

HARBOUR KEY

ARCHITECTURAL STANDARDS

THESE GUIDELINES TAKE EFFECT May 10, 2007
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This document contains architectural and design standards that will control the use of certain land at Harbour Key. It is the intent of these standards to work with owners and contractors to balance individual diversity with community continuity, and to foster attractive streetscapes for Harbour Key as a whole.

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I. ARCHITECTURAL DESIGN STANDARDS

I.1 INTRODUCTION

Harbor Key is a planned single family home resort community in a natural sea island landscape setting.

I.2 STATEMENT OF PRINCIPLE AND PURPOSE

It is the purpose of the Harbor Key architectural design standards to promote and maintain high quality residential design, streetscapes, and community character and appearance. These standards will provide the guidelines for use by the property owners, surveyors, contractors, sub-contractors, architects, landscape designers, engineers, and realtors.

These design standards shall consider each home's character as a contributor to the overall character of the community. These design standards should both promote a diversity of architectural features, while maintaining compatibility within the community.

II. ARCHITECTURAL REVIEW BOARD

II.1 FUNCTION OF THE ARCHITECTURAL REVIEW BOARD

Architectural design standard implementation and control shall be the responsibility of the Harbor Key Architectural Review Board (ARB), as appointed by the Harbor Key Homeowners Association (The Declarant)

The Harbor Key Architectural Review Board shall review all proposed construction within Harbor Key. The ARB shall perform such review in accordance with the requirements of the covenants and restrictions, and pursuant to the procedures outlined in these design standards.

Prior to any property clearing or construction, the property owners, builders, and/or designers should review residential design guidelines and obtain in writing, approval of final plans from the ARB.

Any subsequent building additions, alterations or any landscape modifications conducted after the initially approved construction and landscape installations, shall be subject to the requirements of these design standards and to the review and approval of the ARB.

II.2 DISCLAIMER

These design standards shall be enforceable to the extent that they do not violate applicable laws and regulations.

III. PLAN SUBMISSION, REVIEW AND APPROVAL PROCEDURES

III.1 OVERVIEW

It is the function of the ARB to review applications, working drawings, specifications, colors, materials and samples submitted to determine if the proposed construction, site plan and landscape design etc, conform in character, appearance and construction with the design standards.

It is the responsibility of the designer to incorporate balance, rhythm, texture and massing of forms into a well designed residence. The ARB encourages design continuity on all exterior elevations. Avoid emphasizing the front elevation only (ie stucco front and wood side and rear elevations). Provide interesting architectural details such as offsets in exterior walls, open tail rafters, porch details, and tasteful yet bold color schemes.

III.2 PLAN SUBMISSION

All plans to be reviewed must be stamped in by 1:30 pm, three days prior to the meeting of the ARB. There are three steps in plan submittal and approval process. These steps are (1) preliminary review, (2) final review, and (3) submission to Beaufort County Building Department. The ARB requires a \$500 non-refundable review fee, and a \$2500 refundable deposit for design enforcement, prior to construction. All funds collected by the ARB will be deposited in the permanent improvement account of the Harbor Key Homeowners Association.

III.3 PRELIMINARY REVIEW

The preliminary review process is designed to make sure prior to future expense, that the submitted design will fall within Harbor Key design standards.

Each individual property owner or builder must submit the Design Review application form (exhibit 1). Builders who have previously built a home and participated in a preliminary review may receive a waiver from the ARB with respect to the preliminary plan submission requirement.

All first time builders must submit two sets of blackline or blueline prints of preliminary plans consisting of the following:

1. Design review application form
2. Site and tree survey (tree survey if applicable)
3. Preliminary site plan
4. Preliminary floor plan, and exterior elevations w/material and color delineation.
5. Preliminary landscape plan

The ARB will review the application and preliminary design documents within 30 days of the application date and return one set of plans to the participating builder with appropriate comments.

III.4 FINAL REVIEW

The property owner or builder shall submit design review application (exhibit 1), two sets of site specific construction plans and review fee. Construction plans shall meet the same requisites as required by Beaufort County building ordinances. These plans shall include:

1. Site plan showing driveways, walkways, balconies, decks, patios and porches.
2. Tree survey (if applicable)
3. Foundation and floor plans
4. Exterior elevations, showing windows, doors and siding materials.
5. Wall section details including fascia and trim treatments, roof pitch and material types.
6. Location of mechanical equipment, & any additional exterior structures or receptacles.
7. Final landscape plan, shall include plant lists, specs, sizing and spacing, as well as any fence wall design and location. (please refer to **LANDSCAPE DESIGN SECTION** for complete requisites of landscaping planning.)
8. Final drainage plan, elevations and drainage patterns
9. Any exterior lighting details including specifications and locations.

Additionally, product photos, material, samples and color samples, must be submitted as requested.

The ARB will review all final design submissions and return one set of plans to the owner or builder within 30 days with appropriate comments and/or approval.

III.5 BUILDING DEPARTMENT REVIEW

Following final review, builders may submit ARB approved plan, to the building department or other such agencies having jurisdiction for all required permits. Owner/builder shall be required to submit a copy of the building permit to the ARB prior to construction.

IV. SITE DEVELOPMENT AND CONSTRUCTION PROCEDURES

IV.1 OVERVIEW:

. The Declarant and the ARB do not assume responsibility for any unforeseen soil or subsurface conditions, soil erosion, or soil structural adequacy, capacity of safety features of the proposed improvements or structure, compliance with any or all building and zoning codes, safety requirements, governmental laws, regulations or ordinances, or the performance or quality of the work of any contractor or subcontractor.

IV.2 SETBACKS

Beaufort County has a 50 foot setback rule from the critical line on all marsh or waterfront lots. A variance must be obtained to build on most lots in Harbor Key. All lots on Harbor Key should be eligible for such a variance.

The Harbor Key setbacks for all Phase I lots 1 through 40 are as recorded in Plat book 60 Page 48:

Front setback 15 feet
Side setbacks 7 feet
Back setback 20 feet

Phase II lots 41 thru 50 are as recorded in Plat book 70 Page 77, and are all varied.

IV.3 LOT COVERAGE AND BUILDING HEIGHT

Structures may not exceed 40% coverage of the building lot. Building height is limited to 40' from the average of the existing grade to the peak of the roof. All structures are limited to two stories, including lofts.

IV.4 GENERAL PROVISIONS OF CONSTRUCTION

1. Every attempt should be made by the builder to preserve existing trees, shrubs and ground cover throughout the construction process.
2. A driveway subsurface material shall be placed prior to construction for delivery vehicles whenever possible. It is recognized that due to the small size of Harbour Key lots this may not be feasible. ARB reserves the right to enforce this provision when they deem a construction drive practical and in the best interest of a project.
3. Silt fences shall be installed by builder to reduce runoff and debris control, on all sides of the property. A 30' opening in the fence for delivery vehicles is allowable.
4. All construction sites shall be kept in a neat and orderly condition during construction. A trash dumpster must be in place as soon as pilings are in place. Placement cannot be in the right-of-ways or easements. Construction parking shall not block traffic flow. Trash dumpsters must be covered at the end of each working day.
6. The owner/builder shall be held financially responsible for any damages occurring to community property as a result of their construction project. .
7. Construction must begin within one year of ARB approval, and must be completed (including landscaping) within one year from the start of construction. Extensions after

one year may be granted, however no extension shall be granted beyond a second year, unless a hardship situation is approved by the board.

At the end of the approved period, and/or extension, the ARB may impose fines up to \$100 per day for failure to complete the project in a timely manner. Fines may be assessed for any violations of the covenants and/or design standards, upon written notification to the owner or builder of what the violation is, a time frame to cure the violation, and what amount of fine that will be assessed if not cured in a timely manner. Fines may be appealed to the Harbour Key Board of Directors. **It is noted here, that the ARB will work to foster positive relationships with all owners and builders.**

8. Only one contractor sign shall be allowed per lot. The sign shall not exceed 9 sq feet and should identify the builder. All other signs are prohibited unless approved by the ARB. No sign shall be placed on a tree trunk at any time.

V. MISCELLANEOUS CONSTRUCTION DETAILS

1. All houses must be painted with a color theme that compliments the character of the neighborhood.
2. Front loading garages and garage doors are permitted.
3. Fireplace chimneys must be capped with a spark arrester, which matches the color of the chimney.
4. Landscapes swales and mounds shall achieve positive drainage. Any landscaping resulting in standing water for extended periods of time shall be considered in violation of the design standard. Mound slopes shall not be greater than a ration of 3:1 and swale side slopes no more than a ratio of 7:1. Landscape mounding should be done in a smooth natural transition.
5. Retaining walls may be employed to facilitate grade changes or tree protection etc., with the approval of the ARB.
6. Driveways and walkways are subject to ARB approval and should emphasize design continuity and safety. A minimum 15 inch diameter piping is required where driveways cross ditches at the roadway.

VI. ACCESSORY STRUCTURES AND FURNISHINGS

VI.1 ACCESSORY STRUCTURES

1. Vertical accessory structures include but are not limited to: fences, trellises, screen enclosures, play structures, dog houses, storage sheds, greenhouses etc and require ARB approval .
2. No aerials or antennas are allowed with the exception of small satellite dishes.
3. Vertical accessory structures shall in general, be located so as not to be visible from the streets.

VI.2 ACCESSORY FURNISHINGS

1. Exterior furnishings include but are not limited to mechanical equipment, accessory structures, sculptures, decorative items, athletic equipment, decks patios, pools spas, planters, applied artwork, and signage, are subject to ARB approval.
2. Flags shall be mounted on wall brackets as opposed to free standing poles in yards.
3. Mailboxes will all be of the same design as approved by the ARB.

VII FENCING

VII.1 DEFINITION AND GUIDELINE

1. Any structure designed to define or enclose land area, or screen view to an area of land, shall be defined as a fence. Construction of all fences must be approved by ARB.
2. Fencing is discouraged in order to preserve and promote the open natural environment of the community. It is the intent of the fencing policy to allow approved fencing for play areas, gardens and pet areas.
3. Fencing should be generally uniform in design throughout Harbor Key

VII.2 APPROVED FENCING

1. All fencing must be approved by the ARB
2. Fencing is only permitted on the rear of properties. Side and front fencing are prohibited except in areas of high traffic where a small rope fence is allowable. A fencing variance may be requested by an owner, and will be reviewed by the ARB on a case by case basis.

3. The approved fence design for Harbour Key is available through the ARB. It is a white picket fence design and cannot exceed 42" in height. It should be constructed of pressure treated wood materials or vinyl. Vinyl fences must be installed to meet manufacturers specifications. Fences cannot disturb existing foliage on lagoon embankments. The home owner must check with the Office of OCRM for current rules of compliance. Small variations in the approved fence design are allowable and will be considered by the ARB upon submittal.

4. In areas where road traffic is a concern, a small rope fence on 4 by 4 blocks may be approved by the ARB. This fencing should be constructed similar to the existing rope fences used on common areas on Harbor Island.

VIII. LANDSCAPING

VIII.1 INTRODUCTION

The purpose of these requirements is to assure that individual property and community values are maintained and enhanced. Landscaping plays a major role in accomplishing this goal. The design should be an extension of the house with emphasis on preservation of the natural environment. Preservation of existing natural systems provides an economical design from the standpoints of capital cost and maintenance.

VIII.2 MINIMUM PLAN REQUIREMENTS

In order for the plan to comply with the requirements of the ARB, the plan shall be prepared by persons with competent knowledge of plant design. The ARB reserves the right to reject any designer it deems not competent to prepare acceptable landscape plans.

VIII.3 EXISTING NATURAL SYSTEMS

The plan shall show all existing trees 8" DBH (diameter at breast height) or larger, to be removed and/or preserved. Each tree shall be labeled as to size and species. Existing viable natural understory to be preserved shall also be indicated on the plan. The ARB must approve the removal of any existing trees with a 8"DBH. If existing trees are removed without approval or dies during construction, the Board shall require the contractor/owner to mitigate the loss.

VIII.4 NOTES AND SPECIFICATIONS

The plan shall include planting details for shrubs, trees, and groundcovers. A plant list including identification symbols, botanical and/or common names of the plants, sizes, spacing, and any particular notes with regard to the plantings. All tree and shrubs sizes will be specified by height, caliper or gallon size. Specifications for irrigation, and drainage notes also are required. All plans submitted shall include the note"

“Subsequent changes of this plan during construction shall be resubmitted to the ARB for review and approval”.

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VIII.5 MULCH AND SCREENINGS

Mulch shall be natural wood products, or pine straw. Pebbles, sand, the Board may consider rock, plastic sheeting or similar materials. All privacy screens, patios, play equipment pool enclosures, etc., shall be broken up and/or screened with shrub massing and trees. Planting along property lines shall be informal and meandering.

VIII.6 SOD AND IRRIGATION

All sodded areas must be irrigated. The system shall be automated with pop up heads in sodded areas. There shall be no overspray onto adjacent lots or roadways. No well shall be permitted without ARB approval.

IX. CONSTRUCTION HOURS

Monday thru Friday, construction may commence at 7:00 am, and should end by 6:00 pm. Saturday construction hours are 10 am to 4 pm. No construction is permitted on Sunday, and the following holidays.

1. New Years Day
2. President's Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day

THIS DOCUMENT MAY BE AMENDED BY

THE HARBOUR KEY COMMUNITY ASSOCIATION BOARD OF DIRECTORS

