



## ARCHITECTURAL DESIGN GUIDELINES AND BUILDER RULES

The Waterbridge ARC now utilizes a “Single Pass” review process designed to expedite reviews instead of the former Guidelines and Pattern Books. It does require diligence on the part of the owners/builders to ensure submittals are complete. The success of this program is also dependent on the expertise of an owner’s architect or designer with respect to working in a custom home community and adherence to these guidelines and instructions.

For the benefit of “lot owners” the ARC offers a no cost (optional) Schematic Review to obtain an ARC non-binding opinion as to whether the home meets aesthetic standards for the community. A fee is charged for non-lot owners. See Application on page 2 and “Minimum Requirements for Schematic Submittal,” page 3

- I. **To register your new home design or existing home modification (major or minor) with the ARC,** submit the “APPLICATION TO COMMENCE A REVIEW” (page2) with Review fees to the Consulting Architect. You will receive information via your email on how to submit your drawings and specifications electronically. Once the design is approved, the Builder will need to refer to Appendix B for requirements to get underway which include a Security Deposit and Road Bond.
- II. **To Commence a Design Review – Submit the following to the ARC review site in digital form.**
  - o Construction Drawings including a topographic site plan, floor plans, elevations, and details. (See page 4)
  - o The two-page Single Pass Designer’s Checklist. (found in Appendix A)
  - o The Specifications and Drawing Checklist (pages 3 & 4)
  - o At the time of this submittal or no later than the on-site Dry-in review, submit the Landscape Designer’s checklist and your landscape plans and schedules to the review site. (found in Appendix A)

The document review may require up to ten working days, roughly 14 calendar days. If you have not received a response in that time, please contact [Richard.alsop@arcreview.org](mailto:Richard.alsop@arcreview.org) or [Janette.tedder@arcreview.org](mailto:Janette.tedder@arcreview.org).

- III. **To Commence Construction – submit the following to the Association Manager digitally.**
  - o Contractor submits the signed Contractor Agreement along Bonds/Deposits to the HOA for Home Build, Pools and Additions to the Association Manager. (see Appendix B)
  - o Submit a copy of the Contractor’s License and a copy of their insurance endorsements to the Association Manager. List the Waterbridge HOA as the Certificate Holder.

**Upload the following to the review site:**

  - o Digital photos of curb in front of your lot where there are cracks or spalls. No other photos required.
  - o Request the on-site reviews at intervals listed on page 6, starting with the pre-construction site staking review

- IV **Minor Projects:**

You will find on page 5 descriptions of what constitutes a minor project, associated with a home which is already occupied.

We look forward to a successful review of the work for your home in the Waterbridge Community.

The Waterbridge ARC  
By: J. Richard Alsop, AIA  
Consulting Architect

October 21, 2021 Edition

Page 1

**APPLICATION TO COMMENCE DESIGN REVIEW**  
**SUBMIT THIS FORM, ONE PAGE, AND YOUR APPLICATION FEES ONLY, TO:**

**J. Richard Alsop, Architect PLLC**  
**PO Box 481000**  
**Charlotte, NC 28269**

(YOU WILL BE NOTIFIED BY E-MAIL HOW TO MAKE FUTURE SUBMITTALS)

**COMPLETE THE FOLLOWING "REQUIRED" INFORMATION:**

Lot Number: \_\_\_\_\_ Lot Street Address \_\_\_\_\_  
Lot Owner: \_\_\_\_\_  
Lot Owner Email Address \_\_\_\_\_ Lot Owner  
Phone (\_\_\_\_\_) \_\_\_\_\_  
Registrant Name\* (Primary Contact) \_\_\_\_\_  
Registrant e-mail address: \_\_\_\_\_  
Registrant Phone (\_\_\_\_\_) \_\_\_\_\_ Second Phone: (\_\_\_\_\_) \_\_\_\_\_ (Optional)

Include a check for fees as follows:

- I. Initials \_\_\_\_\_ Main dwelling Architectural Review fee: **\$1,250.00**
- II(A). Initials \_\_\_\_\_ Schematic Review fee for persons who are lot owners. (No charge)
- II(B). Initials \_\_\_\_\_ Schematic Review fee for persons who are "not" lot owners: **\$250.00.**
- III. Initials \_\_\_\_\_ Modification to Existing Home, where building permit is required, **\$425.00** fee attached.  
Includes Pools and Accessory structures. (If not submitted with home plans.)
- IV. Initials \_\_\_\_\_ Minor Project Part B items only: \$75.00 Fee is attached. (Up to two items on the B list;  
Add **\$30** for each additional items on the B list.)
- V. Initials \_\_\_\_\_ Minor Project Part A Application Fee of **\$175.00** is attached. (Up to two items on the A list.  
Add **\$45** for each additional item on the A list and/or **\$30** for each item on the B list))
- VI. Initials \_\_\_\_\_ Additional Plan Review In-Office: **\$175.00** fee is attached. (if over 3 reviews are required)
- VII. Initials \_\_\_\_\_ Additional On-Site Review: **\$225.00** fee is attached. (If over 3 on-site reviews are required)

**\* All correspondence will be conducted with the person named as Registrant and will be conducted solely on the Review Site.**

**Notes:**

- I. Contractors are required to pay a road bond and/or security deposit directly to the HOA via the Association Manager. A separate form is required for this and must be submitted to the Association Manager.
- II. Registrant and Owner herein acknowledges that payment of the review fee(s) directly to the Architect Consultant does not obligate the Architect consultant to represent the Registrant or Owner in any manner. The Architect Consultant fully represents the HOA and payment is made to the Architect Consultant as a matter of convenience for the HOA. The Registrant and Owner therefore indemnifies and holds the Architect Consultant harmless for opinions expressed or actions taken with respect to any aspect of the review process.

By: \_\_\_\_\_ Date: \_\_\_\_\_ (Owner Signs}

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

By: \_\_\_\_\_ Date: \_\_\_\_\_ (Registrant Signs – if different)

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

**\*\*MAKE CHECK PAYABLE TO J RICHARD ALSOP, ARCHITECT PLLC**  
**(Denote Lot Number and Community Name on the check)**

## SPECIFICATIONS AND DRAWING CHECKLIST

(TWO PAGES)

YOU WILL RECEIVE INSTRUCTIONS BY E-MAIL AS TO HOW TO SUBMIT THIS FORM. ALL INFORMATION, INCLUDING THIS FORM MUST BE SUBMITTED DIGITALLY AS A PDF or JPEG. (No Doc, Docx or zip)

**REGISTRANT (primary contact) NAME:** \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**ARCHITECT/DESIGNER:** \_\_\_\_\_  
SO. CAROLINA ARCHITECT LICENSE NUMBER: \_\_\_\_\_ OR HORRY COUNTY LICENSE #: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_  
SO. CAROLINA CONTRACTOR LICENSE NUMBER: \_\_\_\_\_ Type: \_\_\_\_\_  
PHONE (S) Office: (\_\_\_\_) \_\_\_\_\_ Site superintendent (\_\_\_\_) \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

Heated SF: 1<sup>ST</sup> Floor \_\_\_\_\_ 2<sup>ND</sup> Floor \_\_\_\_\_ Total HSF \_\_\_\_\_  
Unheated SF: \_\_\_\_\_ Total SF under roof \_\_\_\_\_ Open Deck SF \_\_\_\_\_

EXTERIOR MATERIALS: STATE LOCATION, TYPE (Brick; shake; etc.) AND PRODUCT ID OR MODEL #

WALL 1: \_\_\_\_\_ TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

WALL 2: \_\_\_\_\_ TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

WALL 3: \_\_\_\_\_ TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

FOUNDATION: uniform fully around the home TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

ROOF 1 6:12 or better: TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

ROOF 2: 3:12 – 6:12 TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

WINDOWS: \_\_\_\_\_ TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

TRIM: \_\_\_\_\_ TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

DOORS: Front TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

DOORS: Other exterior locations TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

SHUTTERS: Other than hurricane protection TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

DRIVEWAY/WALKS: show on finished site plan TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

GARAGE DOOR: single or double TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

FIREPLACE? YES NO CHIMNEY MATERIAL: \_\_\_\_\_ UNVENTED  
GAS FIREPLACES AND EXPOSED METAL STACKS OR SPARK ARRESTORS ARE NOT PERMITTED

***COLORS ARE NOT APPROVED UNTIL PLACED ON THE SAMPLE BOARD AND ARC APPROVED***

### MINIMUM REQUIREMENTS FOR SCHEMATIC SUBMITTAL:

- \_\_\_\_\_ Initially, complete page 2 and check II (A) or (B) and submit to the Architect. After you receive login, upload the following:
- \_\_\_\_\_ Scaled site survey with boundary, setbacks, easements, topographic features and footprint of house.
- \_\_\_\_\_ Schematic level floor plans may be single line drawings.
- \_\_\_\_\_ Schematic level elevations may be single line drawings.
- \_\_\_\_\_ Name of architect or residential designer. (information should be placed on the drawings)
- \_\_\_\_\_ Copy of page 2 with name of owner or primary contact with email address and phone number

**FOR FORMAL SUBMITTALS OTHER THAN SCHEMATIC REVIEWS, ENSURE THE FOLLOWING APPEARS ON YOUR DRAWING SUBMITTAL** (Initial at each location):

**SITE PLAN:**

- \_\_\_\_\_ Property lines with dimensions and bearings and a north arrow.
- \_\_\_\_\_ Precise location of any Preserve or Wetlands on your lot. See landscape requirement for signage.
- \_\_\_\_\_ Streets, property boundaries, setbacks, rights of way, easements, utility stub-outs and all other pertinent information from recorded documents.
- \_\_\_\_\_ Outline (footprint and eaves) of the proposed home, porches, steps, patios, HVAC pads, walkways, Driveway(s). Eaves  $\leq 12''$  may extend over setbacks and utility easements.
- \_\_\_\_\_ Show original and proposed final topographic contours at two-foot increments. Indicate how drainage will be handled to prevent water runoff from migrating to neighboring lot. **Sign and Seal by licensed surveyor**
- \_\_\_\_\_ All existing hardwood trees with a caliper of 6" or greater (Do not document trees within wetlands)
- \_\_\_\_\_ Scale to be 1/8" = 1'-0" or 1" = 10ft.
- \_\_\_\_\_ Outline of the most proximate side and forward most feature of any home on an adjacent lot.

**HOME PLANS, ELEVATIONS AND DETAILS:**

- \_\_\_\_\_ Floor plans: Show all room dimensions, along with square footage totals of each floor.
- \_\_\_\_\_ Roof plan: Indicate slopes, pitches, hips and gables and materials of construction.
- \_\_\_\_\_ Elevations: Provide front, rear, and side elevations showing building materials and finishes. Indicate maximum height of the principal structure and anticipated finished grades. Show first floor in front and rear of home to be a minimum of 24 inches or 3 block courses above the finished grade fully around the home. Indicate floor to floor heights.
- \_\_\_\_\_ 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. One very detailed wall section must be cut through a typical window.
- \_\_\_\_\_ Details: Provide details of all unique conditions on the home.

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

**PLANS WILL BE EITHER APPROVED, NOT APPROVED OR INCOMPLETE. THERE IS NO LONGER A CONDITIONAL APPROVAL. OWNER IS REQUIRED TO RESUBMIT DESIGNS OR PORTIONS OF DESIGNS, OR OTHERWISE ACKNOWLEDGE COMPLIANCE WITH ARC REQUIREMENT IN ORDER TO OBTAIN APPROVAL.**

**I acknowledge that I included everything on the required architectural review checklists. I understand that this information has been requested by the WATERBRIDGE HOMEOWNERS ASSOCIATION prior to my obtaining bank loans or building permits, and the full cost of any delay resulting from the association not approving the plans, if reviewed and approved within 45 days (as stated in the CCRs), or if not approved, with re-submittals for non-approvals within an additional 45 days from my re-submittal, are at my sole risk and expense.**

**OWNER(S) ACKNOWLEDGE HEREIN THAT THEY HAVE READ AND AGREE TO CONFORM TO THE COMMUNITY GUIDELINES HEREIN AND THAT THEY WILL ENSURE ALL SUB-CONTRACTORS ARE FAMILIAR WITH THE REQUIREMENTS FOR CONSTRUCTION IN WATERBRIDGE AND THAT WORK BY PRIME SUBCONTRACTORS WILL BE SUPERVISED BY LICENSE HOLDER.**

**OWNER(S) UNDERSTAND THAT NO CHANGES TO THE APPROVED PLANS MAY BE MADE WITHOUT ARC APPROVAL IN WRITING.**

\_\_\_\_\_ (required) Date \_\_\_\_\_  
Lot "Owner" Signature

\_\_\_\_\_ (Phone) \_\_\_\_\_  
Lot Owner Printed Name

## **WATERBRIDGE – MINOR PROJECTS (added to an existing home)**

### **Minor Project Type A Projects \$175.00 - Project Description**

Balconies  
Decks and deck roof additions  
Disability Access  
Door Additions & Security Enhancements  
Drainage Changes  
Driveway Modifications or Expansion  
Exterior Painting (if different than originally approved)  
Garden Walls  
Hot Tubs/Saunas  
Patio with Masonry Fireplaces  
Paving for Walks, Driveways and Patio Areas  
Permanent Recreational Equipment, Sport Courts and Trampolines  
Ponds or Water Features  
Retaining Walls (Impact fee required for curb damage)  
Roof Replacement (if different than originally approved)  
Rooftop Equipment  
Shutters – Storm shutters (permanent)  
Siding Replacement (if different than originally approved)  
Skylights  
Solar Energy Devices  
Vents  
Window Replacement (if different than originally approved)  
Window Tinting

### **Minor Project Type B Projects \$75.00 - Project Description**

Basketball Backboards – Permanent  
Awnings and solar shades  
Dog Houses  
Raised Flower or Vegetable Gardens in front or street facing side yards  
Lawn Ornaments – permitted in rear of the home or non-street facing sides only.  
Fence Additions (black wrought iron or aluminum and white vinyl only)  
Landscape changes including removal of small scrub trees and shrubs prior to or after plan approval.  
Lattice Work  
Lights and Lighting Modifications – (none directed toward neighboring lots will be permitted)  
Playground Equipment & playhouses (not permitted on side yard setbacks or within ten feet of rear lot line.  
Paint or stain in colors that blend with nature. No primary red, yellow, blue permitted above 6' in height.)  
Railings on porches (black, deep brown, bronze or white)  
Shutters (must match width of adjacent window)  
Rain Barrels - For irrigation system (blend with house colors or screen behind hard wall)  
Propane Tanks (with proper size and screening)  
Satellite Dishes on Roof or Poles (avoid front yard and street facing side yards)  
Adding tint or imprinting driveways or walks. Submit color and design being proposed.  
Wind Turbines, Wind Vanes

### **Minor Projects Type C. (Although no application nor fee is required, all Guidelines must be followed)**

Birdbaths (non-street facing elevation only – one per side, maximum 4 feet high, 3 feet diameter)  
Birdfeeders (non-street facing elevation only – neutral colors, only two per lot, please)  
Door Security Enhancements (if not visible from the exterior)  
Portable Basketball Goals – (may be left in place if board is clear plexiglass and perpendicular to front street.)  
Compost piles – leaves only (in rear yards out of sight of street).  
Irrigation extensions  
Landscape Modifications (replacing damaged or destroyed elements with same elements only)  
Hurricane shutters, style with upper channel and bottom track only, painted to match background wall or trim.  
(Impact panels may be placed only following an NWS hurricane notification and must be removed within three days following lifting of warning)

## REQUIREMENTS FOR SITE FIELD REVIEWS

### SITE STAKING REVIEW:

The following must be in place for the pre-construction site staking review: (See Builder Rules as well)

- 1) The lot must be staked at a minimum of the four corners. If there is a wetlands area, orange construction fence must be placed along that line. The surveyor needs to personally confirm wetland location.
- 2) A minimum of four corners of the home must be staked. If the garage is forward of the porch this must be staked as well. Provide a string on the basic outline of the home.
- 3) Provide a portable toilet – Place behind the sample board with door facing away from street. It must be enclosed in a white plastic lattice enclosure.
- 4) A 4x8 panel on the street side of the toilet with samples of all materials and colors seen on the exterior of the home including walls, trim, foundation, windows and shutter. Construct a pitched roof, 6:12 with shingles and metal roof samples, soffit, fascia and frieze installed. Provide gutter sample. Colors are not approved until they are placed on the sample board and approved at the site staking review.
- 5) A lot number in 3” high letters placed on the fascia of the sample board.
- 6) A fully embedded silt fence fully around the perimeter of the site, except for opening for access at the street.
- 7) A gravel drive using 2”-3” surge stone placed 10 feet wide by 20 feet long, 5” deep minimum.
- 8) A siphon break on the temporary water supply hose bib.
- 9) A minimum 20 CY dumpster is required prior to commencing framing.
- 10) Add the required site identification sign with contractor name

An additional field visit will be charged if all of the above are not in place on the day site staking is scheduled.

*Note: a \$500 fine will be assessed for crossing the curb with a concrete truck, except when placing the driveway slab at the completion of the project. Plan to use a pump truck. The pump truck may cross the curb but may not cross onto a neighboring lot.*

### DRY-IN REVIEW

Call for this review when you have the home framed, house wrap is complete, windows are in place and the roof is installed.

Your landscape plan must be submitted ahead of this review or additional review fee will be charged.

### FINAL REVIEW

Call for this review when you are completely finished with the work of the home including landscape. **Additional site review and fee will be required for any call back on a final review due to incomplete condition.** However, most often photos may be provided to the review site following the final review to confirm completion of minor items without an additional site review or additional fee being required.

**Notify the Architect via the review site when you would like to have your site reviews. We will endeavor to meet you within five working days.**

**SEE UNIFORM FIELD REPORT Appendix A**

# **APPENDIX A**

**Waterbridge Single Pass Review Checklist**

**Landscape Designer's Checklist**

**ARC Uniform Field Report**



# Waterbridge Single Pass Review – Architectural Guidelines and Designer’s Checklist

Waterbridge designs are predicated on custom homes with a Coastal Cottage theme. This includes Craftsman, Bungalow, Nantucket and the indigenous styles of the American East Coast. With some exceptions, cottage designs in the Dan Sater book “Cottage and Villa Home Plans” are often held out as the standard. However, Waterbridge has benefited from the talents of several custom home designers. A list of these individuals is available from the ARC by calling 704-358-8400.

**Initial each: All items below are required, except N/A for not applicable due to condition not being valid.**

## SITE DESIGN

- \_\_\_\_\_ Elevations exposed to Carolina Forest Blvd (1-23; 356-363 and 385) require a high level of aesthetics.
- \_\_\_\_\_ Home is within setback requirements and the front face is similar distance to the street curb as adjacent home.
- Setbacks from property line: front - 20'; side - 10'; side at street - 15'; rear - 15'; lots on preserve or common area – 30' in rear.
- \_\_\_\_\_ Home on lake or common area does not block 125-degree field of view of adjacent (or future) home. Future home is projected with the same rear plane as your design where your home is centered left and right on your lot.
- \_\_\_\_\_ Any planned *swimming pool, deck or gazebo* should be submitted as a separate review, not with the home plans.
- \_\_\_\_\_ Drainage of rainwater is either directed to the street or drainage area, but not onto neighboring lots.
- \_\_\_\_\_ A landscape plan and completion of a separate landscape checklist are required. See separate attachment.

## OVERALL MASSING, EXTERIOR FINISHES

- \_\_\_\_\_ The overall mass of the home has good proportions and a complementary roof line. A single roof does not cover the majority of the home without the use of cross gables or dormers to provide a scale to the roof.
- \_\_\_\_\_ Floor plans and elevations are coordinated so that long blank featureless walls do not occur on any elevation. Provide a complete architectural wall section from foundation through a window and through roof. Include frieze.
- \_\_\_\_\_ No more than 75% of a two-story wall is comprised of a single material. Exclude foundations and windows in calculation. Approved exterior wall materials include cement products in traditional horizontal or vertical siding patterns such as beveled, ship lapped, tongue and groove, board and batten, or shake. Conventional three coat Portland Cement stucco is allowed where appropriate to the style of the home. EIFS, vinyl siding and Masonite are not approved.
- \_\_\_\_\_ Materials are consistent with coastal cottage aesthetic in type and color and balanced on all sides of the home.
- \_\_\_\_\_ Porch rails are required but may be eliminated as described under Porches below.
- \_\_\_\_\_ Residence has a minimum of 2,400 SF of enclosed heated living area (as measured by real estate standards) Exception: Lots 820 through 847 and lots 852 through 904: Heated living area is 1800 SF, 1200 SF main level. Measurement excludes porches, decks, garage, or other unheated spaces.
- \_\_\_\_\_ Residence does not exceed a maximum height of 35' above finished grade, measured by Horry County standards.
- \_\_\_\_\_ Finished main floor is not less than 24 inches (three concrete blocks high) above the finished grade.
- \_\_\_\_\_ No story porches. In multi-story homes, ceiling height is at least 9' on the main level and 8' on the other levels. In a single-story home, there is a minimum of 10' ceilings throughout, except storage, closets and baths.
- \_\_\_\_\_ Foundation materials are brick, stone or tabby stucco using #3 shell. One material is used fully around the home.

## ROOF

- \_\_\_\_\_ Porch roofs, pediments and dormers must have standing seam metal roof in an approved color.
- \_\_\_\_\_ Roof pitch minimum is 6:12 except where metal roof is used as is required for 3:12 to 5:12 pitch.
- \_\_\_\_\_ Shingles must be architectural, minimum 240# per square. (Minimum bundle weight 80#) No three-tab shingles.
- \_\_\_\_\_ Gutters are along all eave lines and complement trim color. Discharge is minimum 8' from side property line.
- \_\_\_\_\_ Vents and exhaust piping are on rear of home and painted to match roof color.
- \_\_\_\_\_ Solar collectors should be placed flush to roof plane with no exposed structure, cable or piping.
- \_\_\_\_\_ Lightning protection cables should be placed so not exposed to street view in as much as possible.
- \_\_\_\_\_ Fireplace exhaust stacks which can be seen from the street or lakes should be enclosed in materials same as the home, with spark arrestors concealed in a shroud. Others may be metal painted to match the color of the roof.
- \_\_\_\_\_ Unvented gas fireplaces on interior spaces are not approved in the community. Vents may be on side or rear wall.



## **WINDOWS, DOORS and SHUTTERS**

- \_\_\_\_\_ Front entry door is prominent and inviting, having high level of detail and wide casing around doorway.
- \_\_\_\_\_ Windows align vertically with windows and dormers above. Paired windows have 4" mullion separation.
- \_\_\_\_\_ Windows in front and sides of home shall have 5/8" min. grills on upper sash as a minimum. (GBG or SDL)
- \_\_\_\_\_ Windows shall be fully trimmed on all sides of the home. Minimum 4" casing.
- \_\_\_\_\_ Windows may be aluminum or vinyl clad or vinyl and must be ASTM E1996/E1886 rated.
- \_\_\_\_\_ Single hung windows are approved. Full screens must be used on the front of all homes if screens are used.
- \_\_\_\_\_ Large picture windows and burglar bars are not approved. Glass blocks are not approved where street facing.
- \_\_\_\_\_ Designs for hurricane shutters shall consist solely of a single header track or channel and a lower channel both painted to match the color of the surface behind, wall or trim. Structural protective panels may be any material but may only be installed when a National Weather Service warning is issued for the region and must be removed within three days after the warning is lifted. Other types of hurricane protection will require a Minor Project A approval.
- \_\_\_\_\_ If window shutters are used, they should match window width and applied to all windows on front and sides.
- \_\_\_\_\_ No windows can be blacked out nor have signage, nor have non-neutral shades or curtains exposed.

## **GARAGES, PORCHES, DECKS**

- \_\_\_\_\_ Two car garage minimum. Two single garage doors max/lot. Double lot may have two-double garage doors.
- \_\_\_\_\_ Detached garages are permitted. Observe Horry County setback rules.
- \_\_\_\_\_ Garage doors should be carriage-house in style, complement home color, forward facing windows optional.
- \_\_\_\_\_ Porches are substantial in appearance and match the architecture of the home. Porch screens shall be dark.
- \_\_\_\_\_ Porches have 10" minimum columns at all ground and main floor locations. 8" minimum columns upper level.
- \_\_\_\_\_ Porch railings or approved alternates are required and shall be milled decay resistant material or approved synthetic material, or approved metal design. Alternates include 10" minimum column placed over 16" base which is 48" H above porch; or where decoratively trimmed 8" minimum columns are paired at each required column location.

## **FENCES AND SCREEN WALLS**

- \_\_\_\_\_ Where placed on lake lots, black aluminum fence, flat rail top, stiles 4" o.c. min. (pup fence ok) 5 feet tall only.
- \_\_\_\_\_ Fences may come to the back plane of the home or to side garage door, where 15 feet back from front plane.
- \_\_\_\_\_ Vinyl fence may be used in other locations. Meet 75MPH wind load; 5"x5" posts 8 feet o.c.; routed rails; 5-foot height only, except one foot lattice may be placed atop a five foot tall solid panel fence. White finish only.
- \_\_\_\_\_ Masonry fences may be used. The design details and location shall be submitted for review. Enclosures are required for pool equipment. Emergency generators in sound containing enclosures, screen with evergreen shrubs.
- \_\_\_\_\_ Where portable gas tanks (max. 25 gallon allowable) are expected to be added to the home, a screen wall between the home and the street is required at a height to cover the tank and valves. (5 foot tall recommended). Larger tanks are required to be buried. If a buried gas tank is not part of the construction, and gas is used, the screen wall is required.
- \_\_\_\_\_ Place fence within 4 inches of lot lines or 5 feet off lot lines. Neighbors may utilize a portion of your fence.

## **DRIVEWAYS and MAILBOXES**

- \_\_\_\_\_ Driveways shall be broom finished or tabby concrete, brick pavers, epoxy coated or stamped concrete. Asphalt is not permitted. Total width of all concrete drive(s) at the street shall not exceed 40% of lot width and no more than 22 feet wide at any one location, 24 feet wide including flare. Imprints of symbols or images within concrete finishes must be pre-approved. All concrete shall be placed no closer than 2 feet to the lot line.
- \_\_\_\_\_ A 15" RCP culvert is required at drainage swales.
- \_\_\_\_\_ No markers, signs, house numbers, contractor names, logos or reflectors are permitted at the end of the driveway.
- \_\_\_\_\_ Mailbox shall be placed to the inside of the drive as opposed to between the driveway and closest lot line. They are required to be located within five feet of the driveway entry. Use Carolina Mailbox, Imperial 310r-6. 2" numbers.

## **OTHER ITEMS**

- \_\_\_\_\_ A self-contained trash can storage box or screened area matching construction of the home, as seen from the street and neighboring lot, is required with full concrete pad within. Show this on the ground floor plan of the home.
- \_\_\_\_\_ Antennas for short wave or television and satellite dishes shall be screened. Roof installation requires approval.
- \_\_\_\_\_ Audible alarms for security shall be screened. Flashing lights for emergency use only.
- \_\_\_\_\_ Exterior lighting shall complement the home. No colored lights, except seasonal. No light directed to neighbor.
- \_\_\_\_\_ Flagpole 6 feet long with one US Flag, 4" x 6" maximum may be placed on your home. No flagpoles in the yard

# Waterbridge Single Pass Review – Landscape Guidelines and Designer’s Checklist

PROVIDE THIS FORM WITH YOUR LANDSCAPE SUBMITTAL

**Initial each: All items below are required, except N/A for not applicable due to condition not being valid.**

- \_\_\_\_\_ The landscape plan and this checklist are required to be submitted no later than the Dry-in review.
- \_\_\_\_\_ A plan for an operable irrigation system or approved water collection and irrigation system is required.
- \_\_\_\_\_ Landscape selection and arrangement reflects a high degree of planning and include planting instructions.
- \_\_\_\_\_ Plants are varied in size and color with no more than 20% of total being one variety.
- \_\_\_\_\_ Plant heights and sizes are measured in accordance with the American Standard for nursery stock ANSI Z60.1
- \_\_\_\_\_ A lot with a back yard adjoining another yard, neither of which is on a preserve, shall provide a minimum of two six-foot-tall evergreen trees at the lot line, but not placed where the mature tree will extend over the lot line.
- \_\_\_\_\_ Grass sod is placed on all exposed disturbed areas on the lot.
- \_\_\_\_\_ Evergreen foundation shrubs, a minimum of 18” tall are placed fully around the foundation, 42” o.c.
- \_\_\_\_\_ A second layer of 8” tall min. evergreen shrubs are placed on front and street facing sides, between shrubs.
- \_\_\_\_\_ More extensive planting is required on a corner lot. Evergreen trees should be considered at corners.
- \_\_\_\_\_ No simple ringing the home with plants with no consideration for design and aesthetics is permitted.
- \_\_\_\_\_ Three medium-growing hardwood shade trees (two in phase three) are planted on the lot of at least 2.5" caliper (8-10' overall height), two placed in the front yard. Healthy hardwood trees that remain may be credited. The three required trees are of different species. Two 10' tall palms may replace one hardwood.
- \_\_\_\_\_ HVAC equipment is screened with taller evergreen shrubs or trees that will fully conceal the equipment within a two-year period. Minimum initial planting height matches the equipment height. Or construct wall composed of materials matching the siding or foundation of the home.
- \_\_\_\_\_ There are no large areas of mulch without shrub plantings at least 4 feet on center.  
(12” deep Mulch beds are needed to retain moisture, limit weeds and for a neat well-kept appearance).
- \_\_\_\_\_ Outside play or sports equipment are screened from neighbors.
- \_\_\_\_\_ Planting of fruit and vegetable plants and trees in and around the landscape and in areas of the yard are encouraged and may be substituted for required evergreen shrubs and trees in rear yard only.
- \_\_\_\_\_ Fruit trees may not be planted closer than the front or side yard setbacks or 10 feet from rear yard lot line.
- \_\_\_\_\_ Pine straw is not used around a foundation or fire sources due to its potential for sustaining fire
- \_\_\_\_\_ Landscaping as approved by the ARC is installed prior to home occupancy, unless occupancy prior to landscaping completion has been approved by the ARC for a good cause. If an exception is granted, then occupancy is no earlier than 30 days from landscaping completion.
- \_\_\_\_\_ Homes within 30 feet of a wetlands/preserve area may clear scrub brush within the wetlands for a distance of 30 feet from the home. No disturbance of trees larger than 2” caliper. Also, no planting of grass in these areas.
- \_\_\_\_\_ No work is started on the landscape work until the plan has been approved by the Waterbridge ARC.
- \_\_\_\_\_ At the edge of the wetlands, an approved metal sign stating “Protected Natural Area” must be installed.
- \_\_\_\_\_ Provide taller evergreen shrubs on the side of the propane tank to screen it from neighbor’s views.
- \_\_\_\_\_ Ensure hardwood trees in the front and side yards do not have trunks placed within side yard setbacks.
- \_\_\_\_\_ In the rear yard abutting lake or common areas, do not place trees or shrubs with mature heights over three feet tall within the field of view of neighboring lots to those areas. This is measured 125 degrees off their back plane.

**The landscape plan must be provided as a scaled drawing with all improvements shown.**

Plants are required to be shown on the plan at their mature scale. A schedule of all vegetation to be added showing size and spacing must be provided on the same drawing.

**Provide the name of the landscape contractor, their Horry County License number herein and their insurance endorsements provided on the ACORD insurance form.** Provide in comments area below.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# ARCHITECTURAL COMMITTEE FIELD REPORT

LOT REVIEW:  Site Staking  Dry In  Final  ADDITIONAL REVIEW

1. Community: \_\_\_\_\_ 2. Lot Number: \_\_\_\_\_ 3. Date: \_\_\_\_\_

4. Homeowner: \_\_\_\_\_ 5. Builder: \_\_\_\_\_

6. Superintendent: \_\_\_\_\_ 7. Phone: \_\_\_\_\_

Road and Curbing: Start Point: \_\_\_\_\_

**Water Meter:** Box in place? Y N Protected? Y N Protect prior to construction start. Add Siphon Break Y N NA In-Place

**Sewer System:** Municipal? Y N Septic? Y N Protected Y N Other Sewer requirements addressed? Y N (If No see notes)

**Silt Fence Condition:** Road Side Y N Interior property lines Y N Comments \_\_\_\_\_

**Site drainage expected or confirmed to not encroach onto neighboring lot?** Y N (see notes)

**Tree Save:** Save trees Marked? Y N Clearing area defined? Y N Other? e.g. Buffer Areas sectioned off? Y N NA (see notes)

## 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 Materials on home same as on the board Y N Materials same as board

Y N House Staked as noted on plan

Y N Sample Board Approved? If N, see notes. Y N Required lot number designation on the sample board?

Building Materials (to be) stored on another lot? Y N If Yes, neighboring property approved letter provided Y (N\*\*)

Roadway damaged or needs cleaning? Y N \_\_\_\_\_

Windows & Doors as approved? Y N \_\_\_\_\_ Roofing as approved? Y N \_\_\_\_\_

Exterior Home Materials and Details as approved? Y N \_\_\_\_\_

Landscape Elements as approved? Y N If no, see notes. Mailbox in Place? Y N NA

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

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

Workday Holidays are NY; MLK; Pres; Mem; Ind; Lab; Vet; TG; day after TG; Xmas Eve; Xmas; Box.

No work or material delivery outside hours or on holidays. Workhour violations: \$ \_\_\_\_\_ Hour; Workday \$ \_\_\_\_\_ per day.

## SPECIAL CONSIDERATIONS:

- 1) Builder/Homeowner are responsible for maintaining site: Builder/Homeowner shall keep roadway clean of all debris or HOA will charge for cleaning.
- 2) Requirements for neighboring sites: Homeowner/Builder must have written approval to utilize neighboring properties for any and all uses.
- 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.
- 4) ARC/ACC may enter property at any time to repair silt fences or erect protection barriers or for observation and reporting on non-compliant construction.

**APPROVAL LEVEL:** \* Where asterisk appears next to lines above, it indicates this is an item which needs immediate attention.

Approved (To start or continue)  Conditional (see notes)  Not Approved  Non-Compliant – Requires Resolution

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

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

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

Signatures: Homeowner: \_\_\_\_\_ Builder: \_\_\_\_\_ ARC: \_\_\_\_\_

Print Name: Homeowner: \_\_\_\_\_ Builder: \_\_\_\_\_ ARC: \_\_\_\_\_

**\*\*Work must not proceed until this item is provided to the ARC/ACC**

**NOTE: ALL COMMUNICATION SHOULD OCCUR VIA THE OFFICIAL REVIEW SITE  
BY SIGNING ALL PARTIES AGREE TO ABIDE BY BUILDER RULES CCR AND  
ARCHITECTURAL GUIDELINE REQUIREMENTS**

# APPENDIX B

## Waterbridge Contractor Agreement

## WATERBRIDGE CONTRACTOR BUILDER AGREEMENT INFORMATION, RULES, FINES - October 21, 2021, Edition

All Builders are required to read and sign this agreement for each lot prior to the start of building, confirming that Builders will conform to the information, rules and fines in this agreement while building in Waterbridge. A compliance Bond and Road Bond must both be paid at the time the building application is submitted. **If the Home is being directly built for an Owner, not a spec build or a model home, the Owner must sign the signature line under item 7.**

### Required from builder prior to approval of building in the community:

1. Insurance endorsement for general liability minimum amount of \$1,000,000 per incident, \$2,000,000 aggregate.
2. Proof of Statutory Workers Compensation Insurance. Proof of Vehicle Insurance minimum amount of \$300,000.
3. Provide form at each renewal period showing your builder license is current with the State of SC.
4. Provide evidence of a Builder's Risk Policy for home when construction commences. (typ. paid by owner)
5. On the insurance endorsement(s) (ACORD Form) name the Waterbridge HOA as "Certificate Holder" c/o CAMS, Attention Waterbridge Manager, 1612 Military Cutoff Rd, Ste 108, Wilmington, NC 28403
6. A list of all the GC's subcontractors prior to the start of construction on each project.
7. Compliance deposits and road bonds to be paid by Builders. Checks from Homeowners will not be accepted. Owner should not provide deposit money to the Builder to satisfy the deposit requirements, since fines may reduce the deposit refund, solely as the result of Builder actions.

Lot Owner Printed Name: \_\_\_\_\_ Lot Owner Signature: \_\_\_\_\_

### 8. Pools and Additions: Silt fence (see section 12) required. Construction fence required at wetlands

#### Actions, other than direct property damage, which would reduce the amount of refund of a contractor's deposit.

9. For commencing any construction activities prior to the review and written approval of the ARC: \$500. Additional fines of \$100/day will be assessed if construction continues without ARC approval. No jobsite materials to include, port-potty enclosures, blocks, wood, equipment, trailers, etc. are permitted on the jobsite prior to written approval.
10. All lots in Waterbridge are privately owned. For trespassing on private lots or common areas, or parking so as to obstruct access to an adjacent home's driveway. \$100 per incident/day. Plus, restoration costs where applicable. NOTE: You can park on a vacant lot but your vehicle must be parallel to the street, and not past the utilities for that vacant lot. **Written permission must be provided to WB Manager prior to using an adjacent lot for any reason.**
11. For building batter boards, storing equipment, dumpsters, porta-potties, building materials, dirt, trusses, etc. on adjacent lots without written permission of owner. Use of HOA areas are not permitted. \$100 per day, plus restoration costs where applicable. **Written permission must be provided to WB Manager prior to using an adjacent lot for any reason.**
12. For failure to maintain the silt fence or orange construction fence at the wetlands: Silt fence must be embedded 4-5" before the start of construction and must be maintained throughout the entire build until landscaping goes in. Silt fence will guide the construction crews to the limits of the site property and must be placed fully along the wetlands border. If a portion of silt fence needs to be taken down temporarily to access a portion of the site from an adjacent property, permission to use that property must be attained per above. \$100 per day. NOTE: Silt fence perimeter includes backside, left and right including a return on both sides up to your gravel apron and/or dumpster at site entry.

13. For failure to maintain the silt fence allowing silt, concrete residue, oil, chemical substances (liquid or otherwise) or another residue not defined above to discharge into the community storm water system or ponds, \$200 per day, which may be increased if additional remediation is required.
14. For allowing trash (including, but not limited to: water bottles, Styrofoam cups, plastic cups, plastic bags, food wrappers, single use plastic, loose cardboard and cardboard boxes, small pieces of scrap wood, plastic building wrapping, small pieces of wire, left over cut pieces of insulation, small broken CMU block, etc.) to accumulate on the site and/or spill over onto neighboring properties, or for leaving significant amounts of dirt or gravel on the street at the end of the workday. Empty pallets should be stacked, unused building materials picked up and stacked, etc. \$100 per day. **Sites should be inspected/policed at the end of every day work is performed on the site by contractor personnel.**
15. For allowing dumpsters to be filled above the rim of the dumpster for 3 business days. \$100 per day. If dumpster does get filled to the rim or above and the dumpster has an attached tarp, it must be used in the 3-day period while waiting for pickup. NOTE: ALL dumpster must be fully tarped and secured for all named weather events.
16. For working outside of permitted hours on any given day: \$100 per hour, NO PRORATION or FRACTION of time. Permitted hours are Monday through Friday, 7 am to 6 pm. Saturdays 8 am to 5 pm. This includes material delivery by third parties. NOTE: Grace period will NOT exceed 15 minutes for end of day inspection of site. ALL personnel must be exiting the community not later than 6:15 pm for Mondays through Fridays and 5:15 pm for Saturdays.
17. For use of gate code by personnel other than Builder and Sub-contractors: \$100 per incident.
18. For violating the Sunday or Holiday working restrictions: \$500 per day. No work on Sundays or Holidays as follows: New Year's Day; Martin Luther King Day; President's Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; day after Thanksgiving, Christmas Eve; Christmas Day; day after Christmas (Boxing Day).
19. For concrete truck crossing curbs other than for placing a driveway accessible from the construction site road frontage. \$500 per incident. Plan to utilize a concrete pump truck for the footings and main raised slab. If concrete curb is damaged during the build, the Builder is responsible for fixing prior to receiving road bond deposit refund.
20. For removal of any trees or shrubs or any work within a designated wetlands area as shown on the survey. Lot surveyor will mark area of wetlands and erect orange fencing that shall remain in place for the duration of the build. The ARC will direct the restoration of these areas which may include the placement of additional trees and shrubs to match the density of what was removed. \$500 per incident plus restoration costs if needed.
21. For music or radio being played on construction sites. \$100 per incident. If Jobsite Committee Field Volunteer, WB Manager or Security is called to the same site multiple times in one day the fine is per occurrence, no limit per day.
22. For failure to remove all construction site materials examples; porta-potty enclosures, dumpsters, trailers, scrap wood, builder signs, etc. from the building site or adjacent lots before owners occupy the home or before you call for final ARC site review. \$100 per day.
23. For speeding by Builders and Sub-contractors, will be warned and fined per the Waterbridge traffic fine schedule.
24. For other violations of the Guidelines not mentioned herein, fines will be levied at the actual cost of the corrective action, to include any HOA/ARC expense.
25. For failure by any person to use an on-site portable toilet for the intended purposes and instead performing toilet functions outside of the portable toilet or enclosed house or doing so in a place that can be viewed from any location in the neighborhood, including adjacent properties. \$500 Fine. Additionally, the act will be reported to local Health Department Officials and incur the cost of a private company being called by the HOA to clean up soiled areas outside the toilet or home.



**A. Fines and compliance bond:** If a builder accumulates across all of their builds in WB more than 6 fines in a 6-month period then all subsequent fines will double, \$100 becomes \$200, etc. and the compliance bond on any new builds will double from \$2,500 to \$5,000. If the Builder continues to accumulate another 4 fines after the first 6 fines in a 6-month period defined by the oldest fine in a 6-month period, then any subsequent fines will double again, example: original fine was \$100 it then becomes \$400, and the original compliance bond was \$2,500 now becomes \$10,000 for a new build. Fines will continue to double in this manner for every 4 new fines a builder receives in a 6-month period until the Builder is compliant with the rules over a 6-month period.

**B. Parking:** When working on a street that has multiple job sites that are across from each other it is encouraged that Builders and Subcontractors Park on one-side of the street so that through traffic can easily see and traverse the open lane.

**C. Job-safety:** For violations of OSHA regulations and/or where persons are endangered by actions of workers, a report will be filed with OSHA. No exceptions! Please provide on-going safety training for your workers and subcontractors.

If you wish to appeal a fine, you may send a written request to [waterbridgejobsites@gmail.com](mailto:waterbridgejobsites@gmail.com) to request a hearing with the Waterbridge Board of Directors. If a written request for hearing is not made within 10 days from the date on the fine notifications it will not be accepted.

## COMPLETE THE FOLLOWING “REQUIRED” INFORMATION

- 1) Upload a copy of this signed form (pages 13-15) to the review site along with a copy of the ACORD insurance form, Item 5 and your list of all subcontractors, Item 6.
- 2) Deliver this form and attachments described in 1 above, along with funds to the Association Manager at the Clubhouse office prior to calling for the site staking review (see page 6).
- 3) Make Check payable to: Waterbridge HOA, Inc. Reference Lot number on the check.

### NEW HOME BUILDS:

I. Initials \_\_\_\_\_ Builder Compliance Bond **\$2,500**. *Note: Please see part A, above for potential escalation of compliance bond fee. This will be confirmed by the Association Manager prior to permission to build.*

II. Initials \_\_\_\_\_ Builder Road Bond **\$2,500**. *Note, \$500 of which is non-refundable.*

### POOLS AND ADDITIONS: (Pools must be submitted as separate reviews even when part of the initial home plan submittal. Pool contractor must also submit a separate application, insurance and bond.)

III. Initials \_\_\_\_\_ Builder Compliance Bond **\$1,500**. *Note: Please see part A above for potential escalation of compliance bond fee. This will be confirmed by the Association Manager prior to permission to build.*

Builder Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_