitters may be prohibited from operation, in an individual circumstance, by the General Manager if such transmitter interferes with other properties in Indigo Run.
 16. No building or its signage will use the Indigo or Indigo Run names without written permission from the COA.
 17. Solar Panels – Solar panels and related appurtenances/equipment shall be reviewed on an individual basis and if approved, shall be designed and constructed to appear as integrated parts of the building architecture.
1. A non-refundable application fee will be required as well as a refundable compliance deposit.
 2. Solar panels
 - a. Only roof mounted photovoltaic solar panel systems, solar shingles and solar hot water collector systems will be considered.
 - b. Solar panels may extend no more than 4 inches above the level of the roof.
 - c. No solar panel application will be considered that is mounted on the front roof slope or can be seen from the front of the house.
 - d. All plumbing pipe and wiring must be kept to the interior of the house.
 - e. Every effort should be made to coordinate the colors of the panels and adjoining roof.
 3. Other accessories and appurtenances
 - a. No accessory application will be considered that is mounted on the front roof slope or can be seen from the front of the house.
 - b. Multiple like-accessories should be located so they appear grouped, rather than randomly placed.
 4. Application for construction
 - a. No approval will be given for tree removal. Tree trimming within current guidelines will be allowed.
 - b. A detailed plan of the scope of the project must be included with the application. This will include:
 - i. A plan, drawn to 1/4" scale, showing the size(s) and location(s)
 - ii. The size of the panels should be in proportion to and determined by the amount of roof area available.
 - b. Photo(s) representation of the product such as a brochure.

5. The total overall appearance of the project will be considered as part of the ARB review.

6. All work must be done by an insured contractor who is currently licensed in Hilton Head Island.

18. Garages – All houses must be designed to include and contain an attached garage sized large enough to accommodate a minimum of two (2) motor vehicles for the purpose of providing an enclosed parking area for same. The maximum number of motor vehicle spaces in a garage is at the discretion of the ARB.

19. Awnings - All awnings and other similar devices attached to dwellings must be compatible in both design and color (earth tones acceptable to the ARB) with the existing structure.

20. Service yards are required and must be built to provide for two (2) trash receptacles and have outside egress. The floor plan must show the accurate size of each HVAC unit and Electric meter base, cable, TV, HVAC cut offs, irrigation controllers etc.

**SECTION IV
Review Process**

A. General

Construction within Indigo Run, including site preparation shall not begin before the following has been accomplished:

- Final plans have been approved
- Landscaped plans have been approved and the Builder/Owner deposit has been paid
- Receipt of signed Landscape Plans Deposit Agreement
- Receipt of signed Drainage/Compliance Agreement
- Receipt of contractor’s deposit for site compliance
- Issuance of Indigo Run Building Permit
- Issuance of the Town of Hilton Head Island Building Permit

All proposed construction requires the submission of a completed, signed and dated application with the appropriate fee. Plans will not be reviewed without the completed application and fee.

To provide a systematic and uniform review of proposed construction, the Architectural Review Board has established the following submission and approval guidelines.

B. Architectural Review Board Submission Fee Schedule

ARB FEE SCHEDULE

Additions (covered)	\$500	Full ARB approval
Decorative trellis with benches, gazebo, etc.	\$50 - \$250	Full ARB approval
Demolition or Filling in a Swimming Pool	\$100	Full ARB approval
Driveway Addition	\$100	Full ARB approval
Driveway staining over existing site	\$50	ARB staff approval
Enclose existing porch / patio	\$500	Full ARB approval
Extend existing patio or driveway	\$200	Full ARB approval
Fencing around pool / hot tub	\$500	Full ARB approval
Front door / Garage door(s) replacement	\$25	ARB staff approval
Landscape renovations (over 25% land mass)	\$100	Full ARB approval
Lighting on existing landscape	\$25	ARB staff approval
New hot tub or spa	\$200	Full ARB approval
Outdoor Kitchen	\$500	Full ARB approval
Patio / Deck	\$500	Full ARB approval
Pavers + additional land area or over existing site	\$50-\$200	ARB staff approval
Repainting/Re-stuccoing house, new color or finish	\$75	ARB staff approval
Repainting/Re-stuccoing house, same color	\$25	ARB staff approval
Replacing roof shingles/materials, new	\$75	ARB staff approval
Replacing roof shingles/materials, same as existing	\$25	ARB staff approval
Screen an existing patio, deck or porch	\$200	Full ARB approval

Shutters – permanent, decorative	\$50	ARB staff approval
Single Family Residence	50 cents per SF, minimum \$2000	Full ARB approval
Sitting wall / retaining wall	\$25 - \$150	Full ARB approval
Skylights	\$25	ARB staff approval
Solar panels	\$100	Full ARB approval
Stamped Concrete over existing site	\$50	ARB staff approval
Swimming Pool	\$500	Full ARB approval
Tree Removal (tree permit form is applicable)	\$25	ARB staff approval
Walkway (new)	\$75	ARB staff approval
Builder/Owner ARB conference	No charge	
Changes after Final Approval has been given	\$100	
Conceptual Review	No charge	
Re-Inspection due to Builder/Owner	\$100	
Variance Request	No charge	

Use next page (both sides) for sample materials and colors that must be submitted with plans.

REFUNDABLE CONSTRUCTION DEPOSITS:

New Residence: \$6000 Deposit (payable to IRCOA)

Major Projects: \$1000 Deposit (payable to IRCOA)

(Covered room additions, swimming pools, new patio, etc. Call ARB if you are unsure what is major)

Deposits are refundable without interest.

C. Architectural Review Board – Construction Deposits (refundable) schedule:

New Residence: Deposit (made payable to Indigo Run ARB)
\$6,000.00

Pool and/or Spa: Deposit (made payable to Indigo Run ARB)
\$1,000.00

Additions: (Major): Deposit (made payable to Indigo Run ARB)
\$1,000.00

(“Major” additions defined as: covered room additions, swimming pools, etc)
If unsure about whether addition is major, call the ARB.

All deposits shall be made payable to Indigo Run ARB and noted on the check which deposit it covers. Deposits are refundable without interest.

D. Stages of Plan Review

All Stages of review will require on-site visits by an ARB representative.

1. **Conceptual Review** – This is the initial review stage of every application. However, should the applicant wish to forego this stage and begin with the Preliminary Plan Review stage, all provisions of Sub-Section 2 below must be met, along with the requirements of this Sub-Section. The following is required at the initial meeting with the ARB:

During this first review stage, the owner (or owner's representative*) may attend the ARB meeting to make a presentation and discuss the project with the ARB. Placement on the agenda will be coordinated only through the ARB Administrator. If the application is for a new house, the submission should contain the following:

- Information depicting the exterior of the proposed residence.
- Information as to the type of materials proposed.
- A scale drawing of the site plan with the footprint of the structure shown within the lot setback lines.
- On this site plan, an area table, as described in Sub-Section 2 below under Site Plan (paragraph m.) must be included.

If the application is for a house addition, swimming pool, or other major improvement, the above requirements shall also apply. If the project involves, repainting, re-roofing, landscaping, or a similar minor improvement, appropriate plans, details, color samples, and other pertinent information shall be submitted

* - Acceptable representatives are either the design professional or the proposed builder.

2. **Preliminary Plan Review** -- Once conceptual approval has been granted, the applicant may submit for Preliminary Plan Review which shall be a fully completed application form accompanied by the appropriate ARB submission fee (see Fee Schedule in Paragraph B of this section of the guidelines). In addition, the Preliminary Review submission shall include the following:

Site Plan: The site plan must show all information at a scale of 1/8" = 1'-0" as to the proposed improvements to the property, including:

- (a.) Property lines with bearings and distances.
- (b.) Building setbacks, existing utilities and easements.
- (c.) All trees (indicate size and species) of 6 inches in diameter or larger (measured at a point four (4) feet above the ground level), and clusters of smaller trees that may influence design and appearance. See Section V for tree protection standards. Show the outline of canopies of remaining trees that are in close proximity to the building.
- (d.) Topographic contour lines at one foot contour intervals.
- (e.) Existing ditches, water courses and drainage structures.
- (f.) Edge of pavement of existing roads.

- (g.) Water edge, water level and top of bank, if applicable.
- (h.) Location of DHEC/OCRM Critical Line, if applicable.
- (i.) Location of existing and proposed bike/cart paths, driveways, garden walls, fences, swimming pools and any other features which could influence design
- (j.) Finished floor elevation and the locations and finished floor elevations of houses/buildings on adjacent lots.
- (k.) North arrow, scale and name and address of legal owners.
- (l.) Location plan showing this proposal in relation to the Indigo Run community.
- (m.) Area Table – showing:
 1. Interior square foot area per floor, including garage; indicate total.
 2. Total exterior square foot area of covered porches, decks and patios.
 3. Total square foot area of hardscape (driveways, walks, pools, etc.).
 4. Percent dwelling lot coverage (items 1 & 2 above divided by the lot area).
 5. Percent impervious lot coverage (items 1, 2 & 3 divided by the lot area).
 6. Height of building above finished 1st floor elevation.

Photographs: 8”x10” color photographs of the front and rear elevations of the lot proposed for development and the lots/buildings on either side of the subject property; total of 6 photographs, labeled accordingly. These may be digital photographs printed on standard paper.

Building Plans: These shall be at a scale of ¼” = 1’-0” and shall include foundation plan, floor plans, elevations, roof plan, typical wall section and details. The exterior elevations are of particular importance and therefore, show full dimensions of cornices, corner boards, band boards, water tables, quoins, window trim, door trim, columns, railings, spindles and other appropriate details, including colors. Label existing/proposed grades and overall height of the structure from pre-construction grade to the highest roofline.

3. **Final Plan Review** -- In order to be eligible for Final Plan Review, a stakeout of the entire perimeter of the building, driveway and other proposed structures must be made. The applicant shall notify the ARB administrator when this is complete and available for review by members of the ARB before submitting the documents required for Final Plan Review, which shall include the following:

Site Plan: The site plan must show all the information required for the preliminary site plan submission and all improvements to the property, including:

- (a.) Exterior building walls, raised decks and terraces, edges of roof overhangs.
- (b.) Trees proposed to be removed shall be indicated with an “X”
- (c.) Dimensions and materials for driveway, walks, patios (acceptable material is concrete, brick, pavers - asphalt concrete is not permitted) and miscellaneous site improvements including service yards, fences, privacy walls, water features, swimming pools, pool enclosures, etc. (See Paragraph 4 below for additional

submittal information required when proposing a swimming pool.) Paver/Brick bands may be required.

(d.) Site utilities including water, sewer, electric, cable TV, telephone and exterior HVAC units; include meter, transformers, generators, etc.

(e.) Location of all outside lighting. Exterior lighting shall not be directed in such a manner as to create an annoyance to adjoining properties. Indicate type and wattage of all fixtures and the direction of light throw.

(f.) Location of dumpster, portable toilet, and materials staging areas. (If materials are to be staged or workers vehicles are to be parked on other than the subject property, a letter of permission from the owner of the property must be included with the final submission.)

Grading and Drainage Plan

This plan shall be prepared by a South Carolina registered professional engineer or registered landscape architect and shall include the seal of the professional. It shall be coordinated with the landscape plan to ensure compatibility with existing trees to remain, proposed plantings and other landscape features. A separate site plan shall be submitted showing both original and final grading contours at a minimum of 1-foot intervals (1/2-foot intervals may be necessary for very flat sites), spot elevations at appropriate locations and drainage details (direction of flow arrows, pipes, catch basins, swales, berms, etc.) to clearly show the proposed final grading of the site and its drainage pattern so that no storm water runoff will be directed to adjacent properties. Include proposed trees to be removed and protection of trees to be saved. Tree wells may be required. Attention should be given to the concentrated runoff from roof valleys and gutter downspouts, which may need to be directed by a closed drainage system. In certain cases where no lower areas are available to direct the runoff, retention basins may need to be constructed on site.

At the completion of all work, the professional engineer or landscape architect who prepared the grading and drainage plan shall make a final inspection of the work and provide a letter of certification to the ARB that all grading and drainage work was performed in accordance with the approved plan. Any deviations must be explained in full detail and shall be subject to an inspection and approval by the ARB. The construction deposit shall be refunded upon satisfactory completion of all construction, including the grading and drainage work. The ARB reserves the right to make its own inspection of the work.

Building Plans

(a.) Foundation and Framing: Show the location and sizes of foundation and framing elements, including raised decks and terraces, with dimensions from all outer edges to property lines.

(b.) Floor Plans: Show all levels, fully dimensioned.

(c.) Elevations: Show all sides of the buildings. Indicate existing grade, fill and label finished floor elevations. Graphically depict and label all material

selections for trim, siding, railings, windows, French doors, chimney, chimney cap, foundation, and entry steps. Show location of exterior light fixtures on elevations; also show location of satellite dish, if any. Show final grade lines on elevations.

- (d.) Building Section and Details: Show typical wall section, from bottom of footings through roof along with typical sections and/or details of cornices, window and door head, jamb and sill, decks and railings, swimming pool fences, patio walls, screening devices and other features (i.e.: dormers, pediments, columns, sections through unusual framing and construction).

Building Materials and Colors

Samples of all exterior materials, colors and finishes (siding, trim and roofing; color samples only for windows, doors and shutters) shall be submitted. Each shall be at a size of 5½" x 8½" mounted on a piece of thin cardboard: one board for each color, each finish, and the roof surface. Should stone, brick or other masonry be proposed, a reasonably-sized sample shall be submitted.

Electrical Plans

These shall include the proposed exterior electrical layouts for the building, including location of the electric meter within the service yard, locations and specifications of exterior lighting and security lighting and any other proposed electrical equipment for swimming pools, water features, etc. Plans should include total wattage for exterior fixtures.

Landscape Plan

This plan shall show an accurate scale representation of the size at time of maturity. Indicate proposed grading, irrigation and drainage including all spot grades necessary to insure proper function and construction. Landscape plans must be prepared at the same scale as the final site plan and shall include: variety, size, location, quantity and names (common and botanical) of all plant material. Show types and limits of lawn areas.

Swimming Pool Plan Requirements

The Site Plan for a swimming pool must be submitted as part of the Final Review and shall include the following:

- A Site Plan to scale showing, by dimensions, the relation of the pool and pool deck to the property lines, setback lines, and house. Show existing and new finish grade contours, drainage flow, and tree removals. (NOTE: The setback from any property line to a swimming pool is 15 feet. EXCEPTION: Patio Home Lots - setback is 10 feet)
- Photographs of the area of the proposed pool including the existing landscape, trees, and natural growth.
- Pool and pool deck dimensions.
- Elevation (AMSL) of pool deck and finish floor elevation of house.
- Location(s) of stairs or steps from house to pool deck.

- Location of all pool equipment and backwash drywell.
- Details, dimensions and materials of the service yard that will house the pool equipment.
- Structural section through pool and deck indicating depths and materials.
- Samples of materials with proposed colors: tile, coping, and deck finish.
- Barrier fencing, if desired, must be compatible with the architecture of the house.
- Landscape changes and additions. Significant landscaping may be required if pool is adjacent to golf course or other common public areas.
- Locations and types of pool and deck lighting.
- Define other features: spa, waterfall, pergola, trellis, etc.
- Indicate route of mobile equipment access to pool site.
- Describe disposal of excavated earth.
- Rear or side elevations may be required if there is a contour difference between pool and ground.

Swimming pool enclosures and other accessory structures are only permitted within the buildable area inside the house setback lines. However, they shall be designed and constructed to be integrated into the style of the house so as to be in architectural harmony with it. Metal-framed screened pool enclosures, rooms, lanais and the like are not permitted. Custom-built screened pool enclosures and similar structures that are constructed of the same materials and have the same architectural features of the house will be considered by the ARB. Design shall be such so as to not adversely impact on neighbors' sight lines.

E. On-Site Stake Out

After all conditions for final review are met and before lot clearing can commence, a stake-out of the building, drives, and service yard must be installed and approved by an inspection performed by a representative of the ARB. For stake out review, the property lines and foundation perimeter must be materialized on the site by a series of stakes (a minimum of 3 feet exposed) connected by string. Trees to be removed are to be flagged with red flagging ribbon. In no case or for any reason shall any tree removal or site clearing commence without an Indigo Run building permit.

F. Issuance of Permit to Build

The Indigo Run permit to build will be issued after the on-site stake-out inspection has been made provided that the site conditions comply with the approved status of the final review and that all deposits have been made. NOTE: Must also provide a copy of the Town of Hilton Head Island Building Permit.

G. Progress / Completion of Project Inspections

The progress of construction will be monitored to insure that compliance with the approved project's design as submitted for review is taking place. No property owner shall be permitted to occupy a dwelling, on a temporary or permanent basis, until the dwelling has been completed according to the ARB approved plans and specifications, a

Certificate of Occupancy has been issued by the Town of Hilton Head Island and an occupancy approval has been obtained from the ARB or its authorized representative. Home completion (including landscaping) is to be the earlier of 18 months after the issuance of the ARB Final Approval, or 90 days after the issuance of the Certificate of Occupancy, whichever occurs earlier.

H. Request for Inspection

The request for inspection of any type should be made by calling the COA Office at 843-689-7300

SECTION V Landscaping

A. General

In order to assure all residents of Indigo Run that our residential community will continue to be an attractive and pleasant place to reside, the Indigo Run Architectural Review Board requires a landscape plan for all new residential construction, including additions, swimming pools and other exterior at-grade modifications. A landscape deposit is included in the builder/deposit or builder/owner deposit described in Section IV-C and a building permit will not be issued until this landscape plan is approved by the ARB. This plan will be reviewed concurrently with the building and drainage plans.

Successful plantings can be made year round on Hilton Head Island, but the best planting timeframe is generally from October to May. All plantings must be complete within 18 months of the construction start date or within 90 days of beneficial occupancy, whichever is earlier. Prior to the start of any work, all contractors must request an underground utility location by calling 1-888-721-7877 or other appropriate agency. Upon successful completion of all work at the site in accordance with the approved plans, the deposit will be refunded accordingly.

B. Landscaping Guidelines

It is strongly suggested that applicants familiarize themselves with these guidelines prior to formally preparing a landscape plan, in that it shall be prepared according to the following criteria:

1. Preservation of Existing Vegetation

a. Preservation of existing trees and their canopies is of the utmost importance. While a heavily wooded lot might benefit from selective thinning, all trees having a diameter at breast height

(DBH = 4 feet above grade) of 6" or greater shall be preserved. Proposed improvements shall be designed to accommodate the location of existing trees to the maximum practical degree. Those trees located beyond 5 feet of the proposed building, improvement or paved area shall not be cut, removed or mutilated, without obtaining the prior approval of the ARB, unless such trees are determined to be dead or diseased by the ARB or its representative. Any viable trees desired to be removed beyond the 5' boundary may need to be replaced in accordance with paragraph "e" below. The design of lot improvements must reflect the preservation of large trees whenever possible and disturbance of any portion of them during and after construction must be kept to a minimum. Temporary protective fencing will be required for specimen trees.

b. The ARB reserves the right to employ an arborist to develop preservation guidelines, the cost of which shall be borne by the owner. Such guidelines may include porous

pavers in hardscapes over root zones, subterranean irrigation and/or aeration, ongoing maintenance plans, etc. Parking, dumpsters, material storage or other construction activities are not permitted within the drip line of specimen trees.

c. All trees shown to be preserved on the approved site plan and landscape plan that are later removed shall require mitigation under Section V-F of these guidelines.

d. There shall be a minimum of 2, 30-gallon shade trees planted as part of the approved landscape plan for each developing lot. However, heavily treed lots that require significant tree removal or sparsely treed lots will need to have significantly more trees planted than this minimum.

e. Removal of any over-story tree between 6” and 18” DBH may need to be replaced with a minimum of one (1), 2” caliper over-story tree. Removal of any over-story tree greater than 18”DBH may need to be replaced with a minimum of two (2), 2” caliper over-story trees. Acceptable over-story trees are:

Bald Cypress	Elm	Hickory	Live Oak
Poplar	Red Maple	Red Oak	Sycamore
White Oak	Willow Oak		

Removal of under-story trees greater than 6”DBH may need to be replaced with under-story trees greater than 6 feet in height. Acceptable under-story trees include:

American Holly	Cedar	Dahoon Holly	Gordonia
Magnolia	Wax Myrtle	Yaupon Holly	

Removal of pine trees greater than 18” DBH shall be replaced with three (3), minimum 1” caliper pines or other approved conifers.

Applicants may submit tree species other than those listed above for approval, if desired.

f. Drainage of the property shall be designed to avoid disturbance to existing trees. See Section IV-D-3 – Drainage Plan for additional information.

2. Planting Design Criteria

a. Proposed foundation plantings must create levels of vegetation to soften the structure and integrate the building improvements into the site. Included in this requirement are:

- Continuous foundation plantings along all sides of the house which soften exposed turf areas while enhancing architectural elements of the structure.
- The selection of shrubs which will mature to the proper heights and mass without requiring excessive pruning. The majority of these should be a minimum of 7-gallon, 30”-36” height, hearty evergreens with minimum 3-gallon, 12”-15” evergreens under ground level windows.

- Layering of shrubs, dwarf shrubs, ground covers and perennials along the front and rear elevations of the house.
- Vertical element plantings will be required on all sides of most houses to soften the exposure of the structure from neighboring properties. In some cases, existing preserved trees may satisfy this requirement. However, a minimum of two (2) flowering trees is required to be planted in the rear yard.

b. Plant selections for the composition of the basic landscape design should take into consideration potential severe freezes that may occur on Hilton Head Island. Selection of exotic plant species susceptible to any of the typical climate extremes experienced here should be kept to a minimum.

c. Indigo Run has a deer population that will tend to feed on certain plantings and therefore, those plants susceptible to deer damage shall not be used as primary components of the landscape design. A list of plant species known to be deer-tolerant is included in this section. Permanent Deer fences are not permitted.

d. Plant selections and arrangements should take into consideration species compatibility with both exposure and soil moisture requirements.

e. All areas of the lot should be treated with landscape plantings as part of the structural backbone of the landscape theme. In addition to the foundation plantings mentioned above, landscape treatment will be required for the driveway entry areas, partial side screening plantings along both side property lines and layered plantings, including vertical elements, along the rear property line for all properties visible from other lots or common areas. Substantial existing shrubs or trees may be considered to be adequate to satisfy the rear and side line requirements providing the existing plant masses include oaks, wax-myrtle, holly, saw palmetto or other dense existing cover. Should this be the case, photographs showing all existing vegetation must be submitted with the landscape plan. "Natural" areas are desirable, but they must be properly maintained and not allowed to grow wild.

f. Planting of any trees or shrubs at the rear corners of the lot, considered as the triangular area formed 20' in each direction from the corner (10' for patio lots), shall preserve the view angles for neighboring properties. Conversely, consideration should be given to all view angles into a developed property. Plant groupings should soften exposure from surrounding properties.

g. Lawn areas shall be integrated into the landscaped areas to provide aesthetic appeal to the overall site. Climate-tolerant sod, such as centipede, zoysia or St. Augustine shall be used. Areas directly adjacent to the street and/or street curb that do not contain planting beds shall be fully sodded using natural materials to the side property lines.

3. Landscape Features

a. Concrete driveways shall be designed with interest and be free flowing with bold curves wherever possible. Straight runs or angular sections should be avoided. The

appearance of the drives shall be softened with the use of decorative masonry strips at joints and edges, as appropriate, along with compatible highlight patterns within the main body. These rustications can be composed of brick, stone, granite, tabby or other contrasting, yet compatible, masonry. Two guest parking spaces are required which must be integrated into the design and provide comfortable access and turning radii for entry and back-up out of garages. The recommended width of the guest parking is 18 feet but the minimum allowed is 16 feet, with the exception of a patio lot. Driveways and other hardscapes are not permitted within 5 feet of the sides or rear property boundary lines.

b. Access to golf cart garages shall either match the main driveway or be of a suitable surface treatment for golf cart traffic.

c. Pedestrian sidewalks should be concrete or masonry compatible with the design theme of the vehicular driveway.

d. Parking areas and all vertical improvements including foundations, walls, fences, grills, play structures, garden ornaments, service yards, satellite dishes, hot tubs/spas, etc. shall require plant screening from neighboring properties and common areas. Garden ornaments, fountains and similar features are not permitted between the property line and the setback line.

e. Planting beds or plants in masonry pots should separate garage doors wherever practicable.

f. Plans for swimming pools shall be submitted in accordance with Section IV-D-4 of these guidelines. Pool exposure shall be screened from the side property lines with plantings and shall be obscured with layered plantings on its exterior (normally rear) side when the lot adjoins a common area.

g. All irrigation systems must comply with the Town of Hilton Head Island's irrigation code. Irrigation contractors must be licensed by the Town and must obtain a permit to construct the system.

4. Demolition or Filling in a Pool

Permits from both the ARB and the Town of Hilton Head are necessary for demolition of a pool. An ARB permit will be required when filling in a pool in order to landscape over it. For either project, an experienced contractor must be secured who will carefully consider how to access the pool and what size and type of equipment is best for a particular swimming pool and yard.

Heavy equipment can damage landscaping or underground services in the surrounding area. Suitable fill material is to be used and should be compacted multiple times to reduce settling. A layer of topsoil must be added when the area is ready to be converted back into a lawn or landscaping.

C. Plans

The landscaping plan must be professionally prepared by a landscape architect or other acceptable landscape professional on a tree and topographic survey indicating the existing and proposed vegetation. It should be drawn at a scale of $1/8" = 1'$. The plan should graphically illustrate lot number, location, adjoining lot border lines, sizes of plant material, lawns, mulched areas, hardscapes and open areas, such as wetlands and adjacent common areas. A drainage plan (see Section IV-D-3 for details) shall be submitted concurrently and shall be designed to coordinate with the landscape plan. More specifically:

a. Plant symbols shall be scaled to actual size to represent the mature spread of each plant. A legend must be included to indicate the following for each plant:

- Botanical and common name
- Plant height at time of planting
- Plant spread at time of planting
- Plant quantities
- Root specifications
- Square foot area of lawn areas
- Square foot area of mulched areas

b. Existing trees of 6" DBH and larger must be identified as to exact location, genus name and species. Also show new trees to be planted in accordance with Section V-B-1e, above. Provide a summary table of these trees indicating those to be removed, and those to remain along with new trees to be planted.

c. All existing site features within 30 feet of the property lines such as roads, driveways, walks, cart paths, bulkheads, docks, etc. shall be graphically represented on the landscape plan. Should special features of interest (cart paths, drainage structures, etc.) exist in near proximity of the lot, they shall be indicated on both the site plan and the landscape plan.

d. All surfacing materials shall be clearly noted, such as concrete, lawn, planting beds, etc. Texturing, coloring or other surface treatment to concrete surfaces shall be depicted on the plan and either sample, catalog cuts and/or color samples shall be submitted with the plan.

e. Indicate whether an irrigation system is to be installed.

f. Show proposed locations of any landscape lighting or landscape furnishings.

D. Suggested Plant List

A list of suggested planting material is included below. This list is intended as a guide and its focus is on drought resistant and deer tolerant plants.

Trees

American Holly	Crepe Myrtle	Loquat	Poplar
Atlas Cedar	Golden Raintree	Maple	Sabal Palm
Bald Cypress	Honey Locust	Mimosa Silk Tree	Service Berry
Chaste Tree	Japanese Zelkova	Mountain Ash	Smoke Tree
Chinaberry	Little Leaf Linden	Mulberry	Vitex
Chinese Elm	Laurel Oak	Oak	
Common Hackberry	Live Oak	Palmetto Palm	
Crab Apple	Locust	Pinao Palm	

Shrubs

Adams Needle Purple	Cherokee	Mentor Barberry	Showy Jasmine
American Bittersweet	Common Witch Hazel	Nadina	Shrub Althea
Anise	Dwarf Yaupon Holly	Needle Palm	Spirea
Banana Shrub	European Fan Palm	Oleander	So. Cherry Laurel
Beautyberry	Firethorn	Pincapole Guava	Sweet/Tea Olive
Beauty Bush	Inkberry American Holly	Podocarpus	Tamarix
Blueberry	Japanese Anise	Pomegranate	Thorny Eleagnus
Buckthorn	Japanese Barberry	Privet	Viburnum
Bush Cinquefoil	Japanese Quince	Rugosa	Wax Myrtle
Butterfly Bush	Japanese Rose	Russian Olive	Windmill Palm
Carolina Rose	Juniper	Sago Palm	Winter Jasmine
Chinese Fringe	Leatherleaf Mahonia	Sand Cherry	Yaupon Holly

Plants

Canna	Lavernia	Rudbeckia	Society Garlic
Echinacea	Rosemary	Scotch Broom	Yarrow
Iris			

Ground Cover

Euonymus	Proesia	St. Johns Wort	Vetch
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Vines

Carolina Jessamine	Honeysuckle	Trumpet Vine
Chinese Wisteria	Japanese Wisteria	Vinca Major
Confederate Jasmine	Lady Banks Rose	Virginia Creeper
Cross Vine	Silver Lace Vine	
Euonymus Coloratus	Sweet Autumn Clematis	

E. Inspection

Upon completion of all landscape feature installations and plantings, the landscape contractor shall make a final inspection of the work and provide a letter of certification to the ARB that all work was performed in accordance with the approved landscape plan. Any deviations or plant substitutions made shall be explained in full detail. The ARB shall also make a final inspection of the completed work. Plans deposits will not be returned until all work has been completed satisfactorily.

F. Tree Removal on Developed Lots

In accordance with Article X, Section 10.06 of the “Amended and Restated Declaration of Covenants, Conditions and Restrictions of the Indigo Run Community Owners’ Association, Inc.”, Section 5 - Maintenance of Property of the “Rules & Regulations, Enforcement and Due Process” of same and these “Architectural Design Guidelines”, the ARB has established the following procedures for the removal of trees on developed lots.

1. The owner of said developed lot shall contact the ARB Administrator to notify and make application for a permit to remove trees prior to scheduling any work. The application shall be accompanied by a fee of \$25.00 and shall include all pertinent information about the property including the reasons for removal along with the name of the proposed contractor for the work. After application has been made, the ARB Administrator shall so notify the General Manager of the IRCOA. No trees greater than 6” DBH (diameter at breast height) shall be removed without the issuance of a permit from the ARB. The owner shall place a red flagging ribbon around each tree proposed for removal.
2. The ARB Administrator will schedule an inspection of the site which shall be performed by representatives of the ARB. Should the inspection reveal that the size, amount and condition of the trees are such that their removal would significantly alter the tree canopy (such as the removal of pine trees or oaks), mitigation will be required. If there is any question as to the health of any tree planned for removal, an arborist will be employed, the cost of whom shall be borne by the owner.
3. The mitigation percentage shall be 50%, meaning, that the total aggregate diameters of trees to be removed must be replaced with suitable trees totaling at least half in aggregate diameter.
4. Should mitigation be required, the owner shall prepare a landscape plan in accordance with the applicable portions of Section V, Part D of these Guidelines and submit 3 copies of same. The plan must show an entire site plan of the property with emphasis on the locations of all proposed removal and replacement trees.
5. The ARB shall evaluate the proposal at its first meeting after the site inspection and proceed normally with the review process.
6. After final approval, all work must be completed within the time periods stipulated in these Guidelines.

Note: Any proposed removal of trees in common areas (i.e. roadway right-of-way, etc.) must be approved by the Town of Hilton Head Island.

G. Temporary Fencing / Plant Covers

Temporary Deer Fencing to protect immature plants is permitted. Such fencing must stand no more than 42 inches above ground level and must be “earth toned” (unobtrusive). The fencing should be removed as plants mature. Fence posts likewise must stand no more than 42 inches above ground level and must be earth toned. Temporary plant covers may be utilized in periods of extreme cold/frost. Covers may not be “seasonal” and should be removed on a daily basis.

SECTION VI

Rules and Regulations Governing Construction within Indigo Run

A. General

These Rules and Regulations are for compliance by all contractors, subcontractors, material suppliers, maintenance personnel and any others engaged in construction or allied activity in Indigo Run. These Regulations are not intended to restrict, penalize or impede construction activity during reasonable performance of duties while within Indigo Run. Rather, they will be enforced fairly to achieve the objectives enumerated below and in the Covenants and to facilitate orderly and controlled construction activity thereby preserving the overall quality of Indigo Run's appearance. Violations are subject to fines and repeated violations may be cause for denial of access.

B. The following items are guidelines within the jurisdiction of the Architectural Review Board:

1. Site Clearing:

Site clearing or construction on any property within Indigo Run is not permitted without first obtaining an Indigo Run Building Permit (See Section II, Indigo Run Architectural Review Board Submission and Approval.) Site clearing material must be transported in a covered truck.

2. Trash Receptacles:

Each residential building site must be provided with a suitable trash receptacle. Building sites must be cleared of litter each day and stored in the trash receptacle. Trash receptacles must be emptied regularly, when full. The dumping of construction trash is not permitted inside Indigo Run.

3. Portable Toilets:

Each residential construction site will be furnished with at least one portable toilet prior to any on-site construction. These toilets will be placed in an in-conspicuous location, not closer than 30' from the street or 30' from any adjoining residential property lots, with the door facing away from any view from the adjacent street or house. **All portable toilets must also be enclosed with screening lattice or another acceptable material.** Clean and sanitary conditions are required for all toilets. Contractors supplying these receptacles must not display phone numbers or advertising. Colors should be nature blending.

4. Culvert Pipes:

Within Indigo Run, the expense of culvert pipes and installation are to be borne by the owner and/or the contractor. Pipe shall be corrugated aluminum. Pipe shall be installed according to Indigo Run Community Owners Association standards. Any homebuilder/contractor that does not adhere to the above and causes a drainage problem because of incorrect installation, will be required to remove the faulty culvert pipe and replace correctly. The cost of this operation will be borne solely by the Property Owner.

5. Compliance with Architectural Review Board Approvals:

All building and landscape plans must be approved in writing by the Architectural Review Board and Indigo Run holds the owner and builder jointly responsible that approved plans are followed in all aspects of the exterior of the house and grounds. Home completion (including landscaping) is to be the earlier of 18 months after the issuance of the ARB Final Approval, or 90 days after the issuance of the Certificate of Occupancy, whichever occurs earlier. Any change to the exterior of the house, driveway, garage, etc. must receive prior written approval from the ARB. Failure to comply may result in an assessment, per the following schedule.

6 Street Number I.D.:

The Enhanced 911 system incorporated in the Town of Hilton Head has specific requirements for the posting of street address along roadways. Indigo Run has an approved design for this sign which must be posted within 20 feet of the road. In order to maintain consistency, the Indigo Run Community Services Department will provide these signs for a cost of \$ \$45.00 and they are required prior to final inspection by the Town. Call 689-7303 for placement and coordination.

7. Signs:

To minimize visual clutter, the Review Board has a job site sign standard to be used on all residential construction sites. A sign stanchion will be provided by Indigo Run. Individual contractors will be responsible for providing their own graphic panels which meet the standards specification. The sign stanchions will provide a plan tube (holder) and space on the rear to display building permits. Call 689-7303 for placement and coordination.

8. C.O.A. Regulations:

The construction guidelines under the jurisdiction of the Community Owners Association shall be reviewed prior to all construction in Indigo Run. These guidelines include items such as vehicle decals, construction hours, trespassing, trash hauling, fill dirt hauling, trash fires, etc.

9. Contractors Performing Masonry Work

Work performed with a dry saw to cut concrete, brick, or masonry can disperse excessive dust. The dust can spread to adjacent properties and can be a serious airborne health hazard, as these materials typically contain silica. To limit dissemination and exposure, the ARB recommends the following practices:

- Contractors should use protective equipment to limit exposure
- Contractors must take steps to minimize dust dispersion

10. Schedule of Fines for Violations of the Rules and Regulations of Indigo Run:

The following schedule of fines will be enforced when a contractor, or owner violates the Covenants/Regulations of Indigo Run. The fines collected will be used for grounds beautification, in common areas, and will not be refunded to the contractor. A fine may be appealed, as noted below.

11. Fine Appeal Procedure:

Fines levied by Indigo Run Architectural Review Board due to violations may be appealed in writing, with appropriate justification, to the Indigo Run Governance / Compliance Committee. Appeals from the Governance / Compliance Committee decision may be undertaken to the IRCOA Board of Directors. All appeal application(s) must be made through the General Manager of the IRCOA.

Schedule of Fines

Type of Violation	Fine
a. Not providing trash receptacles for construction or keeping site clean of debris:	\$ 100.00 per violation
b. Trash fires	\$ 100.00 per violation
c. Clearing of site without stake-out approval or obtaining Indigo Run Building Permit (includes unauthorized tree removal).	\$1000.00 per violation This violation warrants possible expulsion of the contractor and denial of further construction within Indigo Run.
d. Improperly hauling trash	\$100.00 per violation and/or revocation of vehicle access
e. Construction that does not conform to plans approved by the ARB.	\$1000.00 per violation. This warrants possible expulsion of the contractor and denial of construction within Indigo Run.
f. Failure to provide properly sited and screened portable toilet.	\$50.00 per violation
g. Noncomplying/placed signage	\$50.00 per violation
h. Pets on construction sites	\$25.00 per violation
i. Fishing in lagoons	\$25.00 per violation
j. Trespass on adjoining lots and properties, with equipment, material storage, etc. Trespass of private property is prohibited without written consent from property owner.	\$500.00 per violation
k. Failure to complete any ARB approved project within specified time.	\$500.00

NOTE: The above fines are subject to a 5% penalty accrual on a daily basis until compliance with these Guidelines. Fines must be paid before any work on the site can resume.

SECTION VII Emergency Permits

A. General

Following a hurricane or other disaster, in which Hilton Head Island has legally been declared a disaster area, the following procedures will be in effect so that affected property owners can quickly restore their properties to habitable conditions. It is the intent to maintain the high quality of Indigo Run's built environment while keeping records and approvals of exterior design changes in order to maintain the integrity of our community's covenants.

B. Procedure

The ARB administrator maintains the files of each developed property's plans and other documents. Each property owner's files have been updated over the years as various approvals were obtained from the ARB. **These files will be instrumental in effecting reconstruction, since the Town of Hilton Head Island will also have certain permit procedures in place for emergency repairs.** In addition, Indigo Run requires the following:

1. **Minor Damage** – In situations where trees need to be removed, roofs need minor repairs, windows and/or doors need to be replaced and the building needs to be repainted because of minor exterior damage, no prior approval of the ARB will be required as long as no changes of any of the exterior finishes are made.
 - a. Tree removal permitted when they have fallen on the ground, across structures or are leaning more than 15°.
 - b. Roof repairs are permitted when the exact same materials match the texture and color of the existing roof.
 - c. Window replacements are permitted and must match the color and type of existing windows.
 - d. Doors and garage door replacements must match those they are replacing.
 - e. Exterior wall material replacement permitted when the total surfaces and the materials match the texture and color of the existing surfaces.

2. **Major Damage** – In situations where the building is going to be reconstructed identically to the current updated plans on file with the ARB administrator, only a simple Declaration Form (Affidavit) needs to be executed by the owner. This form will be promptly reviewed by a representative of the ARB and approved, if appropriate. A copy of this form may be obtained either from the ARB administrator or from the Indigo Run COA office. (See "C", below).

3. **Destroyed** – In situations where the building needs to be completely razed and rebuilt and the property owner decides to change the design, size or exterior materials in any way, the traditional ARB application and approval process will be required in accordance with these guidelines.

Upon completion of repairs/replacements in Items 1 and 2 above, the property owner shall so notify the ARB administrator, in writing, and shall include before and after photographs of the property.

4. Demolition of Existing Structures

1. Single Property

In the event that an existing residence or structure is deemed by the Town of Hilton Head Island Building Division as unsafe, uninhabitable, and considered by the Town and/or the Indigo Run Board of Directors and ARB as negatively affecting the property values of the surrounding properties of Indigo Run, the damaged structure must be demolished and removed from the property in a timely and orderly manner which shall be non-offensive to neighboring property owners and according to a plan approved by the Architectural Review Board (ARB). An application for a Demolition Permit must be submitted to the ARB within sixty days of the occurrence of the damage and no clearing or demolition work shall begin before a Demolition Permit has been issued by the Board. In no event shall a structure requiring demolition remain longer than 365 days from the date deemed as such by the Town of Hilton Head. This requirement exists whether the demolition work is a prelude to repairing/rebuilding the damaged structure or is to be completely razed prior to resale of the property as an undeveloped lot.

Additionally, a property owner wishing to remove an existing undamaged residential structure before either constructing an entirely new house or selling the property as an undeveloped lot must obtain a Demolition Permit from the ARB prior to commencement of any demolition/removal work on the existing building(s) either of an interior or exterior nature, and must be in compliance with all local codes, permits and other requirements for such demolition.

A Demolition Permit issued by the ARB will normally be valid for only 30 days from date of issuance, unless an extension of time is formally requested and approved by the ARB in advance. The purpose of the 30-day limitation is to minimize the time period during which neighboring residents will be disturbed or inconvenienced by the noise, dust, and vehicular traffic associated with the demolition work. Therefore, requests for extending this period will necessitate a very explicit justification as a formal request for variance.

Additional rules and guidelines for demolition include, but are not limited to:

- a. Owner or contractor must submit an application including the appropriate fee, a tree and topography survey for the property and a copy of the Town of Hilton Head Island's approval for demolition with the application to the ARB.
- b. Prior to beginning demolition the contractor must schedule an on-site meeting with the ARB administrator to review the site and determine the required tree protection and any other site requirements. The demolition permit will then be issued and demolition can begin. A member of the ARB will inspect the project

upon completion of demolition to evaluate the site including fill/grading and any unauthorized tree removal or damage. Flagging of all underground utilities must occur prior to the start of demolition. Electrical service and other utilities shall be disconnected in accordance with Town of Hilton Head Requirements.

- c. No trees, of any size or species, shall be removed during the demolition process without specific approval by the ARB. Also, extreme care must be taken to avoid damage to remaining trees.
- d. Demolition work must be total and complete. No part of a demolished structure, including foundations, driveways, walkways, etc., may be left unless so indicated on a plan approved by the ARB. If a pool is to remain on site, it must be filled and staked with a marker indicating as such.
- e. All debris must be placed in waste dump boxes or removed prior to the end of each work day.
- f. The site must be restored to a near-natural state with approximate natural grade. All depressions and excavated areas are to be filled and graded to avoid pooling of rainwater. Also, all bare earth areas are to be covered with pine straw or mulch to preclude blowing dust, unless new construction will commence immediately after demolition.
- g. When a building is demolished, any variance to setbacks previously given to the property or existing conditions of the structure which are in non-compliance with current ARB guidelines, community rules, or covenants, are null and void.

2. Major Disasters

In the instance of a major disaster affecting multiple properties, defined as the destruction of or major damage to three or more properties caused by hurricane, flood, tornado, wind or fire, the following procedures shall apply:

- a. Restore the property to unimproved condition and the application of natural ground cover. Upon receipt of a written application, the ARB will issue a permit marked "CLEAR LOT." No fee is required.
- b. Prior to restoration, demolition, total or partial and debris removal is required. Upon receipt of a written application, the ARB will issue a permit marked "DEMOLITION ONLY." No fee is required. In the case of a partial demo, a set of marked drawings shall be submitted clearly showing the portion(s) to be demolished.
- c. If the property is to be restored to its original condition (prior to damage with no exterior changes), a permit marked "NO CHANGES" will be issued upon receipt of a written application. No fee is required.

- d. All applicable ARB review procedures apply, with a fifty percent applicable ARB fee along with the application to restore the property with proposed exterior changes and/or additions, or changes required by current applicable building codes, ordinances, rules, regulations, or guidelines.

Post Approval Control (Changes)

If any changes to the approved plans involving the exterior of the structure or the site are contemplated during the course of construction, documentation and a request for Design Review must be submitted to the ARB prior to the execution of any changes. Normal ARB fees will apply.

Indigo Run ARB Declaration

Property Address :

Legal Address:

Street:

Owner:

Mailing address if different from above:

Minor Damage

Major Damage

I, the undersigned, do hereby certify that the above referenced property has been damaged as a result of the recently declared disaster and will be repaired to the condition that existed prior to the damage. No exterior changes will be made from the previous IRARB approved structure, including architectural design, windows and doors or other finish materials and colors without written approval from the IRARB.

Before Photo

Submitted by:

After Photo

Date:

Phone:

**C. Request for Exterior Painting
Damage less than 50% as determined by Town of Hilton Head**

Date :

To: Indigo Run Architectural Review Board
Indigo Run COA
103 Indigo Run Drive
Hilton Head Island, SC 29926

From : Owner's Name _
Legal Lot #
Mailing Address

Owner's Mailing Address if different from above:

Proposed Colors:

	Brand	Color Name/No
Windows		
Front Entry Door		
Other Ext. Door		
Window Trim		
Door Trim		
Fascia		
Soffits		
Corner Boards		
Band Boards		
Shutters		
Columns		
Deck/Benches		
Fences		
Handrails		
Other		
Stucco/Masonry		

Painting Contractor

Name

Phone #

Address

Before Photo

After Photo

Submitted by (Signature)

Phone No.

D. Request for Re-Roofing
Damage less than 50% as determined by Town of Hilton Head

To: **Indigo Run Architectural Review Board**
Indigo Run COA
103 Indigo Run Drive
Hilton Head Island, SC 29926

From: **Owner's Name**
Legal Lot #

Mailing Address

Owner's Mailing Address if different from above:

Existing Roofing: *(Check one and complete)*

_____ Wood Shake/Shingles
_____ Asphalt/Fiberglass Shingles _____ Color
_____ Other (Describe)

Proposed Roofing: *(Check one and complete)*

_____ Wood Shake/Shingles* _____ Color, if any
_____ Life Pine Shakes
_____ Asphalt/Fiberglass Shingles

Minimum requirement: 300 pounds per square:

_____ GAF Timberline Color
_____ Elk Prestique Color
_____ Other Manufacturer
Other Materials* Manufacturer _____
_____ Color
_____ Wt. per square lbs.

Roofing Contractor:

Name: _____
Phone: _____

I have attached a sample (6" x 6" or larger) of the by an asterisk (*) above.

Submitted by: (Signature) _____

Phone No. _____

ADDENDUM
Exhibit "A"

Broad Pointe Lot Setback Guidelines

All setbacks listed are in feet and are based on looking at lots from the street except as noted. *Starting at intersection of right side Property. Line when facing lot from street.

Lot	Front	Rear	Lt Side	Rt Side	Other
1	30	30	12	10	n/a
2	30	30	12	12	n/a
3	30	30	12	12	n/a
4	30	30	12	12	n/a
5	30	30	12	12	n/a
6	30	30	12	12	n/a
7	30	30	12	12	n/a
8	30	30	12	12	n/a
9	30	30	12	12	n/a
10	30	30	10	12	n/a
11	30	30	10	10	n/a
12	30	30	10	10	n/a
13	30	30	12	12	n/a
14	30	30	12	12	n/a
15	30	30	12	12	n/a
16	30	30	12	12	n/a
17	30	30	12	12	n/a
18	30	30	12	12	n/a
19	30	30	12	12	n/a
20	30	30	12	10	n/a
21	30	25	10	10	n/a
22	40	40	12	12	n/a
23	40	40	12	12	n/a
24	40	40	12	12	n/a
25	40	50	12	12	n/a
26	40	40	12	12	n/a
27	40	40	12	12	n/a
28	40	40	12	12	n/a
29	40	50	12	12	n/a
30	40	40	12	12	n/a
31	40	45	12	12	n/a
32	40	45	12	12	n/a
33	40	50	10	10	n/a
34	40	50	12	12	n/a
35	40	50	12	12	n/a
36	40	40	12	12	n/a
37	40	40	12	12	n/a

Lot	Front	Rear	Lt Side	Rt Side	Other
38	40	40	12	12	n/a
39	30	30	12	10	7 edge pavement
40	60	50	10	10	n/a
41	40	50	12	12	n/a
42	40	30	12	12	n/a
43	30	30	10	10	n/a
44	30	30	10	10	n/a
45	40	30	10	10	n/a
46	40	40	10	10	n/a

** Determined from longest right side yard calculation

*** Determined from left property line intersection with front

**** Front property line is contiguous with lot 58. Longest property line next to lot 56 is the right side.

Lot	Front	Rear	Lt Side	Rt Side	Other
47	40	30	10	10	n/a
48	40	30	15	12	n/a
49	40	30	12	10	n/a
50	40	30	12	12	n/a
51	40	30	12	12	n/a
52	40	40	12	12	n/a
53	40	30	12	10	n/a
54**	50	40	12	15	n/a
55***	50	40	12	12	n/a
56	40	30	10	10	n/a
57****	40	30	12	12	n/a
58****	40	30	12	12	n/a
59	30	30	12	12	n/a
60	40	30	12	12	n/a
61	40	30	12	12	n/a
62	40	30	12	12	n/a
63	50	30	10	12	n/a
64	50	40	12	10	n/a