

FORM A - NEW CONSTRUCTION APPLICATION *PARADISE ISLAND - ARB*

Date: _____

Contractor

License Number: _____ Telephone Number: _____

Address: _____

Construction Location (Lot No.): _____

Owner: _____

New Construction: _____ Major Improvement to Existing Structure: _____

Deposit Date: _____ Amount Received: _____ Check

No.: _____

Agreement:

I, _____ as owner of the property described above, do hereby submit this deposit in good faith to PARADISE ISLAND ARB for insurance that the construction will be implemented in accordance with the final plans as approved by the ARB.

I further agree that:

1. I have read the Architectural Review Board Guidelines and Covenants and Restrictions and do agree to follow these in full understanding.
2. I agree to construct and fulfill the plans and specifications as approved for this project in the final review by ARB.
3. I understand that the deposit submitted will be returned in full after the approval of the landscaping plan and the installation of the landscaping with a satisfactory inspection. A deduction can be made for expenses necessary to make corrections, changes, site clean-up, repairs necessary to common areas including street cleaning of sand, silt, and debris created as a result of this lot activity or damage to any natural habitat outside of the delineated construction boundaries.

This application, agreement, deposit made this date _____ by _____

Applicant Signature _____

Approved by ARB:

Name _____ Date _____

Return of Deposit

FORM B - MODIFICATIONS APPLICATION

PARADISE ISLAND - ARB

*Request for ARB Approval for Exterior Modifications
Modification Review Fee \$500.00 (made payable to Paradise Island HOA)*

Items 1 through 8 are to be completed and submitted by the homeowner.

1. Name of Homeowner _____ 2. Date of Request _____

3. Home Address _____ 4. Telephone Number _____

5. Description of Request _____

6. Requested Start Date _____ 7. Approximate Completion Date _____

8. Attach a copy of the plat, plans, elevations or a sketch and any necessary cut sheets indicating the type of modifications or additions. Modifications include the following:

Fences, Landscaping, Docks, Porches, Decks, Swimming Pools, Spas, Pergolas, Water Fountains, Exterior Sculpture, Outdoor Kitchens, Fire pits, Exterior Lighting, Solar Panels, Play Equipment, Dock Lighting, Accessory Buildings or Screening

To Be Completed By The ARB

Date Request Received _____ Check # _____

ARB Action: Approved without conditions _____

Approved with the following conditions _____

Additional information required _____

Not approved for the following reason _____

ARB Signature(s) _____

Date of ARB action _____ Date Homeowner notified _____

Mail completed form to Paradise Island c/o Property Management Services, LLC
1340-G Ben Sawyer Boulevard, Mount Pleasant, SC 29464

Questions: 843-881-5459

FORM C - Request for Review - PARADISE ISLAND - ARB

- Preliminary Review
- Final Review
- Modification

Date submitted: _____

Lot number: _____

Contact Information

Owner's name: _____

Property Address: _____

Owner's Address: _____ City: _____

State: _____ Zip: _____ Phone/Fax: _____

Email Address: _____

Architect/Designer: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone/Fax: _____

Email Address: _____

Contractor: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone/Fax: _____

Email Address: _____

Landscape Architect/Designer: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone/Fax: _____

Email Address: _____

General Project Information

- 1. Has the house been designed according to the Standard residential building codes, especially in regard to wind resistant construction? Yes No
- 2. Has an attempt been made to minimize the amount of site to be graded? Yes No
- 3. Has an attempt been made to minimize the removal or damage of existing trees? Yes No
- 4. Has an attempt been made to minimize the effect on primary views from adjacent properties? Yes No

5. Ground level: _____ MSL

6. Height of structure (highest roof range) above this point: _____ MSL

7. First floor elevation: _____ Second floor elevation: _____

8. Square footage: Heated first floor: _____ Heated second floor: _____

Heated mezzanine area: _____ Total heated area: _____

Unheated porches/decks: _____ Total square footage: _____

- 9. Are any variances from the Architectural Review Board Standards being requested under this application? Yes No

If yes, please describe and give reason: _____

- 10. Describe type of material and color for exterior finishes for the following:
(Provide color samples, details on all doors and windows- pictures are fine)

a. Siding/wall finish: _____ Color _____

b. Foundation Material: _____ Color _____

c. Trim: _____ Color _____

d. Roofing: _____ Color _____

e. Doors: _____ Color _____

f. Foundation Screening(louvers): _____ Color _____

g. Paving: _____ Color _____

g. Garage Doors(must be single doors): _____ Color _____

h. Shutters _____ Color _____

11. Has a similar structure within Paradise Island been previously constructed from these plans?
 Yes No

If yes, give lot # or address: _____

Please include the following information (in accordance with ARB Guidelines) with your submittal:

Preliminary Review

- Site Plan
- Elevation drawings
- Floor plans Review Fee (\$1,600)
- Construction Escrow Deposit (\$5,000.00-refundable)
- Exterior color samples (optional)
- Landscape plan

Final Review

- Site plan
- Elevation drawings
- Floor plans
- Topographic survey
- Material samples
- Color samples
- Cut sheets (window, doors, light fixtures, etc.)
- Review fee and Deposit Copies
- Landscape plan

To the best of my knowledge, the foregoing statements are true.

Owner/Builder/Architect Signature

Date

Review Fee \$ _____

Received by: _____ Date: _____

FORM D - Construction Deposit and Agreement - PARADISE ISLAND - ARB

Date: _____

New Construction

Major Improvements to existing structure

Lot number address: _____

Owner's name: _____

Contractor: _____

Contractor's Address: _____

Contractor's Email: _____

Telephone/Fax No. _____

SC License number: _____

AGREEMENT

I, _____, as contractor for the construction project described above, do hereby submit this deposit in good faith to the Paradise Island Architectural Review Board for assurance that the construction will be implemented in accordance with the final plans as approved by the ARB.

I further agree that:

1. I have read the Architectural Design Standard and Guidelines, the Contractor Guidelines and Declaration of Covenants and Restrictions and do agree to follow these in full understanding.
2. I agree to construct and fulfill the plans and specifications as approved for this project in the final review by the Architectural Review Board. Any changes to these plans will be first approved by the Board, prior to implementation.
3. I understand that the deposit submitted will be returned in full after a satisfactory inspection, unless a deduction is necessary for any corrections or changes not approved by the Board prior to implementation.
4. I am responsible for the behavior and actions of all workers contracted to do work on this job while they are at work.
5. I agree to work only during the construction hours as outlined in the guidelines.
6. I am responsible for maintaining a clean construction site at all times and understand that I am bound by the restrictions covered under the Architectural Compliance Guidelines. I agree to keep lot free from all trash and debris. Paper products will be cleaned daily. I recognize that the wind could blow trash onto surrounding lots, thus I will keep such trash that could be blown from worksite to surrounding lots, including across the street, picked up. If severe weather occurs all lots must be secured to prevent a potential threat to existing homes.
7. Erosion control device maintained daily and installed properly. All trees that are to remain must be protected in regards to the drip line with protective fencing.

8. Building materials will be removed by each sub-contractor at the appropriate time. No debris will be deposited on any adjacent lots.
9. Trash or debris will be hauled off Paradise Island property and I recognize that if my Builder or any sub-contractor is proven to have dumped any trash or debris on Paradise Island property, I will pay a determined fine in the amount of damages (such as cost to remove) and I will make such payment within 30 days of receiving an agreed upon bill.

This application, agreement, and deposit made this _____ day of _____, _____.

By: _____

Signature: _____

Witness _____

Deposit Date: _____

Amount \$ _____

Check # _____

FORM E - Landscape Submittal Checklist - PARADISE ISLAND - ARB

Name of Homeowner: _____

Home Address: _____

Contact Number: _____

Landscape Designer/Architect _____

The required number of trees may be reduced at the ARB discretion where there are existing well-preserved trees on the lot.

- _____ 1. front yard: three shade trees (evergreen or deciduous) with minimum caliper of 3" measured one foot above ground (ex. Live Oak, Red Maple, Sycamore, etc. –Palm trees are not shade trees.
- _____ 2. front yard: one evergreen tree minimum 8' height (ex. Savannah Holly, Palm trees)
- _____ 3. front yard: one flowering/ornamental tree with diameter of 1½" measured 1 foot above ground (ex. Crape Myrtle, Redbud)
- _____ 4. front yard: 8 shrubs 4-5 feet in height and 3-4 feet in spread.
- _____ 5. front yard: 20 shrubs: 10 @ minimum 7 gallon and 10 @ min 3 gallon either deciduous or evergreen.
- _____ 6. side yard: and side viewable from the street shall also be landscaped with at least foundation plantings; Along long stretches of house footprint: the bare minimum of one shrub every 4 feet of 4-5 feet in height and 3-4 foot spread.
- _____ 8. Sod is required in the front yard and any side yard facing the street and the Right of Way.
- _____ 9. All natural or undisturbed areas and planting beds shall be mulched to min. depth 2 inches: pine straw: 4 inches.
- _____ 10. Irrigation system components and well shall be enclosed and/or screened from view.
Location & screening must be approved. Type of screening: _____
- _____ 11. Landscape lighting and or security lighting does not affect adjoining property or public right-of-way; objective is subtle lighting of landscaping or house.
- _____ 12. Landscape plan is relative to the size of the footprint of the house, elevation and the size of the lot. (large lots and elevated homes may require more plants and size differential)
- _____ 13. Elevated Homes and elevated concrete pools: all foundation plantings shall be 1/2 the height of the foundation wall at the time of installation.
- _____ 14. HVAC equipment is adequately screened.
- _____ 15. Hardscape material is identified.
- _____ 16. Driveway apron is indicated on plan.
- _____ 17. Plant schedule indicating plant material and size.

FORM F - Construction Violation Notice - PARADISE ISLAND - ARB

Name:

Date:

Property Address:

All owners of property at Paradise Island are legally bound by the recorded Protective Covenants entitled Declarations of Covenants, Restrictions and Easements of Paradise Island. During a recent inspection, it was noted that your property is not in compliance with the following provision of the Covenants:

- No construction may take place without a permit from Charleston County and approval of the plans from the ARB.
- All construction activity must take place within the limits to the subject property. No storage or parking on adjacent property is permitted.
- Each contractor is responsible for site safety and cleanliness. Contractor must provide dumpsters and temporary bathroom facilities as required for construction. Dumpsters and bathroom facilities must be emptied weekly.
- No burning, loud music, disturbing activity, etc. is permitted on construction sites. All work sites must conform to all local laws and ordinances.
- No deviations shall be made from the approved drawings submitted to the ARB without prior approval. The owner of the property will be responsible for correcting the deficient work.
- A compliance deposit of \$5,000 is required and will be refunded only when work is deemed to be completed and compliant with the approved design and the ARB standards. Refer to the compliance statement on ARB application form.
- Other _____

Fine Process

\$1,000 Fine per Month

- Incomplete or no final inspection
- Construction activities beyond 12 months without ARB approval

\$1,000 Fine per Incident

- Clearing/building/tree cutting without ARB approval
- Landscaping prior to ARB approval of landscaping plan
- Damage of wetlands, buffers, or common area (fine and cost of repairs imposed)
- Working on Sunday or beyond authorized hours without ARB approval
- Plan changes without ARB approval

\$500 Fine per Incident

- Sand washing into road (fine & \$50/day imposed)
- No trash container at foundation framing
- No port-o-potty at foundation framing
- Accumulated rubbish, debris, or trashy building site
- Unauthorized dumping (fine & cost of clean-up imposed)
- Unauthorized burning
- Trailers parked in street overnight (fine & \$100/day)
- Excessive non-construction noise (radios, etc.)
- No erosion control device – device not being maintained (fine & \$100/day imposed)

There will be a \$5,000 fine and a stop work order for any docks started without written permission from the ARB.

*If you have any questions or concerns please contact Property Management Services
at: (843) 881-5459*

FORM G - Request for Final Inspection and Deposit - PARADISE ISLAND - ARB

Date: _____

Lot number: _____

Owner's Name: _____

Owner's Address:

Contractor:

Requested Date of Inspection: _____

I do hereby certify in good faith that the contracted structure on said lot does conform to the Standard Building Code, local codes, and the Paradise Island Architectural Review Board Requirements and standards and the final plans as approved by the Architectural Review Board. All site work, landscaping, cleaning, removal of temporary utilities and repair of damage to rights of way and common areas has been implemented. This constitutes a request for return of Architectural Compliance deposit.

Contractor's Signature

Date

ARB Use:

DEPOSIT RETURNED IN FULL

PARTIAL REFUND

Amount Refunded: \$ _____

REASON FOR WITHHOLDING: _____

FORM H - Covenant Violation Notice - PARADISE ISLAND - ARB

DATE:

NAME:

ADDRESS:

PARADISE ISLAND ADDRESS:

Dear Paradise Island Property Owner:

The property owners of Paradise Island properties are legally bound by the recorded Protective Covenant entitled "Declaration of Covenants and Restrictions of the Property Owners Association, Inc." The standards require all Owners to maintain their properties.

These restrictions ensure the protection of property values to all property owners. Please make every effort to address the violation cited below, as inspected on _____ (date).

- Improper maintenance of landscaping: weeds, underbrush, dead plants, lack of mulch, trees, mowing, pruning, etc.
- Trash, rubbish, unscreened trash containers. Garbage cans are to be removed from view of the street except on pick-up day.
- Irrigation piping is not concealed with landscaping.
- Mailbox: repair, replace. Mailbox stand: repair, replace, paint.
- Fence in need of repair, paint, or replacement.
- Boats/trailers not allowed to be stored on property. Commercial vehicles not allowed to be stored on property. Overnight parking on the street is not allowed.
- Additions to your home/yard without ARB approval.
- Variations from the PI ARB approved plans
- Other: _____

You are requested to bring your property into compliance within 30 (thirty) days.

If you have any questions or concerns, please contact the Paradise Island Association Manager and ARB Coordinator, 843-881-5459.

cc: Paradise Island Board of Directors
Architectural Review Board of PI

- First Notice
- Second Notice
- Fine \$ _____
- HOA Attorney