



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.

- I. To register your new home design, existing home addition, or new swimming pool 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.**
 - Construction Drawings including a topographic site plan, floor plans, elevations, and details. (See page 4)
 - The two-page Single Pass Designer’s Checklist. (found in Appendix A)
 - The Specifications and Drawing Checklist (pages 3 & 4)
 - 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 or Janette.tedder@arcreview.org.

- III. To Commence Construction, submit the following to the Builder/Waterbridge ARC Drop Box.**
 - Signed “WATERBRIDGE CONTRACTOR BUILDER AGREEMENT INFORMATION, RULES, FINES” (see Appendix B)
 - Bonds/Deposits check(s) payable to Waterbridge HOA, Inc.
 - Copy of the Contractor’s License
 - Copy of insurance endorsements, listing the Waterbridge HOA, Inc, as the Certificate Holder.

Upload the following to the ARC Review site:

- Digital photos of curb in front of your lot where there are cracks or spalls. No other photos required.
- Request the on-site reviews at intervals listed on page 5, starting with the pre-construction site staking review

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

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. Initials _____ Modification to Existing Home, where building permit is required, **\$425.00** fee attached.
Includes Swimming Pools and Auxiliary Structures. (If not submitted with home plans.)
- III. Initials _____ Additional Plan Review In-Office: **\$175.00** fee is attached. (If over 3 reviews are required.)
- IV. 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 ARC Review Site.

Notes:

- I. Contractors are required to pay a road bond and/or security deposit directly to Waterbridge HOA, Inc. which must be submitted to the Builder/Waterbridge ARC Drop Box at the Waterbridge Amenities Center.
- 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 Waterbridge 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: 1ST Floor _____ 2ND 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, forward most, and, for lake lot, rear most feature of any home on an adjacent lots.

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 above the finished grade fully around the home (utilize 4 block courses above footings). 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 Waterbridge 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. 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 ARC prior to my obtaining bank loans or building permits, and the full cost of any delay resulting from the Waterbridge ARC 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 the date of my re-submittal, are at my sole risk and expense.

OWNER(S) ACKNOWLEDGE HEREIN THAT THEY HAVE READ AND AGREE TO CONFORM TO THE WATERBRIDGE 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.

Lot Owner Signature

Date: _____

Lot Owner Printed Name

Phone: _____

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, shingles and metal roof samples, soffit and fascia samples, 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

POST-FOUNDATION SURVEY

Submit a post-foundation survey with the FFE shown on the main floor.

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 ARC 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.

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 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.
- ___ Finished main floor is not less than 24 inches (four concrete blocks above footing) above the finished grade.
- ___ No two-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.
- ___ 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 ARC 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.
- ___ 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 36" 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 or shrubs subject to ARC approval, 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. (2” deep Mulch beds are needed to retain moisture, limit weeds and for a neat well-kept appearance).
- ___ Landscaping beds will be covered in wood chip mulch or river stone only. Pine straw may not be used.
- ___ 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.
- ___ 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: WATERBRIDGE 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)

<u>Site Staking:</u>	<u>Dry In</u>	<u>Final</u>
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		

Sample Board Approved? Y N (If N, see notes.) Required lot number designation on the sample board? Y N
Building Materials (to be) stored on another lot? Y N - If Yes, neighboring property approval 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

Notes: _____

Approved Work Hours: Monday to Friday 7:00 am to 6:00 pm; Saturday 8:00 am to 5:00 pm; Sunday/Holidays No Work
Workday Holidays are NY; MLK; Pres; Mem; Ind; Lab; Vet; TG; day after TG; Xmas Eve; Xmas; Boxing.
No work or material delivery outside hours or on holidays. Workhour violations: \$100.00 Hour; Workday \$500.00 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 – Additional 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 ARC 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 – April 1, 2022 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. (typically paid by owner)
5. On the insurance endorsement(s) (ACORD Form) name the Waterbridge HOA, Inc. as "Certificate Holder" at 1701 Singing Rose Dr, Myrtle Beach, SC 29578
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 or staging building material, storing equipment, dumpsters, porta-potties, building materials, dirt, trusses, etc. on adjacent lots without written permission of owner, 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 Waterbridge ARC prior to using an adjacent lot for any reason.**
11. For staging building material, storing equipment, dumpsters, porta-potties, building materials, dirt, trusses, etc. on HOA common area: \$100 per incident/day, plus restoration costs where applicable.
12. For failure to maintain the silt fence around the perimeter of the property 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 and the property perimeter. 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 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.**
14. 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 dumpsters must be fully tarped and secured for all named weather events.
15. 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.
16. For use of gate code by personnel other than Builder and Sub-contractors: \$100 per incident.
17. 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).
18. 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.
19. For music or radio being played on construction sites. \$100 per incident. If ARC, CAMS office or Security is called to the same site multiple times in one day the fine is per occurrence, no limit per day.
20. 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.
21. For speeding by Builders and Sub-contractors, will be warned and fined per the Waterbridge traffic fine schedule.
22. 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.
23. 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 more than 3 fines on one jobsite then the next 3 subsequent fines will double, \$100 becomes \$200, etc. If a builder accumulates more than 6 fines on one jobsite then all subsequent fines will quadruple, \$100 becomes \$400, etc. Once a builder has accumulated fines on one jobsite which add up to more than half of the compliance bond, the builder will be required to issue the Waterbridge HOA with an additional compliance bond in the same amount as the original compliance bond.
- 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 ARC@WaterbridgeHOA.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 12-14) to the ARC 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 and 2 above, along with the deposit / bond check(s) to the Builder / ARC Application Drop Box at the Waterbridge Amenities Center 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 ARC Committee 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 ARC Committee prior to permission to build.*

Builder Company Name: _____ Date: _____

Printed Name and Title: _____ Lot Number: _____

Email: _____ Telephone: _____

Signature: _____