



**Home Owners Association, Inc.**  
Architectural Guidelines



September 1, 2018 Edition

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**ARTICLE 1 - STATEMENT OF PURPOSE & INTENT:**

- 1.1 **Purpose:** These Riverchase Estates Architectural Guidelines (Guidelines) provide an overall framework and comprehensive set of standards and procedures for the development of the community in an orderly and cohesive manner. These Guidelines have been developed to provide direction for the planning, designing, constructing, landscaping, and modifying of all residences, buildings, and structures or improvements within the Riverchase Estates community. ***The approved styles for homes in Riverchase Estates are Arts and Crafts, European Eclectic, Mediterranean, Italianate, Tuscan and Designs which traditionally use stone, stucco and brick.*** However, a variety of styles are encouraged in order to create the unique feel of a custom home community. The Guidelines set forth criteria for design, style, materials, colors and location of site improvements, landscaping, signage, lighting and other structures. In addition, the Guidelines establish a process for review of all proposed construction and modifications to residences, buildings, and structures to ensure that all home sites within Riverchase Estates are developed with consistency and quality.
- 1.2 **Intent:** It is the intent of the Riverchase Estates Architectural Control Committee (ACC) that all structures and other improvements within the community be of the highest design quality and be planned and sited to be aesthetically and architecturally harmonious with one another and with the natural features of the land. The ACC is particularly concerned that the community have a consistent streetscape and quality of design (facade, materials, etc.). In order to maintain a “planned look” for the community and to preserve the aesthetic integrity of the community, the ACC may at times place a temporary moratorium on any particular style of design or building material until, at the sole discretion of the ACC, it is determined that the community has been brought back into balance.
- 1.3 **Restriction on similar home designs:** IN NO CASE SHALL HOMES WITH SIMILAR DESIGNS BE BUILT WITHIN THE LINE OF SIGHT FROM A SIMILAR HOME IN THE RIVERCHASE ESTATES

COMMUNITY. No home shall be an exact duplicate of any other home, but for similar designs, the homes shall be out of the line of sight of each other in any direction. The ACC in its sole discretion shall determine what constitutes a similar home design and what is in a field of view or line of sight of a similar home.

## **ARTICLE 2 – APPLICABILITY, AUTHORITY & AMENDMENTS:**

- 2.1 **Applicability:** The Guidelines shall govern all residences, buildings, and all other structures and improvements within the Riverchase Estates properties, which are or may be subject to the Riverchase Estates Home Owners Association, Inc. Declaration of Covenants, Conditions and Restrictions. (referred-to herein as CCRs or Declaration).
- 2.2 **Authority:** The ACC has jurisdiction over all matters relating to construction, architecture and landscaping of new construction and modifications of the Properties as set forth in the CCRs. While the Guidelines are intended to provide a framework for construction and modifications, the Guidelines are not all-inclusive. In its review process, the ACC may consider the quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation, among other things. The ACC reserves the right to reject any submittal, and may disapprove plans, specifications or other materials for non-conformance to the CCRs, Architectural Guidelines or for aesthetic reasons, which in the sole discretion of the ACC shall be deemed sufficient.
- 2.3 **Governmental Permits:** To the extent that the South Carolina State Building Code, Lancaster County Ordinances, or any other government ordinance, building code, or regulation requires a more restrictive standard than the standards set forth in these Guidelines or the CCRs, the government standards shall prevail. To the extent that any government standard is less restrictive, the CCRs and the Guidelines (in that order) shall prevail.
- 2.4 **Responsibility for Compliance:** It is the responsibility of the Owner and Builder to ensure that all Applications for Architectural Review and subsequent construction are in accordance with the applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions. The ACC does not review submittals for compliance with such requirements. Approval of plans and specifications by the ACC shall not be deemed or construed to mean that improvements constructed in accordance with such plans will comply with applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions, as to the structural soundness, quality, durability, suitability, fitness or proper functioning of such improvements; and any responsibility or liability therefor is hereby disclaimed. IF ADDITIONAL CLARIFICATIONS OF THIS DISCLAIMER ARE NEEDED, PLEASE REQUEST THIS FROM THE RIVERCHASE ESTATES HOA IN WRITING.

Owners and Builders are further responsible for compliance with all standards and procedures within these Guidelines. Owners are also governed by the requirements and restrictions set forth in the CCRs, any applicable Supplemental CCRs, and any other applicable architectural and landscape guidelines that address restricted and prohibited conduct and activities within the community. Builders and Owners will be held responsible for violations caused by subcontractors and employees of the Builder or Owner. Violations not remedied may result in deductions from the Compliance Security Deposit or other actions.

- 2.5 **Amendments:** These Guidelines may be revised and amended at any time by the ACC, in its sole discretion, as needed to serve the needs of an evolving community.

- 2.6 **Remedy:** The Declaration provides for the remedy of non-conforming improvements and violations on individual lots by means of removal, fines and/or liens on the property. All costs for remedy shall be the responsibility of the lot owner.

### ARTICLE 3 –PROCEDURES AND FEES:

- 3.1 **Contractor Requirements:** All residences within the Riverchase Estates community must be constructed by a Building or Residential contractor licensed by the State of South Carolina.

Once a residence is completed and a Certificate of Occupancy issued, and Final Construction Review and approval by the ACC is issued, the work of the residence is considered complete. Work on the residence after it is complete may be performed by a contractor with a license in accordance with the appropriate classification of work, or specialty, (Electrical, Mechanical HVAC or Plumbing for example) identified by the SC License Board. Work associated with accessory buildings, pools and cabanas fall under this requirement.

Owners are encouraged to confirm with their lender whether their choice of a contractor is approved to construct their home. Many lending institutions now have procedures to pre-qualify contractors before authorizing a construction loan.

- 3.2 **Required Submittals - Minor Projects:** The ACC is required to perform reviews for all exterior modifications on each home site. Some modifications are minor and do not require a full review or the payment of fees. These items are identified in appropriate areas throughout the document. A form is included to request a Minor Project Review in the forms area at the end of this document. No other forms are required.

**Required Submittals - Major Projects:** Major projects include a new home or pool with or without cabana addition. New homes require three reviews. To begin the process, complete Form One. Pools with or without Cabana additions require Design Development and Construction Document Reviews only.

**Step One of the Review Process: Schematic Document (SD) Review:** E-mail Form One found in these Guidelines to the address noted. You will receive notification by e-mail giving you access to the site where you may upload your Schematic submittal. The Schematic Review is intended to give an owner an early indication if the proposed home generally meets the community Architectural Guidelines, forestalling expense for the development of plans that may not be approved for the neighborhood.

**Step Two of the Review Process: Design Development (DD) Review:** After receiving the informal review comments from the ACC for your Schematic Review, mail or hand deliver the completed “Form Two-Design Development”, signed and with all required fees to the address listed on the form. Upload your Design Development submittal along with Submittal Form Three and page 8 of this document to the review site to commence the ‘formal’ Design Development review.

**Step Three of the Review Process: Construction Document (CD) Review:** After receiving the formal review comments from the ACC for your Design Development Review, and after completing the full set of Construction Documents, upload these documents to the review site along with Submittal Form Three and page 9 of this document to obtain final approval from the ACC.

- 3.3 **Architectural Review Fee:** Review fees and associated fees are noted on Form Two. There is a fee for new residences and accessory dwellings (detached garages or Guest House) submitted at the same time of \$1,000.00. This fee entitles the lot Owner to up to three reviews total for Design Development and

Construction Drawings phases (Formal Reviews). It also includes three on site reviews to observe compliance (Site Staking, Dry-in and Final Completion). The property Owner is encouraged to submit all materials at the time of the formal review period, including landscape, pools or other amenities since additional reviews will incur an additional review fee.

For additions to existing homes, not exceeding 25% of the value of the home, the review fee shall be \$325.00 and include one site review at final completion.

The addition of a pool and associated amenities, not including a vertical occupied structure, or major landscape modifications is \$225.00. The addition of a pool and a vertical occupied structure is \$325.00. See Article 3.1 for builder requirements for vertical occupied structures.

Reviews for additions or modifications to an existing home and exceeding 25% of the value of a home, or adding more than 30% to the Gross Square Footage of the home, or the addition of a Guest House after approval of the original residence, shall be \$425.00 and will include one site review after completion.

Any reviews required after completion of the Construction Document review, typically due to changes by the owner, shall be \$150.00 per review and any site visit required beyond those stated shall be \$225.00 per visit (including re-reviews). There may also be an additional charge in accordance with Article 3.5(B).

A review fee of \$125.00 is levied for Part A Minor Projects. Part B and C Minor Projects do not require a review fee, however, Part B Minor Projects still require an application for approval be submitted.

### 3.4 Schematic, Design Development and Construction Drawing Submittals

A. **Schematic:** The Schematic submittal is the first required submission to begin the review process. **No fee is required from property owners for this review.** For individuals who are not property owners or are planning to build a spec home in Riverchase Estates, there is a fee for the review as noted on Form One-Schematic, attached herein.

- a. The intent of a Schematic Review is to provide the lot owner with an opinion from the ACC if their home will be generally acceptable under the Guidelines.
- b. Submit Form One-Schematics in order to commence the review process. You will be provided a password to access the site typically within one day of the Association Manager logging you in.
- c. Items 1-6 below should be in digital form using public domain software (PDF, GIF or equal).
- d. Please allow up to ten calendar days for a response, although the ACC will endeavor to provide a response within five to seven days.

**Use the following as your check list, initial each and upload this page with your submittal**

- \_\_\_\_\_ (1) A copy of Form One-Schematic.
- \_\_\_\_\_ (2) A site topographical plan with the home and all other structure footprints shown on the plan.
- \_\_\_\_\_ (3) A floor plans showing heated and unheated square footage.
- \_\_\_\_\_ (4) A roof plan indicating pitch.
- \_\_\_\_\_ (5) A minimum of four elevations with elevations adapted to the topography of the site.
- \_\_\_\_\_ (6) A copy of this page with owner's or their named registrant's initials on the lines to the left.

***All plans must be prepared by a licensed architect, licensed engineer, or a qualified residential designer (who has a 'business license' in Lancaster County, South Carolina) in sufficient detail to allow the Committee to review in accordance with the criteria set forth herein. Design-Build companies who employ a designer on staff as a regular full time employee require only the builder license but must provide the same detailed set of documents outlined herein.***

B. **Design Development Submittal:** The following items must be submitted to the ACC for Design Development approval. (Note that it is the responsibility of the Owner to ensure that all copyrighted documents are approved by their originator for copying digitally and submitting for the review process.)

**Form Two-Design Development with all Fees must be submitted to the Association Manager**

**Use the following as your check list. Owner or registrant should initial each line item and upload this page with your submittal.**

- \_\_\_\_(1) A completed **Riverchase Estates Form Two -Design Development, along with Form Three** in digital format. Indicate all finished materials to be used as to manufacturer and style.
- \_\_\_\_(2) A copy of this page with your initials on the lines to the left.
- \_\_\_\_(3) **Design Development Floor Plans and Elevations** in digital format including:
- i. **Floor plan:** Indicate all rooms and sizes, along with square footage of the total heated area and square footage of unheated area. Note method of SF calculation. Show the finished floor elevation (FFE) of the first floor with respect to finished topography.
  - ii. **Roof plan** indicating slopes and finish materials.
  - iii. **Elevations:** Provide front, rear, and side elevations indicating building materials and finishes. Elevations to be site adapted showing correct location of grade against the wall with respect to the actual topography.
  - iv. **A fully detailed wall section** from foundation to roof and through a window, showing all significant elements of construction including flashing, air and water barriers.
  - v. **A transverse and longitudinal section** through any front porch including front door.
  - vi. **Additional key details** needed to clarify significant features of the design.
- \_\_\_\_(4) **Design Development Site Plan.** Indicate the required setbacks (SEE ARTICLE 4.1), easements and horizontal dimensions that locate the residence on the lot. Show all anticipated driveways, walkways, patios, decks, pools and other recreational equipment. Show screen wall for HVAC and pool equipment. Show all existing contours at two foot increments and denote the planned finished floor elevation of the main floor.
- \_\_\_\_(5) **Outbuildings:** Provide plans and elevations of any proposed Outbuildings identified in Article 4.25 or detached garages or Guest Houses defined in Article 5.19 .
- \_\_\_\_(6) **Photographs** in digital formats documenting the existing conditions of the lot prior to clearing/construction. Photos shall be provided showing the following:
- i Road surface, road shoulder, and drainage ditch along the entire portion of the lot abutting the street. These photos may be necessary to confirm that road or curb damage existed prior to construction.
  - ii The entire width of the lot and its trees/vegetation as viewed from the street and as viewed from the approximate center of the lot facing the rear of the lot.
- \_\_\_\_ (7) The ACC reserves the right to require the submittal of other information, data, drawings and samples as deemed necessary.
- \_\_\_\_ (8) **Include any request for a Variance at this time.** Typically, a variance is granted only in cases of hardship related to site constraints that may dictate conditions of the design that are in conflict with Guideline requirements.
- A variance request is attached \_\_\_\_ yes \_\_\_\_ no.*
- \_\_\_\_(9) **Submit Form Two-Design Development** to the Association Manager.
- \_\_\_\_(10) **Submit a copy of this page** with owner or registrant initials on the lines to the left.
- \_\_\_\_(11) **Submit Fees** denoted on Form Two, with checks made to “Riverchase Estates HOA.”

Other data: The ACC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.

**C. Construction Document Submittal:** As a continuation of the design process, the document set must be refined with specific attention to and inclusion of the following:

**(Use the following as your check list, initial each and upload this page with your submittal)**



- \_\_\_\_\_ (1) If changed, a re-submittal of **Riverchase Estates Architectural Review Submittal Three**.
- \_\_\_\_\_ (2) A copy of this page with your initials on the lines to the left.
- \_\_\_\_\_ (3) **Floor plans:** Indicate all rooms, and sizes, along with square footage of the total enclosed living area. Show the finished floor elevation (FFE) of the first floor above grade. Show plans of proposed Outbuilding, detached garages or Guest Houses.
- \_\_\_\_\_ (4) **Roof plan:** Indicate slopes, pitches, hips and gables and materials of construction.
- \_\_\_\_\_ (5) **Elevations:** Provide front, rear, and side elevations showing building materials and finishes. Indicate maximum height and anticipated finished grades of all structures. Where sites are not level, show elevations with respect to proposed finished grade. Indicate floor to floor heights.
- \_\_\_\_\_ (6) **Typical Wall Sections:** The sections should be made in locations that show typical foundation to roof conditions. (Two or more wall sections may be required) Indicate foundation condition, building materials, roof overhang, fascia, and decorative elements & other details as needed to convey the design. Ceiling heights must be indicated for all levels of the home. One wall section must be cut through a typical window and any front porch.
- \_\_\_\_\_ (7) **Details:** Provide details of all unique conditions on the home. Show screen wall for HVAC.
- \_\_\_\_\_ (8) **Construction Document Site Plan** in digital format (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36" – please advise your surveyor of the minimum scale and sheet size). Indicate the required setbacks (SEE ARTICLE 4.1), easements and horizontal dimensions that locate the residence and all other structures on the lot. Show front and rear corners and side outline nearest your home of homes on adjacent lots. Show all driveways, driveway aprons, walkways, patios, decks, pools and other recreational equipment, HVAC units, etc. Show all existing contours and finish contours at two foot increments and show the planned floor elevation of the main floor. The submittal will be rejected and you will not receive approval if finished contours are not noted.
- \_\_\_\_\_ (9) **Curb elevation** and elevation at rear property line should be clearly denoted.
- \_\_\_\_\_ (10) **Detailed Landscaping Plan** in digital format (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36"), including site grading, and showing location, size, species, quantity, spacing, percentage of native plant material, and quality of all plant material, protection of existing vegetation and other landscaping details shall be submitted for approval prior to the completion of construction. Extent of the planting beds shall be noted as well. Submit this drawing prior to the Dry-In review to avoid an additional review fee.
- \_\_\_\_\_ (11) **Drainage Plan** in digital format (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36"), showing the location of erosion control devices and the direction of storm water flow.
- \_\_\_\_\_ (12) **Samples** in digital format of all exterior materials and finishes, including paint colors, siding materials, roofing, window frames and trim, shutters, medallions, chimneys, doors, lighting scheme, and all other materials that will be seen on the exterior of the home and site.
- \_\_\_\_\_ (13) **Structural and Foundation Engineering Drawings:** These drawings should be sealed by an engineer.

**EXPECTED START \_\_\_\_\_ EXPECTED DRY-IN \_\_\_\_\_ EXPECTED FINAL \_\_\_\_\_**

**Other data:** The ACC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.

3.4.1 **Foundation Survey:** Upon completion of the foundation, the homeowner or contractor shall submit to the ACC a foundation survey showing all structures on the lot. The survey shall be prepared by a licensed surveyor or building contractor and show compliance with building setback requirements and confirm foundation height against the previously approved site contour plan. This survey shall be submitted as a drawing to the ACC review site prior to framing.

3.5 **Compliance Security Deposit:** DEPOSITS AND BONDS MUST BE PAID BY THE CONTRACTOR, NOT THE OWNER. A \$2,000 security deposit for new home construction and large remodel projects including the addition of a Guest House after completion of the main residence, or which exceed 25% of the value of the home or adds 20% or more to the Gross SF, is required. Payment (checks payable to Riverchase Estates Home Owners Association, Inc.) must be submitted with the Riverchase Estates Architectural Review Form Two-Design Development to the Association Manager at the address noted on the form. Remodeling projects where a building permit is required and which are less than 25% of the value of the home, require a \$1,000.00 deposit. The deposit is intended to protect the Home Owners Association from costs resulting from careless and/or negligent construction practices by the Contractor. If during construction the total charges against the Compliance Security Deposit should exceed half the initial deposit, an additional deposit must be submitted to bring the value to the original amount within 7 days of written notification or construction must cease. The security deposit is refundable in whole or in part upon completion of approved construction.

**A. Construction activities that may reduce Compliance Security Deposit refund:**

Any and all costs incurred by the Riverchase Estates Home Owners Association (REHOA) to remedy violations that occur during construction activities may reduce the amount of deposit refund. Examples include REHOA expenditures to reseed, clean up, etc. the road rights-of-way, to repair road pavement, road shoulders and drainage swales near and in front of the subject lot, to perform maintenance on utility services and irrigation systems damaged by construction activities, to repair silt fences, to correct deficiencies in the construction of the home (including deficiencies caused by non-compliance with these Guidelines), to secure the home or the site during construction, to place a fine or lien on the home, or to supplement an incomplete landscape plan. Fines may also be levied. See Article 7.

**B. Contractor right to make repairs:**

Before the REHOA begins a repair that reduces a refund, the Contractor or Owner will receive one notification letter stating the specific violation that must be corrected and the time table permitted for the correction. Where damaged areas are fully restored to the pre-construction condition by the Contractor or Owner within the prescribed time period, as determined by the REHOA in its sole discretion, no reduction will be made to the deposit for that violation. An onsite inspection by the ACC or HOA Board will be required to authenticate quality of the repair. This may incur an additional expense per Article 3.3.

**C. Approval of final amount of refund (where damage to community property is an issue):**

The final amount of the deposit refund will be determined by the REHOA at a regularly scheduled meeting once the third onsite visit, as described in Article 3.10, has been completed, and the Contractor or Owner has notified the REHOA of completion of the third visit at least five business days prior to the meeting. Owners or Contractors may attend and have an opportunity of up to five minutes to present their objections to any withholding of their full refund. The Board of Directors may deliberate the final determination in a closed session and will notify the Contractor or Owner of its decision in writing.  
ALSO SEE ARTICLE 7 – NOTIFICATIONS - FINES FOR VIOLATIONS

3.6 **Review Period:** For each phase of the three step document review process, properly executed applications, complete with all required submittals, fees, deposits, and dues, will be reviewed and a written response will be sent by e-mail to the registrant typically within ten (10) calendar days of receipt of the complete materials to the ACC. The letter will give the status of the submittal as follows:

**“Approved”** – The entire submittal is approved as submitted.

**“Incomplete”** – The submittal is not approved as submitted, and requires the owner to modify the objectionable features identified by the ACC, or provide information not yet provided. The Applicant must

correct the plan's objectionable features or segments, and the Applicant may be required to resubmit all or a portion of their documents in order to receive approval prior to commencing the construction or alteration. "**Not Approved**" – The submittal is rejected. The ACC will provide comments, but is not required to do so at length or for all objections. Therefore, comments should not be construed to be the sole reasons for rejection.

- 3.7 **Submittals Retained:** All approved submittal items are retained by the REHOA for record purposes for a limited period of time only. The ACC should not be considered the perpetual holder of your records. Owners are expected to retain copies of all records associated with their home.
- 3.8 **Variances:** Variances may be granted in some extenuating circumstances including, but not limited to, odd shaped lots or parcels, topography, natural obstructions, hardship, or environmental considerations. All variance requests must be submitted in writing to the ACC and as part of the Design Development review submittal. The applicant must state the reason for the request and propose mitigation of the variance. The ACC shall have the power to grant a variance from strict compliance in such circumstances, so long as the variance does not result in a material violation of the CCRs or governmental regulations. No variance shall be effective unless acknowledged and approved by the ACC in writing.

**NOTE:** The review and approval of plans and specifications shall not be a substitute for compliance with the permitting and approval requirements of governmental authorities. It is the responsibility of Owner/Builder to obtain all necessary permits and approvals.

- 3.9 **Implementation of Approved Plans:** All work must conform to approved plans. If it is determined by the ACC or the REHOA that work completed or in progress on any site/parcel is not in compliance with these Guidelines or any approval issued by the ACC, the ACC shall notify the Owner and Builder in writing of such noncompliance, specifying in reasonable detail the particulars of noncompliance, and shall require the Owner and/or Builder to remedy the same. If the Owner and/or Builder fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time period stated in the notice, then such noncompliance shall be in violation of the CCRs and these Guidelines.
- 3.10 **On-site reviews:** Each lot Owner is required to call for three separate reviews from the ACC during the construction of the home.
- Pre-Construction: Prior to commencement of clearing, grading or construction the Owner shall: stake-off the location of the home site and driveway; clearly mark all areas to be cleared (limited to 20 feet beyond the boundaries of the home unless otherwise approved) including flagging all trees to be removed, for inspection/approval by the ACC. Install construction and silt fencing and a stone construction drive. (See Article 4) Allow a minimum ten (10) business days notice. See Article 3.10.1 for Sample Board Requirements. Physical Samples must receive approval from the ACC prior to installation of any materials on the home.
- Dry-In: Once the home has the roof, windows and doors installed, the lot Owner shall notify the ACC for a site visit similar to pre-construction notification. The lot Owner shall retain manufacturers' labels on windows and doors and shall keep on site roofing material packaging for verification of proper shingle. Allow a minimum ten (10) business days notice. Construction does not need to cease while awaiting the Dry-in Review.
- Construction Completion: Once the home is complete and landscaping is installed, the lot Owner shall notify the ACC for a final site visit similar to pre-construction notification. Allow a minimum ten (10) business days notice.

3.10.1 **Sample Board:** All exterior materials of construction shall be approved prior to application on the home. The board shall be placed near the curb, face the street and be maintained through the construction completion review. It shall be constructed of a single piece of plywood mounted vertically on two 4x4 posts, and have the lot number in 3” high numerals on a post facing the street. No other sign is permitted on the board. The board shall be at least 32” wide and of adequate height to devote 16” vertically to each material being used on the home. The upper part of the board shall be reserved for the roofing materials which shall be installed at a 12:12 pitch with a 12” overhang distance for installation of the fascia and soffit materials and gutters. Materials shall be placed on the board in the order they will appear on the home. The sample board should be retained until after the final on-site review, but to facilitate final completion of the home, may be removed with ACC approval when finished grade is prepared, providing components of the board are retained on site and made available for inspection by the ACC at the final review. **NO WALL MATERIALS OR COLORS THAT ARE ON HOMES IN VISUAL PROXIMITY TO THE PROPOSED HOME WILL BE PERMITTED. ALL MATERIALS AND COLORS MUST BE PLACED ON THE SAMPLE BOARD AND APPROVED BY THE ACC PRIOR TO INSTALLING ON THE HOME.**

3.11 **Time to Complete:** If no maximum time period is specified in the approval or any other agreement, construction shall be completed within twelve months of its commencement. The Applicant may request an extension of such maximum time period not less than thirty days prior to the expiration of the maximum time period, which the ACC may approve or disapprove, in its sole discretion.

- **Note: Provide expected milestone dates on Construction Document Form page 9.**

If construction is not completed on a project within the period set forth in the approval or within one year, or within any extension approved by the ACC, the home shall be deemed to be in violation of the CCRs and these Guidelines and action will be taken in accordance with the CCRs.

3.12 **Approval and Changes after Approval:** Written approval of home construction plans is required prior to commencement of any clearing, grading or construction.

All proposed changes to structures, including changes that affect the exterior of any building, colors, windows, doors, grading, paving, utilities, landscaping, or signage, made after the Construction Document approval of plans must be submitted to and approved in writing by the ACC prior to implementation. Close cooperation and coordination between the Applicant and the ACC will ensure that changes are approved in a timely manner. If Lancaster County or any other authority having jurisdiction requires that changes be made to Construction Documents previously approved by the ACC, the Applicant must notify the ACC of such changes and receive approval from the ACC prior to implementing such changes.

3.13 **Review of Modifications:** The review of modifications to existing dwellings including modifications to the main residence or the addition or modification of other improvements on the subject property (after approval by the ACC has been granted) shall require the submission of a Design Review Application “Submittal Form One-Design Development” to the Association Manager. Submit Form Two for the Design Development Submittal and once again for the Construction Drawing Submittal. The review and approval of modifications shall take place within the same time periods as required for new construction. Modifications must be scheduled and completed in a time agreed upon with the ACC as stated on Page 9. The review fee for modifications and other improvements shall be as stated in 3.3.

3.14 **Items Requiring Minor Project Approval:** The ARC is required to perform reviews for all exterior modifications on each home site. Some modifications are minor and do not require a full review. Use the form provided herein to request a Minor Project review where applicable, as follows:

**Part A Minor Project:** A minor review fee as noted in Article 3.3 is required for the following items.

- (1) Children's playhouse (less than 30 SF enclosed area) or play equipment (less than 64 SF surface area) To be approved it should not extend across side yard or rear yard setbacks, should be screened from neighboring property with shrubs and trees and anything above six feet in height finished in natural colors as opposed to primary colors.
- (2) Garden walls composed of masonry matching the masonry of the home, installed in the rear or a side yard which is not street facing or facing a common area. It must be installed with masonry or stone top cap and water proofing to prevent efflorescence.
- (3) The addition of a patio or masonry fireplace to the rear of the home which is at grade level and does not extend across side yard or rear yard setbacks. Masonry must complement the masonry of the home and the fireplace may not be more than eight feet wide nor eight feet high. A pool addition or vertical structure is considered a major project. A Jacuzzi is considered a Part A Minor Project.
- (4) Landscape elements that are in addition to items in the initially approved landscape plan or are an enlargement or reduction of a previously approved landscape plan.
- (5) Permanently installed basketball goals or recreational equipment. See Article 4.26.
- (6) Roof replacements.
- (7) Visually permeable fencing composed of black wrought iron or similar black aluminum rail and not taller than five feet in height.
- (8) Structures having an enclosed area less than or equal to 30 SF.
- (9) Wells and well housing.

**Part B Minor Project:** No review fee is required for the following Minor Projects, An application must be submitted however:

- (1) Satellite dishes installed on poles. Units should not exceed eight feet in height and must be installed in side yards not facing the street or rear yards and must be fully screened with shrubs or trees. Satellite dishes must not extend across side yard or rear yard setbacks and must not be installed on a roof visible from the front of the home or exposed on the roof visible from common areas or ponds.
- (2) Vegetable (food product) gardens larger than 200 SF in area or placed in areas other than a rear yard.
- (6) Yard ornaments visible from the front of the home or from a common area, lake or pond.

**Part C Minor Projects:** No application nor payment of fees are require for the following Minor Projects.

- (1) Landscape elements added to a home which are replacing plants damaged or destroyed and which meet the requirements of the Guideline edition at the time of the new planting.
  - (2) Vegetable (food product) gardens placed in the rear yard of a home up to 200 SF in area.
  - (3) Expansion of an existing irrigation system or separating an irrigation system from the community water services by providing a separate service meter.
  - (4) Any temporary recreation equipment placed in the rear of the home providing it does not extend across side yard or year yard setbacks. Equipment must be removed and stored at the end of each day.
- NOTE -Any work requiring movement across a curb with equipment larger than a Bobcat tractor or truck larger than 3/4 ton, not a Major Project, must be submitted as a Part A Minor Project.

#### **ARTICLE 4 – SITE REQUIREMENTS:**

4.1 **Setbacks and Easements:** All homes must meet setback requirements, as set forth in the recorded plat, deed restrictions, REHOA documentation and governmental regulations.

- i) Typically, the building set back line along the front of each Lot shall be thirty-five feet (35') on all Lots located on a cul-de-sac and fifty feet (50') on all other Lots, unless otherwise shown on the Plat.

- ii) The building set back line along the side of each Lot shall be ten feet (10') on all Lots unless otherwise shown on the Plat. The building set back line on lots with a drainage easement as indicated on the plat, will begin at the edge of the drainage easement.
- iii) The building set back line along the rear of each Lot shall be thirty-five feet (35') on all Lots, unless otherwise shown on the Plat. There is a 15 foot utility easement in the front of each lot and certain lots have a 15 foot pathway easement which may be used by all lot owners and guests. The ACC reserves the right to require alternate setbacks, to be determined at time of the ACC review, in order to preserve particular view corridors, or to account for unusual topography, natural site features, or other extenuating circumstances.
- iv) Utility ground and aerial easements have been or will be dedicated in accordance with the Plat and by separate recorded easement documents. Utility easements on side lot lines may be eliminated and canceled along adjoining Lot lines in a Composite Building Site. All lots have a fifteen (15) foot utility easement on the front of the lot and on street facing sides of lots.
- v) No building, swimming pool bowl or other structure or Regulated Modification shall be located over, under, upon or across any portion of any utility easement. The deck and/or patio area adjacent to a swimming pool may encroach over, under, upon or across any portion of any utility easement with consent from the applicable utilities and providing it is no closer than three feet from the property line.
- vi) See other provision in the CCRs, Article II.

4.2 **Construction Fencing:** Before beginning construction, black silt fencing, minimum 36" high, must be installed along the edge of the street pavement, across the entire width of the lot to prevent the parking of vehicles on the road shoulders. Prior to installing this fence, a ribbon shall be placed along the proposed location so that it can be viewed at the time of site staking. This fencing must be maintained throughout the construction period and removed at the time of the Final Review when Compliance Security Deposit issues are reconciled. The contractor or owner shall be responsible to contain all storm water and silt runoff from the site. Other containment means may be necessary and should be applied if necessary. The HOA reserves the right to clean up any silt or redirect water flow if necessary to protect or clean community assets, including streets, grassed areas, storm water piping and ponds at the expense of the owner, with costs of such action withdrawn from the compliance deposit for the home.

4.3 **Sewer System, Water Taps and Siphon Breaks:** All residential Dwellings shall be served by the Riverchase central fresh water system. No water wells shall be made except upon approval of the Architectural Control Committee and any required governmental authorities. Prior to occupancy, all Dwellings constructed in Riverchase must have a septic or sewage disposal system installed by the Owner/Builder to comply with the requirements of the appropriate governing agency or agencies. The aerobic type septic systems are preferred. The Owner/Builder will be responsible for protecting sewage and water services. If there is damage to the sewage system or water taps on a construction site, which are not repaired by the contractor, the REHOA will make repairs and deduct the cost from the Compliance Security Deposit. If there is damage to sewer system or water system on lots in close proximity to the building site, the Builder may be held responsible for that damage. A siphon break or back-flow preventer must be installed on faucets used for providing water to the construction site so as to prevent contamination of the community water system.

4.4 **Construction Entrance and Parking:** The property Owner is responsible for placing and maintaining a stone driveway. The driveway shall be comprised of a minimum of five inch (5") deep by twenty (20") feet wide by fifty (50") feet long 3-4" Coarse Aggregate, or as needed to ensure mud is not tracked onto roadways. The stone should be placed in a manner to provide off street parking for construction vehicles. No materials or heavy equipment of any nature are to be unloaded or stored in the road or road rights-of-way. This driveway is to be used before and during construction to minimize damage to the roads and road shoulders caused by the repeated parking of vehicles, heavy equipment and trucks. All vehicles must park so as not to impede

traffic or damage vegetation. Parking in cul-de-sacs must be done in a way to allow room for construction and delivery vehicles to pass.

- 4.5 **Material Storage:** All construction materials must be kept within the property lines and street rights-of-way must be kept open for vehicular access to all sites. Temporary storage structures must receive approval by the ACC prior to their use. Storage structures may not be used as living or office quarters.

Adjacent properties are not to be used in any manner, including vehicle parking, for the construction of the approved dwelling without written permission from that lot owner and a copy submitted to the ACC for its records. Any damage to an adjacent property shall be repaired by the owner of the approved home prior to final inspection and release of Compliance Security Deposits by the REHOA. Turf areas disturbed shall be restored. Restoration shall include raking the area clean to remove all debris, tilling the soil to a depth of three inches minimum, seeding and stabilizing with sterilized straw. The Builder or owner shall be responsible for germination and growth of grass until it is fully stable. See also Article III Section 3.15 in the CCRs.

- 4.6 **Vegetation Protection:** All existing trees or other vegetation shown on the plans, or required by the ACC, to be preserved must be left undisturbed during construction. Prior to beginning construction the Builder must erect wire or plastic environmental barriers to protect these natural areas. It will be the financial responsibility of the Owner/Builder to mitigate or restore any disturbed areas and to keep the barriers in good repair during construction.

- 4.7 **Dumpster:** A commercial dumpster is required on site to keep a neat and clean construction site. No dumpster shall be placed on neighboring property without written permission of that property Owner and that letter submitted to the ACC. Fabricated wood or wire bins will not be permitted. The Builder is encouraged to utilize the services of a disposal company that is environmentally friendly by using recycling and composting techniques. In addition, the following clean up rules shall apply:

- At the end of each day on which work occurs, all construction materials must be neatly stored and all lightweight construction debris, such as roofing paper, insulation bags and any polyethylene or sheathing must be placed in the trash dumpster.
- At the end of the day on Friday, all construction debris must be picked up and scraps such as shingles, wood, drywall, bricks, etc. must be put in the trash dumpsters.
- Dumpsters must be emptied when full.

- 4.8 **Toilet Facilities:** Each construction site is required to have a job toilet and it must be placed within the lot front and the side yard setbacks, (beside the construction driveway) with the door facing away from the street.

- 4.9 **Fires and Blasting:** Fires and burning are not permitted on construction sites under any circumstance. Using any explosive materials during construction (for example, to remove rock) is prohibited.

- 4.10 **Drainage:** Water runoff for each individual building site must be handled by adequately sloping all areas so that runoff is directed to the natural drainage areas or storm drainage facilities of each lot Owner.

- 4.11 **Mailbox – Street Address Markers:** Mailboxes are provided for all homes at the kiosk near the front entry. Additional mailboxes are not permitted. Provide a street address marker at each home using the community standard. Driveway reflectors and markers are not permitted. Painted numbers on curbs are not permitted.

- 4.12 **Driveways/Walkways:** Driveway must be constructed of brick, stamped concrete, non-tinted concrete with a broom finish, pavers made of cast concrete or natural materials and be a minimum of twelve (12) feet wide. Asphalt, gravel, and plain poured (smooth finish) concrete driveways are prohibited. Driveways shall be

constructed and maintained in accordance with the rules, regulations, and specifications approved by the ACC and all requirements of the SC Department of Transportation. A concrete culvert must be installed where the driveway crosses the drainage swale.

Walkways or patio areas must be constructed of concrete, brick, flagstone, stepping-stones, or pavers made of cast concrete, or pavers made from natural materials. Walkways or patio materials shall be selected to match the appearance and style of the residence. Semi pervious pavers are encouraged where practical, but must be maintained at all times. Community sidewalks shall be repaired to the same standards and appearance of the original installation.

- 4.13 **Exterior Lighting:** ACC approval is not required for exterior lighting if lighting is installed in accordance with the following guidelines: Exterior lights shall be conservative in design and as low in lumens as is reasonably practical. Exterior lighting shall be directed toward the house to minimize glare sources to neighbors and other Property Owners. Lighting for walkways generally must be directed toward the ground. Lighting fixtures shall be dark colored so as to be less obtrusive. Any deviation from the aforementioned guidelines or use of high-wattage, spotlights, floodlights, or ballasted fixtures (sodium, mercury, multi-vapor, fluorescent, metal halide, etc) requires ACC approval. The ACC may take into consideration the visibility and style of the fixture on the home. Light fixtures must complement the architectural style of Riverchase Estates and the specific home and landscaping. Lighting of walls can be achieved by use of eave or ground recessed fixtures. Landscape lighting should be concealed where possible by ground recessing or placing in shrub beds. Colored lights are prohibited, except as temporary holiday decorations, permissible three weeks before and after the actual date of the holiday. Post mounted light fixtures will be considered on an individual basis but must not be within side yard setbacks. Spillover of light onto neighboring property must be avoided by using low wattage and/or shielding where necessary.
- 4.14 **Flags and Flagpoles:** Yard-mounted flagpoles are not permitted on any portion of the Properties, except for flags and flag poles installed by or for the REHOA at amenity sites. Owners may attach one official flag of the United States of America and one State of South Carolina flag to their home on a six foot long staff, without the approval of the ACC, providing that the flags do not exceed 4' x 6'. In addition, one recognition flag from school, sport team or military branch no larger than 18" x 24" at a maximum height of 36 inches above grade may be placed in the yard or attached to the home. No other flags are permitted.
- 4.15 **Fountains:** ACC 'Part B Minor Project' approval is required for all fountains. Fountains may be located behind a privacy wall in the rear yard or at the front entry. To request a review, submit Form Two-Design Development to the Association Manager. When you receive your login password, upload a site plan showing the location of the fountain with notation stating its overall height and width and a digital photo of what is proposed.
- 4.16 **Hot Tubs and Saunas:** ACC 'Part A Minor Project' approval is required for the installation of any hot tub, Jacuzzi, sauna, or spa. Any hot tub, Jacuzzi, or spa shall be an integral part of the deck or patio area and/or the rear yard landscaping. A hot tub, Jacuzzi, or spa shall be located in the rear or side yard, shall be installed in such a way that is not immediately visible to adjacent property owners, and the street, and shall not create an unreasonable level of noise for adjacent property owners. All mechanical equipment necessary for the operation of any hot tub or sauna must be located in the rear or side yard and shall be screened from the street and neighboring units by a masonry wall complementing the architecture of the home so as to screen noise from neighboring properties, such screening to be in accordance with these Guidelines and shown on plans to be approved by the ACC. All issues of safety and liability shall be the sole responsibility of the property owner and not the REHOA, its agents or assigns.



Applications for hot tubs, Jacuzzis, saunas and spas shall be accompanied by a screen or fence plan and a plot of the property with the improvements indicated thereon and evidencing compliance with the above criteria.

- 4.17 **Pools:** ACC 'Major Project' approval is required for the construction or installation of pools. Pools must be located in the rear yard and must be an integral part of the residence and landscape. Landscaping shall be provided around any retaining wall and such wall and landscaping must be an integral part of the overall landscape plan. All mechanical equipment necessary for the operation of any pool must be located in the rear or side yard and shall be screened from the street and neighboring residences/buildings by a masonry wall complementing the adjacent structure to prevent noise from being a nuisance to neighboring properties. Screening shall be submitted to and approved by the ACC. Above ground pools are prohibited. All issues of safety and liability shall be the sole responsibility of the property owner and not the REHOA, its agents or assigns.
- 4.18 **Ornaments and Statues:** 'Part B Minor Project' Lawn ornaments, statuary and outdoor sculpture must be submitted for ACC 'minor project' approval in advance of installation and are prohibited in front and side yard areas unless concealed within a privacy wall. Approved ornaments installed in rear yard areas or behind a privacy wall must be placed so as to not be visible from adjacent lots.
- 4.19 **Antennae & Satellite Dishes:** 'Part B Minor Project' No exterior antennae are allowed. One small and inconspicuous Satellite dish having a diameter of twenty-four inches (24") or less, which is installed upon or adjacent to any residence, and is not visible from adjacent properties or the street, and is integrated with the residential structure and surrounding landscape, is permitted with approval. Such equipment shall be located only in side or rear yards that are not adjacent to a street, and shall be located as inconspicuously as possible.
- 4.20 **Exterior Wires & Cables:** No exposed exterior wires, cables or meters of any kind are permitted.
- 4.21 **Propane Tanks:** Propane tanks over 25 gallon must be installed underground, or if less than 25 gallon, placed behind a screen wall on the side facing the street, with evergreen landscape screening on the exposed side. All water heating and home heating must utilize the natural gas service provided to the community.
- 4.22 **Trash Receptacles:** An enclosed exterior area is required for each home in order to place up to two roll out sized trash receptacles. The enclosure shall be comprised of the same materials as the exterior of the home, or be a prefabricated enclosure with neutral colors which is also screened from the street with tall evergreen trees or shrubs.
- 4.23 **Walls & Fencing:** See Article 5.24
- 4.24 **Patios, Decks and Fire Pits :** 'Part A Minor Project': Patios, decks, deck railings, and deck supports shall be substantial in appearance, and reflect the style and architectural detail of the residence. Decks and patios shall be constructed of materials that are generally acceptable as complementary to the residence. Decks and patios shall be designed and installed as an integral part of the residence or patio area. Any such decks or balconies must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property Owners. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements. 'Minor project' approval is required from the ACC if added after the CO has been issued for any home. Fire Pits may be added when not in lot setbacks and providing there is a ten-foot surround of non combustible material such as gravel, concrete or stone. A fire bucket with water should be nearby to totally extinguish flame after use.

- 4.25 **Outbuildings:** Owners shall obtain ACC “Major Project” approval prior to construction of any outbuilding. An outbuilding is defined as any structure which is not attached to the main dwelling. This may include storage sheds, gazebo, greenhouses, arbors, pergolas, playhouses/forts, potting sheds, or other similar structures having an enclosed area greater than 30 SF.
- One or more outbuildings may be permitted per lot and/or composite building site, of 1) it is situated in the rear yard; 2) it is concealed from the view of the public including any adjacent property owners; 3) the plans for the outbuilding are approved in writing in advance by the ACC; 4) the outbuilding shall correspond with the main dwelling structure in architecture, style, color, design and materials; 5) the roof pitch and materials should match or complement the main roof on the primary residence; and 6) said outbuilding shall be limited to a maximum of five hundred (500) square feet. Any utilities servicing accessory buildings shall be installed underground.
- (1) Outbuildings shall be incorporated as an integral part of the landscape plan, shall not unreasonably obstruct any adjacent neighbor’s views of open areas or other amenities and must be screened by a fence or vegetation.
  - (2) Freestanding metal utility sheds or storage sheds are not permitted.
  - (3) A playhouse or playground equipment shall be considered an outbuilding if it measures more than 64 SF, (has an enclosed area greater than 30 SF) is more than 6 feet high from peak to ground, or is constructed on a concrete slab or footing. All playhouses and playground equipment must be located in the rear yard and screened from view from adjacent properties and the street. Playground equipment must be constructed with natural colors with no primary colors permitted that are not fully screened. Tree houses are not permitted.
  - (4) Dog houses shall not be visible from the street or adjacent properties. ACC approval may require screening or landscaping. Dog lots, dog runs, and dog kennels are not permitted.
- 4.26 **Recreational Equipment:** All recreational equipment, including, but not limited to, tennis courts, trampolines and synthetic playgrounds must receive ‘Part A Minor Project’ approved by the ACC prior to installation on any lot. The ACC may require photographs or other means of illustrating the appearance of equipment. Recreational Equipment may not be located forward of the front set back. No equipment may be placed closer than 25’ from any property line, unless screened from view of adjacent properties. Unscreened portable equipment shall be put away each evening. Permanent basketball goals must have a professional looking metal pole and clear acrylic or Plexiglas backboard installed perpendicular to the street. All parts must be maintained. Applications for the placement of equipment must include a detailed plan including dimensions. Equipment specifications must also be submitted for review. Non-permanent and portable recreational equipment must be stored in a garage when not in use.
- 4.27 **Recreational and Commercial Vehicles:** All commercial vehicles, boats and recreational vehicles (i.e. campers, motor homes, etc.) must be kept in a garage. NO outside storage will be allowed. To account for visitors, a motor home may be parked within a driveway close to the home for a period of seven consecutive days, once per year. No street parking is permitted.
- 4.28 **Birdbaths, Birdhouses, and Bird-feeders:** ACC approval is not required for the rear yard installation of a birdhouse, or a bird-feeder that is less than one foot wide by one and a half feet tall, or a birdbath that is three feet tall or less, including any pedestal. Placement in any front or side yard requires ACC approval.
- 4.29 **Clotheslines:** Clotheslines are permitted when located behind the home, a minimum of 25 feet off the side lot line and 40 feet off the rear lot line. Hanging of clothes on furniture, walls or fences is not permitted.
- 4.30 **Signs:** All signage must be in accordance with the Riverchase Estates Signage Guidelines and CCRs.
- a. One security sign may be permitted in the front yard located either adjacent to the driveway or in close proximity to the front entrance of the main dwelling.

- b. One builder construction sign is permitted and shall be removed following receipt of the Certificate of Occupancy. No subcontractor signs are permitted.
- c. One "For Sale" sign is permitted, and is required to have the Riverchase Estates Logo. The same sign is required for re-sale of existing homes. Contact the REHOA for specifications.

4.31 **Street Cleaning:** To uphold the aesthetic integrity of the community, roadways adjacent to construction sites may need to be cleaned from time to time. The lots under construction that are observed by the ACC or Association Manager to have placed mud on the street, which is not attended to by the contractor will be cleaned by the REHOA. Cleaning fees will be deducted from the Compliance Security Deposit.

**BUILDER IS EXPECTED TO KNOW WHEN THEIR WORK HAS RESULTED IN MUD AND EXCESSIVE DIRT ON THE STREET. THEREFORE PRIOR NOTIFICATION MAY NOT BE PROVIDED.**

- 4.32 **Permitted Hours of Construction:** In keeping with the need to maintain a safe and desirable neighborhood, construction will be limited to the following hours:
- Monday thru Friday; 7:00 AM to 7:00 PM
  - Saturday: 8:00 AM to 5:00 PM
  - Sunday, 8:00 AM to 5:00 PM, with no construction permitted that results in noise heard on the exterior of the dwelling, or physical construction activity of any nature on the exterior of the dwelling.
  - No work is permitted on the following Holidays: (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day).

**ARTICLE 5 – BUILDING REQUIREMENTS:**

5.1 **Architectural Standards:** No building shall be erected, altered, placed or permitted to remain on any Lot or Building Site other than one single-family dwelling unit ("Dwelling") per each Lot or composite building site to be used solely for residential purposes. Except that one guest house may be built provided it matches the same design as main Dwelling and said guest house must contain a minimum of 500 square feet and a maximum of 1500 square feet under roof, including heated area, unheated area and porches.

Each main Dwelling shall have a fully enclosed garage for not less than two (2) cars or more than five (5) cars. Main Dwelling garages shall have a minimum of 440 square feet of area. Said guest house may have a fully enclosed garage for not more than two (2) cars.

Free standing garages are permitted with approval of the Committee. Garages attached to the home may be side entry or a courtyard entry. In a side entry design a third attached single car garage which is forward facing may be added, provided it is set to the rear of the side entry garage doors and is part of a motor court, which consists of piers or wing walls at the entry and landscape on the sides to complete the court design. A carport is not an acceptable substitute for the garage requirements herein, although the ACC may consider supplemental carports constructed of the same design, materials and colors as the residential structure and which are integrated with (and not free standing) the residential structure. No carport shall be erected or permitted to remain on any lot without the express written approval of the ACC. Dwellings and exterior buildings must have a minimum plate line of nine (9) feet – the vertical distance measured from the slab to the bottom of the overhangs.

See additional requirements in Article III Section 3.01 of the CCRs.

**The exteriors of all buildings** must be designed to be compatible with the natural site features and landscaping of the residence/building and to be in harmony with their surroundings. The landforms, the natural contours, local climate, vegetation, and views should dictate the building location, the building form, and the architectural style. The design of all structures shall be predicated on the principles, ideals, and specific requirements, established in the Riverchase Estates Guidelines. The ACC may disapprove plans if in its judgment the massing, architectural style, roofline, exterior materials, colors or other features of the building do not meet these standards. No mobile or manufactured home construction shall be permitted. No slab-on-grade construction or the appearance of slab on grade construction shall be permitted.

The materials on **the interior of all homes** should reflect the high standards typical of a custom home in a premier neighborhood. Examples of materials include hardwood, ceramic tile or stone flooring in common areas with high quality carpet for flooring in bedrooms; deep baseboard and cornice trim on all walls where they intersect floors and ceilings; solid core and/or paneled doors with wide casing around doors and windows throughout; high quality door hardware; solid wood kitchen cabinets with granite countertops in the kitchen and bathrooms; custom stairs; energy efficient appliances and hot water system; energy efficient lighting and mechanical HVAC systems. The interior finishes are not part of the information used to determine the acceptance of the design of the home and are not included for inspection at the final review. Completion of the interior portion of Form Three is voluntary.

- 5.2 **Minimum Area Requirement:** All Dwellings shall have a minimum of 2,400 square feet of heated living area, excluding porches. There shall be a minimum of 1,800 square feet of heated SF on the first floor of any multi-story home, unless otherwise noted herein.
- 5.3 **Maximum Height:** No residence shall exceed three stories. Full in-ground basements are not considered a story nor may their area be computed as part of the minimum SF defined in Article 5.2. Basements with greater than 50% of the exterior walls above grade shall be considered a story and their SF counted toward meeting the minimum SF of the home. A partially in-ground floor may or may not be considered the first floor described in Article 5.2. This determination will be made by the ACC in its sole discretion.
- 5.4 **Roof Slope:** The minimum roof slope over the main residence structure shall be at least eight (8) vertical to (12) horizontal inches. Accent roofs (i.e. porches, dormers, etc.) may be a minimum of 4 in 12 slope, but must be consistent with historical reference and architectural style of the home. A minimum overhang of 12 inches is required.
- 5.5 **Exterior Wall Treatments:** Dwelling exterior walls shall be constructed of brick; stone; stucco; or cementitious shakes, board and batten or lapped siding. Vinyl and aluminum siding are not permitted. All chimneys shall be the same as one of the predominant wall materials on the exterior. Wood timber framing and brackets may be used upon approval of the Committee. Other products are subject to approval by the Committee. When used in combination, transitions from one material to another shall be made in an aesthetically sensitive manner such that the appearance and style of the home is consistent on all sides. Further criteria include the following:
- Traditional Portland cement stucco in muted colors, natural, tinted or painted.
  - Natural stone is preferred. Cast (artificial) stone may be used when natural in appearance.
  - Anodized, copper or paint finishes are required on all metal surfaces including windows, flashing, drips, and caps, in colors matching the approved trim colors. No mill finishes are permitted.
  - Soffits must be of wood, aluminum, stucco or cementitious materials. Aluminum fascia shall be heavy gauge (.019 minimum) in order to prevent ripples, commonly called “oil canning”.
  - Synthetic/foam products (EIFS) are prohibited.

- Gutters and downspouts shall be used at all eave lines unless deemed inappropriate and should be either aluminum or copper. Galvanized or mill finish material is NOT permitted. Gutter color, if aluminum, should complement the trim color and must be shown on the sample board.
- Vinyl, Aluminum and Composite Wood (Masonite) siding are prohibited.
- The use of wood shall be limited to trim and accent materials only.

5.6 **Exterior Colors:** Exterior colors which are warm earth tones are encouraged. Off-white is permitted. No primary colors may be used except for accent roofs and windows with ACC approval. Owners must submit for review and approval digital photos of samples of all exterior surfaces to the ACC showing color, tone and texture. Samples of the actual finished material must be displayed per Article 3.10.1 to receive final approval.

5.7 **Roofing:** Roof pitches and overhangs shall be designed for compatibility with adjacent roof profiles in front, side, and rear elevation, and must vary as opposed to being a single roof line. Acceptable roof materials are: natural or synthetic slate, copper, dimensional asphalt architectural shingles (minimum 240# per square), cedar shingles, standing seam metal, clay or concrete tile in a flat profile. Asphalt impregnated fiberglass shingles meeting the Guideline Requirements shall be equal to: Owens Corning; Duration; GAF Timberline HD; CertainTeed Landmark Pro. No three tab shingles are permitted.

5.8 **Roof Accessories, Equipment:** ACC approval is required for all rooftop equipment and accessories. All rooftop equipment must match roofing colors or be a color that complements the house and must be placed as inconspicuously as possible. Exposed flashing, other than copper, must be painted to match the fascia and trim of the structure. No exposed attachment straps will be allowed.

5.9 **Windows, Doors, and Trim:**

- Vinyl or aluminum or clad wood windows are permitted.
- Single Hung windows are permitted.
- Windows with screens must have full screens.
- Multiples of double hung windows shall have a mullion separating each.
- Windows are not required to have grills. However, simulated divided lites (SDLs) or Grill between the Glass (GBG) are recommended on all sections in the front and street facing side windows. When provided, grill pattern shall be appropriate to the style of the home and shall be illustrated on the elevation drawings submitted for review.
- Windows should be low-e glass with an approved tint. Samples shall be submitted for gray and smoke glass colors for approval by the ACC. Windows, other than in brick or stone, shall be trimmed/banded on the front and both side elevations where one elevation is street facing.
- Windows must have prominent headers and sills. Alternates to the styles proposed may be submitted for approval where consistent with the architecture of the home.
- Window screen fabric must be dark bronze or charcoal color.
- The ACC must approve security treatments for doors and windows; however, no “burglar bars”, steel or wrought iron bars, or similar fixtures shall be installed on the exterior of any windows or doors of any dwelling.
- No black out of windows is permitted.
- No signs shall be placed in windows.
- Curtain fabric, blinds or other interior material exposed to the exterior shall be neutral in color.
- Window opening must conform to window configuration. No infill material is permitted, such as stucco between the window head and the head of the opening.

- Main Entry Doors shall be substantial in appearance, and shall have a high quality and of a style matching the architecture of the home. Entry doors must be submitted for review.
  - Side or rear entry doors shall not be plain panel. Finish shall be submitted for approval.
  - Trim is required below the soffit and shall consist of a frieze of no less than 8” in depth
- 5.10 **Screen Doors:** Front screen doors are not permitted. Screening is not allowed at the garage doors and ACC approval is required for all other screen door applications except where screen door design and color match the house trim and are complementary to the entry doors of the dwelling unit.
- 5.11 **Vents:** Plumbing vents, mechanical vents and fans, turbine type attic vents and other similar types of vents must be painted to match the roof/wall. No vents shall be located on the front elevation.
- 5.12 **Skylights and Solar Collectors:** Skylight trim must be painted and glass must complement or match roof color. Solar collectors must be submitted for approval. These collectors shall lie flat against the supporting roof and be consistent with the architecture of the home. The collectors must be appropriate to residential use and not recreational vehicle grade or capacity. The ACC may require specifics as to the design and construction of such collectors prior to approval. Evergreen trees may be required to control reflected light projected onto neighboring homes.
- 5.13 **Ceiling Height:** Ceiling heights must be a minimum of 9’ on all floors.
- 5.14 **Utilities:** Meter boxes, gas regulator, conduit, electrical panels, etc. shall be painted to match the exterior
- 5.15 **HVAC Units and Pool Equipment:** HVAC units and pool equipment must be located to minimize the transmission of noise to adjacent properties, and must be screened. HVAC may be screened with evergreen landscape trees or shrubs. Pool equipment must be screened from sound and view from the street and neighboring homes with masonry or stone construction matching the materials on the home. Evergreen shrubs shall screen the wall as if it were a foundation wall. Window air conditioning units and through-wall units are not permitted.
- 5.16 **Awnings & Overhangs:** The installation of awnings or overhangs requires ACC approval. The awning or overhang color must be the same as or generally recognized as complementary to the exterior of the residence. Metal awnings are prohibited.
- 5.17 **Glass Block:** Glass block on the exterior of a dwelling shall be subject to ACC approval. Glass block shall not be a dominant feature for the dwelling or elevation. All glass block located on the dwelling shall be treated similar to windows with banding and/or architectural trim. Glass block located at the front and/or rear of the dwelling shall provide a privacy wall and/or sufficient landscaping that simulates a wall to diminish the impact on the elevation.
- 5.18 **Screen Porches/Patios & Other Enclosures:** ACC approval is required for the construction of covered porches, patios, and other enclosures. Such structures and their supports shall be substantial in appearance, and reflect the style and architectural detail of the residence. Such structures shall be constructed of materials that are generally acceptable as complementary to the residence and be designed and installed as an integral part of the residence with rooflines that complement that of the principle structure. Any such structure must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property owners. Such structures are not permitted on the street(s) façade. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements. Screens shall be either dark bronze or charcoal.

- 5.19 **Garages and Guest Houses:** All residences shall have a fully enclosed garage designed to accommodate at least two vehicles when garage doors are in the closed position. Such garages shall be compatible with and complementary to the main residence in architectural style, material, color. The garage and specifically the garage door (s) shall not be the focus of the main front façade. Front entry garages and garages on an angle to the main body of the home are prohibited except where a single forward facing garage door or angular doors are integrated into a design having a motor court or porte-cochere. In the case of a motor court, it shall be defined by substantial masonry, stucco or stone piers matching the materials on the home at the entry. Sides of the motor courts shall match the home, masonry piers with wrought iron or simulated wrought iron aluminum fencing between, or a landscaped screening wall with evergreen trees a minimum of 4-6 feet tall planted close enough to one another in a row so that branches touch at the time of planting. Garages shall be finished on the inside. Garage door combinations having more than two doors may have at least one door forward facing of the other doors to break up the long façade. Garage doors may be wood or wood composite, fiberglass or metal. Where area permits, the lot may also have a stand-alone guest house with a garage for up to two cars. The heated living area of the guest house must be a minimum of 500 SF and a maximum of 1500 SF under roof.
- 5.20 **Additions, Modifications & Expansions:** Any addition, modification, expansion or similar alteration, including changes to the color scheme, of a previously approved residence, whether before or after the initial construction, is subject to the requirements of these Guidelines and must be submitted to the ACC for approval.
- 5.21 **The minimum foundation height** for the heated living area of each home is recommended to be 18 inches above the highest point of the finished grade within ten feet of the home. However, slab on grade construction is permitted.
- 5.22 **Shutters:** Where shutters are used they should match the configuration and dimension of the window they serve, even if only decorative. Shutter colors should be included with “Submittal Two”.
- 5.23 **Chimneys:** Chimneys in front elevations matching the materials on the home, side wall vents on sides or rear elevations painted to match the exterior materials, or in rear elevations chimney stack pipes painted to match the roof color must be constructed for all active fireplaces. Ventless gas fireplaces are not permitted in an enclosed area but may be used on outside decks where they can be ventilated without high exposure of carcinogenic and lethal gases to occupants. Where used, chimneys shall be constructed of brick, stone or stucco, using one of the two most predominant materials planned for the exterior of the home. If used, all chimneys shall have an ornamental chimney cap or pot. Exposed spark arrestors are not permitted.
- 5.24 **Landscape Walls, Screen Walls and Fences:** Landscape walls shall be walls used to retain earth and shall be constructed of Keystone Block, concrete faced with stone, stone, brick or other permanent non-organic material approved by the ACC. Screen walls shall be walls attached to the home to screen areas as required by the ACC or the Guidelines such as HVAC and Pool equipment and in some instances, garage doors. Fences shall be barriers around pools or yards to provide privacy. Fences are not permitted in yards in front of the rear plane of the home. Fences shall be iron or aluminum rail or masonry. Wood and plastic fences are not approved. Fences must be five feet in height. Retaining walls may be no higher than six feet above existing grade on the lower side. Fences shall not contain barbed wire, razor wire or be electrified. Chain link or welded wire fences are not permitted.

Double fencing is not permitted. Fencing shall be placed either along the property line and five feet tall, or a minimum of Five (5') feet off the property line. Fences and wall shall be installed in full compliance with laws and regulations of authorities having jurisdiction.

## ARTICLE 6 – LANDSCAPING REQUIREMENTS:

- 6.1 **Purpose:** These landscape requirements have been established to maintain the high standards of Riverchase Estates and reflect the community’s emphasis regarding the value of open spaces, natural land forms, and landscapes. Such requirements and guidelines help assure a positive impact in property values, quality of life, and the overall enjoyment and benefits of outdoor living. Consultation with a landscape architect is highly recommended to achieve the most appropriate balance of plantings and arrangements that will complement your home. Special consideration should be given to the following aspects of landscape plantings.
- 6.2 **Qualifying Hardwood Canopy Trees:** The establishment of trees in open areas & the re-vegetation of wooded home-sites is required to restore over time the natural forest canopy lost during years of farming, development of roads and infrastructure for the community as well as the construction of homes. Specific requirements will be reviewed on a lot-by-lot basis. Two Qualifying Hardwood Canopy trees are required in the front yard and one in the rear yard. Existing Qualifying Hardwood trees over 6” caliper that survive construction may be counted toward the total. Trees that need to be added shall have a caliper of 2.5” or better at the base and a minimum of 10 feet tall at the time of planting. Qualifying Hardwoods include the many varieties of Oak, Walnut, Hickory, Elm, American Chestnut. Other hardwoods may be present or added but are not counted toward the total of ‘Qualifying Hardwoods.’ The ACC may require additional pre-existing trees be saved where prominent and where through some diligent care they will not be impacted by construction.
- 6.3 **Evergreen Foundations and Vegetable Gardens:** Evergreen Foundation Plantings are required to provide year ‘round accents and softening of foundations as well as provide a backdrop for ornamental and flowering plants.
- A minimum of 24” tall shrubs planted 36” on center are required in areas along foundations and under windows, with exceptions for walk off areas of porches.
  - In areas where the foundations materials are an important architectural accent, quantities will be decided on an individual basis.
  - In the front of the home and on sides facing the street, planting beds along the foundation shall be layered, in that there should be smaller plants in front of primary foundation plants. These plants should be placed as follows: 1 gallon: 12” tall, 18” on center; 3 gallon: 18” tall, 24” on center.
  - Other plants or trees should be used to create a third layer in corner locations or at breaks in the planes of the home.
  - Deer and drought resistant plants should be given strong consideration.
  - Foundation plants shall be placed along the screen walls of HVAC and Pool Equipment areas.
  - Vegetable gardens shall only be placed in rear yards.
- 6.4 **Flowering Trees:** Carolina Woods and Forests traditionally have abundant quantities of flowering trees dotting the landscape. In order to reforest the community, at least two flowering trees shall be planted in front or side yards visible from the street of each home. Magnolias, Dogwoods and Redbuds are the most common. Flowering fruit trees may also qualify. Trees shall be 8-10 feet tall at the time of planting.
- 6.5 **Evergreen Trees and Evergreen Screening:** Evergreen trees and shrubs are needed to conceal service and utility areas and are also needed to restore the appearance of a Carolina Forest.
- Screening shrubs or trees shall be 4’-6’ minimum at the time of planting and shall fully screen the equipment within two seasons.



- Exposed garage doors should be screened to varying extents from neighboring properties and the street. This will be reviewed on a case by case basis but where exposed will typically require a minimum of two screening trees per garage door. Screening should not appear as a full wall, but placed in order to reduce any visual dominance of the garage doors. Screening trees shall be 6-8' height minimum. Lower level shrubs are recommended as accents.
- There shall be a minimum of two evergreen trees 8-10 feet tall at the time of planting placed on the site either in the front yard or visible from the front yard.

6.6 **Lawn and Groundcover:** Areas should be established to control erosion in compliance with all Environmental Rules & Regulations of the Community, County & State. Areas not in planting beds must be seeded and maintained. Pine needles are not recommended in planting beds against homes due to fire dangers. Sod is required on all front and street facing side yards. These are the grass types which are recommended for use: Tall Fescue, Zoysia Grass, Centipede, St. Augustine. Bermuda Grass is not encouraged due to its invasive nature, but is permitted in accordance with the CCRs.

6.7 **Lawn and Grounds Maintenance:** All lots with dwellings require regular lawn cutting to ensure a presentable appearance consistent with the rest of the neighborhood. Lawns must be edged along all hardscapes including sidewalks, driveway and street and all grass clipping must be removed from the sidewalks and street. Any weeds between the hardscapes including between the curb and asphalt must be removed. All shrubbery and landscaping shall be pruned as necessary and trimmed in both spring and fall.

## **ARTICLE 7 – NOTIFICATION – FINES FOR VIOLATIONS – CONTRACTORS INSURANCE**

7.1 **Notification:** Whenever a Builder violates any provision of the Architectural Guidelines or CCRs, the ACC through the Association Manager or the ACC professional consultant will notify the builder of the violation using the medium established for communication between the parties.

7.2 **Fines:** Fines for silt run-off shall be assessed at \$200.00 per day. Debris on sites and mud deposited on roads shall be fined at \$100.00 per day; working outside of allowable hours shall be assessed a fine of \$100.00 per hour or fraction thereof; working on a holiday or violating Sunday limits shall incur a fine of \$500.00. The CCRs do not provide any right for a builder to appeal a fine, however, an appeal will be considered if there are unusual circumstances which caused the violation.

7.3 **Contractor's Confirmation of Insurance:** Submit along with Form Four when requesting a Site Staking Review, Contractor's proof of insurance on the industry standard Acord form as follows:

- 1) General Liability in the amount of \$2,000,000.00 aggregate with \$1,000,000.00 per occurrence.
- 2) Confirmation of Workers Compensation Coverage.
- 3) The policy shall name the Riverchase Estates Home Owners Association, Inc. as the "Certificate Holder. c/o Key CMI 1201 Stallings Road, Matthews NC 28104"

## **ARTICLE 8 – COMMUNITY OBSERVANCES:**

### **8.1 Common Areas**

Except with the prior written permission of the ACC, Builders and subcontractors are not allowed in the Common Areas nor allowed to cross any Common Areas that are not paved streets nor to park in Common Areas.

8.2 **Firearms:** Firearms may not be openly displayed nor discharged within the community by any contractor.

**RIVERCHASE ESTATES ARCHITECTURAL REVIEW  
MINOR PROJECT APPLICATION  
(ONE PAGE)**

**Submit this form for Minor Projects (only)**

**TO: RIVERCHASE ESTATES HOME OWNERS ASSOCIATION , INC.  
c/o Diana Kennedy, Key CMI  
1201 Stallings Road, Matthews NC 28104  
Phone: (704) 321-1556 X 321      dkennedy@keycmi.com**

**REGISTRANTS WILL BE NOTIFIED BY E-MAIL HOW TO MAKE SUBMITTALS.**

All submittals will be digital and must be uploaded to the ACC review site

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ - M (Project will be registered by lot number with “- M” suffix)

Lot Street Address \_\_\_\_\_

Registrant Name (primary contact): \_\_\_\_\_

Registrant e-mail address: \_\_\_\_\_

Registrant Telephone: (\_\_\_\_) \_\_\_\_\_

Lot Owner (if different): \_\_\_\_\_

Lot Owner e-mail address: \_\_\_\_\_

\_\_\_\_ Application is for Part A Minor Project. Check for \$125.00 is enclosed.

\_\_\_\_ Application is for Part B Minor Project. No fee is charged for this review.

\_\_\_\_ For Part C Minor Project. Neither this application nor a fee is required.

**OWNER ACKNOWLEDGE THAT HE/SHE HAS READ AND AGREE TO CONFORM TO THE RIVERCHASE ESTATES ARCHITECTURAL GUIDELINES IN THE EDITION DATE NOTED BELOW.**

Lot Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Once you are logged onto the review site, upload a description of your proposed work or a graphic to the review site. The review period may take up to ten (10) business days. The registrant will be notified by email from the review site of the ARC determination.

**RIVERCHASE ESTATES ARCHITECTURAL REVIEW  
SUBMITTAL FORM ONE – SCHEMATIC REVIEW  
(ONE PAGE)**

**Submit this form to initiate your Schematic Review**

**TO: RIVERCHASE ESTATES HOME OWNERS ASSOCIATION , INC.  
c/o Diana Kennedy, Key CMI  
1201 Stallings Road, Matthews NC 28104  
Phone: (704) 321-1556 X 321      dkennedy@keycmi.com  
(YOU WILL BE NOTIFIED BY E-MAIL HOW TO MAKE FUTURE SUBMITTALS)**

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ -S (Note to Association Manager, add -S to the lot number for the Schematic registration)

Lot Street Address \_\_\_\_\_

Registrant Name (primary contact): \_\_\_\_\_

Registrant e-mail address: \_\_\_\_\_

Registrant Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ (w/area code)

Lot Owner: \_\_\_\_\_

Lot Owner e-mail address: \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:**

- I. \* Initials \_\_\_\_\_ Homeowner's fees paid to HOA for current year (include if not previously paid).
- II. \* Initials \_\_\_\_\_ Main dwelling Schematic Review fee \$200.00 (only applies where current lot owner will not be the final occupant, or the registrant is not the owner of the property)

**OWNER AND REGISTRANT ACKNOWLEDGE THAT THEY HAVE READ AND AGREE TO CONFORM TO THE RIVERCHASE ESTATES ARCHITECTURAL GUIDELINES IN THE EDITION DATED 11-12-13.**

Lot Owner \_\_\_\_\_ Date: \_\_\_\_\_

Registrant \_\_\_\_\_ Date: \_\_\_\_\_

Association Manager confirms receipt of fees: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Fees Paid by: \_\_\_\_\_ Total Amount Paid: \_\_\_\_\_

**Note: The Registrant will receive a password to access the review site. Once received, you should upload a copy of page 7 from the Guidelines, initialing that you are including the six categories of items required for the Schematic Review**

**RIVERCHASE ESTATES ARCHITECTURAL REVIEW  
SUBMITTAL FORM TWO – DESIGN DEVELOPMENT REVIEW  
(ONE PAGE)**

**Submit this form and fees to initiate your Design Development Review**

**TO: RIVERCHASE ESTATES HOME OWNERS ASSOCIATION , INC.  
c/o Diana Kennedy, Key CMI  
1201 Stallings Road, Matthews NC 28104**

**Phone: (704) 321-1556 X 321      dkennedy@keycmi.com**

**(Submittal of required materials shall be in the same manner as the Schematic Review)**

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ (Note to Association Manager, no suffix is needed on the lot number for this registration)

Lot Street Address \_\_\_\_\_

Registrant Name (primary contact): \_\_\_\_\_

Registrant e-mail address: \_\_\_\_\_

Registrant Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ (w/area code)

Lot Owner: \_\_\_\_\_

Lot Owner e-mail address: \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:**

I. * Initials _____ Homeowner's fees paid to HOA for current year.	Enter Amount: _____
II. * Initials _____ Main dwelling Architectural Review. See Article 3.3 for amount.	Enter Amount: _____
III.* Initials _____ Compliance Security Deposit . See Article 3.5 for amount	Enter Amount: _____
IV. Initials _____ Other Review fee. See Article 3.3 for amount	Enter Amount: _____
	Total Enclosed: _____

\* Require to be paid with the initial Submittal for any new dwelling.

**Association Manager confirms receipt of fees: By: \_\_\_\_\_ Date: \_\_\_\_\_**

**Fees Paid by: \_\_\_\_\_ Total Amount Paid: \_\_\_\_\_**

**NOTE:**

**1) ALL FEES ARE REQUIRED TO BE SUBMITTED WITH THIS FORM.  
CHECKS SHOULD BE MADE TO: "RIVERCHASE ESTATES HOA"**

**2) PROCEED TO UPLOAD PAGE 8 OF THESE GUIDELINES TO THE REVIEW  
SITE ALONG WITH THE REQUIRED INFORMATION CALLED FOR ON THAT  
PAGE AFTER MAKING THIS SUBMITTAL.**

**3) ALSO UPLOAD FORM THREE TO THE REVIEW SITE.**

# RIVERCHASE ESTATES ARCHITECTURAL REVIEW SUBMITTAL FORM THREE

**This form is required to be submitted with drawings at both the  
Design Development and Construction Document Reviews  
(TWO PAGES FOR DESIGN DEVELOPMENT - THIRD PAGE ADDED FOR CONSTRUCTION DOCUMENTS)**

This submittal is for \_\_\_ Design Development Review \_\_\_ Construction Document Review

\_\_\_\_\_ I am acknowledging inclusion of page 8 from the Architectural Guidelines with this form for my  
Design Development Submittal.

Or

\_\_\_\_\_ I am acknowledging inclusion of page 9 from the Architectural Guidelines with this form and  
the third page of this form for my Construction Document Submittal.

ALL INFORMATION, INCLUDING THIS FORM MUST BE SUBMITTED DIGITALLY AS A PDF, TIFF OR JPEG.

DATE OF THIS SUBMITTAL: \_\_\_\_\_ LOT #: \_\_\_\_\_

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

**GENERAL CONTRACTOR IF KNOWN:** \_\_\_\_\_

SOUTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE \_\_\_\_\_

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

PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

**ARCHITECT/DESIGNER:** \_\_\_\_\_

SOUTH CAROLINA LICENSE NUMBER: INDIVIDUAL \_\_\_\_\_ COMPANY \_\_\_\_\_

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

PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

ARCHITECT/ DESIGNER HAS GIVEN APPROVAL FOR THE USE OF THIS PLAN ON THIS SITE AND FURTHERMORE  
HAS GIVEN PERMISSION FOR THE ACC TO COPY THEIR WORK FOR ITS USE: YES \_\_\_\_\_ NO \_\_\_\_\_

MAIN DWELLING HSF: 1<sup>ST</sup> FLOOR \_\_\_\_\_ OUTBUILDING: \_\_\_\_\_

2<sup>ND</sup> FLOOR \_\_\_\_\_ Total SF Under Roof: \_\_\_\_\_

BASEMENT \_\_\_\_\_ GUEST HOUSE: \_\_\_\_\_

OTHER \_\_\_\_\_ Total SF Under Roof: \_\_\_\_\_

SUBTOTAL \_\_\_\_\_ (Heated)

UNHEATED SQ. FT.: SUBTOTAL \_\_\_\_\_ (Under Roof)

TOTAL SQ. FT. (MAIN DWELLING): \_\_\_\_\_ (Under Roof)

OPEN DECK? YES NO QUANTITY: \_\_\_\_\_ TOTAL SQ. FT.: \_\_\_\_\_

PATIO? YES NO QUANTITY: \_\_\_\_\_ TOTAL SQ. FT.: \_\_\_\_\_

COVERED PATIO YES NO QUANTITY: \_\_\_\_\_ TOTAL SQ. FT.: \_\_\_\_\_

**EXTERIOR MATERIALS:** (Specify website for Manufacturer, Color and Style or Pattern for all that apply. If website is not available, provide a digital photograph of proposed material taken in normal daylight)

BRICK: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

STONE: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

STUCCO: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

SIDING: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

OTHER: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

ROOF: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

WINDOWS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

TRIM: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

DOORS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

SHUTTERS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

DRIVEWAY: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

DRIVEWAY APRON: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

WALKS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

OTHER: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

GARAGE DOOR: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

FIREPLACE: \_\_\_\_\_ CHIMNEY: \_\_\_\_\_

**UNVENTED GAS FIRE PLACES AND EXPOSED METAL STACKS  
OR EXPOSED SPARK ARRESTORS ARE NOT PERMITTED.**

EXTERIOR MATERIALS: (Specify website for Manufacturer, Color and Style or Pattern for all that apply. Also upload to the review site at the Construction Document review a digital photograph of proposed material taken in normal daylight or a picture from the manufacturer's website for each material above)

**THE UNDERSIGNED CERTIFIES THAT HE/SHE WILL OBTAIN, PRIOR TO THE START OF CONSTRUCTION ACTIVITIES, BUILDING AND ZONING PERMITS ISSUED BY THE AUTHORITY HAVING JURISDICTION.**

**I acknowledge that I have completed and included everything on this checklist prior to submitting for architectural review. I understand that this information has been requested by the RIVERCHASE ESTATES Home Owners Association prior to my obtaining bank loans or building permits.**

\_\_\_\_\_  
Lot Owner Signature

\_\_\_\_\_  
Date

RIVERCHASE ESTATES ARCHITECTURAL REVIEW  
SUBMITTAL FORM THREE (Continued)

Complete this page and upload for the Construction Document Review

INTERIOR MATERIALS: (Selection of color and finish are optional)

Flooring in foyer and halls: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Flooring in family room: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Flooring in Bedrooms: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Flooring in Kitchen: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Flooring in Utility areas \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Rooms with cornice trim: \_\_\_\_\_

Door Hardware: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Interior Door: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Door and window casing: Width: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Kitchen Cabinets \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Kitchen Counter tops: \_\_\_\_\_ FINISH: \_\_\_\_\_

Bathroom Cabinets \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Bathroom Counter tops: \_\_\_\_\_ FINISH: \_\_\_\_\_

Custom Cabinetry: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Rooms with exposed beams or special ceilings: \_\_\_\_\_

Kitchen Appliances: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Refrigerator: \_\_\_\_\_

Oven: \_\_\_\_\_

Is range hood vented to the outside? \_\_\_\_\_

Fireplace: \_\_\_\_\_ FINISH on mantel \_\_\_\_\_

Manufacturer of faucets and plumbing hardware: \_\_\_\_\_

Confirm if the home has the following:

Special AV or sound system: \_\_\_\_\_ Energy Management System: \_\_\_\_\_ SEER rating on HVAC: \_\_\_\_\_

Was the home designed to meet any Green Energy Standards? \_\_\_\_\_

**FOR EACH ITEM NAME THE MANUFACTURER, WITH COLOR/FINISH AND STYLE IF KNOWN**

**RIVERCHASE ESTATES ARCHITECTURAL REVIEW  
SUBMITTAL FORM FOUR  
(TWO PAGES)**

**REQUEST FOR ON-SITE REVIEWS**  
*(you will use this form three times during the course of construction)*

**1. PRE-CONSTRUCTION ON-SITE REVIEW:**

A PRE-CONSTRUCTION REVIEW MUST BE SCHEDULED TEN BUSINESS DAYS IN ADVANCE AND APPROVAL TO PROCEED MUST BE ISSUED PRIOR TO BEGINNING ANY CONSTRUCTION (SEE “RIVERCHASE ESTATES ARCHITECTURAL GUIDELINES”).

STAKING OF THE OUTLINE OF THE HOME WITH STRING LINES ALONG MAJOR WALLS; SAMPLE BOARD OR MATERIALS ON SITE AS DESCRIBED IN ARTICLE 3.10.1; A RIBBON INDICATING THE PROPOSED LOCATION OF THE SILT FENCE OR THE INSTALLED SILT FENCE; CONSTRUCTION FENCING; TREE PROTECTION AND STONE CONSTRUCTION DRIVE MUST BE IN PLACE **PRIOR** TO BEGINNING ANY CONSTRUCTION ACTIVITIES OR CALLING FOR THIS REVIEW.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

**NOTE THAT FOR THE SITE STAKING REVIEW REQUEST, THE NEXT PAGE IN THESE GUIDELINES NEEDS TO BE COMPLETED AND SUBMITTED ALONG WITH THE ATTACHMENTS NOTED.**

**2. REVIEW AT DRY-IN:**

AT THE POINT THAT THE HOME HAS ROOFING AND THE WINDOWS AND DOORS ARE INSTALLED, THE OWNER OR BUILDER SHOULD NOTIFY THE REVIEW BOARD TO CONDUCT A REVIEW. THE REVIEW WILL BE SCHEDULED AS SOON AS PRACTICAL BY THE REVIEWERS. CONSTRUCTION SHOULD CONTINUE WITHOUT REGARD TO THE TIMING OF THE ON-SITE REVIEW.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

**3. FINAL REVIEW:**

UPON COMPLETION OF THE HOME AND ALL LANDSCAPING AND FEATURES, THE OWNER OR BUILDER SHOULD CALL FOR A FINAL REVIEW. THIS REVIEW WILL BE PERFORMED TYPICALLY WITHIN TWO WEEKS OF THE REQUEST. THE REVIEW WILL BE MADE WITH RESPECT TO SITE CLEAN-UP AND WILL RESULT IN APPROVAL OF ANY DEPOSIT MONIES THAT ARE TO BE REFUNDED TO THE OWNER OR BUILDER.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

*UPLOAD THIS FORM TO THE SAME SITE AS YOUR APPLICATION EACH TIME YOU WISH TO  
SCHEDULE AN ON SITE EVALUATION.*

*(SUBMIT THIS FORM DIGITALLY)*

**ATTACHMENT TO SUBMITTAL FORM FOUR**



## CONTRACTOR INFORMATION

**THIS FORM IS REQUIRED TO ACCOMPANY THE SITE STAKING REVIEW REQUEST.  
GENERAL CONTRACTOR INFORMATION IS REQUIRED AT DESIGN DEVELOPMENT  
REVIEW IF KNOWN AT THAT TIME.**

GENERAL CONTRACTOR (LEGAL NAME): \_\_\_\_\_  
SOUTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_  
NAME OF ON SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

HVAC CONTRACTOR: \_\_\_\_\_  
SOUTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_  
NAME OF ON SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ELECTRICAL CONTRACTOR: \_\_\_\_\_  
SOUTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_  
NAME OF ON SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

PLUMBING CONTRACTOR: \_\_\_\_\_  
SOUTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_  
NAME OF ON SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

LANDSCAPE CONTRACTOR: \_\_\_\_\_  
SOUTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_  
NAME OF ON SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

**NOTE: ATTACH THE FOLLOWING TO THIS FORM AND SUBMIT TO THE REVIEW SITE:**

Initials: \_\_\_\_\_ **SITE MANAGEMENT DURING CONSTRUCTION:**  
a) A Drainage and Erosion Control Plan and including stone driveway.  
b) Show portable toilet, dumpster, and spoil locations.

Initials: \_\_\_\_\_ **CONFIRMATION OF INSURANCE:**  
Attach to this document, and upload to the review site proof of insurance on the industry standard Acord form as follows:  
1) General Liability in the amount of \$2,000,000.00 aggregate with \$1,000,000.00 per occurrence.  
2) Confirmation of Workers Compensation Coverage.  
3) The policy shall name the Riverchase Estates Home Owners Association, Inc. as the "Certificate Holder." c/o Kuester Management Group 130 Ben Casey Dr. Ste. 100, Fort Mill, SC 29708

# UNIFORM FIELD REPORT

ON-SITE REVIEWS:  Staking  Dry In  Final  Additional

(Note: All parties should plan to be on site for the site reviews)

Community: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner: \_\_\_\_\_ Builder: \_\_\_\_\_

## Road and Curbing:

Start Point: \_\_\_\_\_

**Water Meter:** Condition of cover and piping: \_\_\_\_\_  
Type of protection: \_\_\_\_\_ Siphon Break: Yes No

**Sewer System:** Condition of cover and piping: \_\_\_\_\_ Type of protection: \_\_\_\_\_

**Silt Fence Condition:** Road Side \_\_\_\_\_

Interior property lines \_\_\_\_\_

## Site Staking:

### Dry In

### Final

Y N Stone for Driveway Y N Stone Driveway in good condition Y N Driveway Stone Removed

Y N Dumpster on site Y N Dumpster location & site trash good Y N Dumpster Removed

Y N Port-a-Potty on site Y N Port-a-Potty location good Y N Port-a-Potty Removed

Y N Site Boundaries Marked

Y N House Staked as noted on plan

Y N Sample Board Complete Y N Materials on home same as on board. Y N Materials same as board

If No explain: \_\_\_\_\_

Y N Building Materials Stored (Neighboring property Approval Letter Provided) \_\_\_\_\_

Y N Was neighboring Property restored after construction complete? \_\_\_\_\_

Y N Roadway in good Condition: \_\_\_\_\_ Y N Roadway needs cleaning? \_\_\_\_\_

Y N Windows & Doors Confirmed \_\_\_\_\_

Y N Roofing Manufacturer & Style Confirmed \_\_\_\_\_

Y N Exterior Home Massing and Details as Approved \_\_\_\_\_

Y N Landscape Elements as Approved. If no, explain \_\_\_\_\_

Y N Mailbox in Place

Y N Photos on file?

Notes: \_\_\_\_\_

**Community Work Hours:** M-F \_\_\_\_\_ (am) \_\_\_\_\_ (pm) Saturday \_\_\_\_\_ (am) \_\_\_\_\_ (pm) Sunday/Holidays \_\_\_\_\_ (am) \_\_\_\_\_ (pm)

(Check Guidelines for Holiday closure dates)

## NOTES:

- 1) **Builder/Homeowner** are responsible for maintaining site: Builder/Homeowner shall keep roadway clean of all debris. Roadways are to be swept clean by 5:00 PM each Friday. If not maintained HOA will have roadways cleaned and bill the homeowner.
- 2) **Requirements for neighboring sites:** Homeowner/Builder must have written approval to utilize adjoining lots in any manner. Damage to neighboring property will be the responsibility of homeowner under construction to make necessary repairs to bring impacted property back to pre-construction condition.
- 3) This review is based solely on compliance with the Architectural Guidelines and does not constitute approval of non-compliant design or construction, unless specifically identified herein as an approved variance, and does not relieve the Property Owner of the responsibility to fully comply with the Guidelines. Approval does not in any way represent an opinion of the adequacy of the construction, or of the suitability of proposed building materials or methods of construction.

### \* Indicates Items to be Resolved

Approved (To Proceed with Construction)

Approved With Conditions

Not Approved

Not Approved – Revise and Resubmit

Non-Compliant – Requires Resolution

Incomplete – Add'l On Site Review Required (Additional Review Fee will be deducted from the Deposit \$ \_\_\_\_\_)

Y N Is Security Deposit Authorized for release? If No, explain: \_\_\_\_\_

## Signatures:

Homeowner: \_\_\_\_\_ Builder: \_\_\_\_\_ Date: \_\_\_\_\_

ARC/ACC: \_\_\_\_\_ Date: \_\_\_\_\_