

# **CROSSWINDS**

## **ARCHITECTURAL REVIEW BOARD POLICIES, PROCEDURES AND GUIDELINES**

For Residential Construction or Remodeling

ADOPTED BY: Crosswinds Property Owners' Association

# PREAMBLE

A major concern in planning is the integration of the development with its immediate environment. Crosswinds believes that man-made improvements should, as much as possible, blend with nature rather than stand in stark contrast to it. The result is a development more pleasing to the eye and a more attractive community in which to live.

All proposed construction should be planned with due consideration for the natural features of the particular building site. View opportunities, the preservation of specimen trees, addition of appropriate hardscape materials, and the relationship of the proposed structure to those on adjacent lots and roads should be taken into account in the siting of the proposed structure. On-site drainage retention, routing of drainage to existing collection points, collective/joint drainage plan with neighbors if necessary, avoidance of forcing water on roadways or on neighbor's properties is a paramount consideration.

To assure that these objectives are achieved and to ensure continuity of physical development such that future development will be compatible with existing development, Crosswinds has established a Architectural Review Board (Board) for the purpose of examining and passing upon proposed plans for new construction and any additions to existing structures or remodeling thereof. No construction or operation may be commenced until the Board has issued its approval.

It should be noted that any construction now existing, but not conforming to these procedures, should not be a blueprint for future projects. All lots are subject to the Covenants and ARB procedures.

The attached procedures may be modified from time to time to ensure that the harmonious characteristics of Crosswinds are continuously maintained.

# TABLE OF CONTENTS

COVER PAGE	1
PREAMBLE	2
TABLE OF CONTENTS	3
1.0 PROCEDURE	4
1.1 JURISDICTION	4
1.2 PLAN SUBMISSION PROCEDURE	4
1.2.1 Preliminary Plans	4
1.2.2 Final Plans	4
1.3 PLANS APPROVAL PROCEDURE	6
1.3.1 Plans and Documents	6
1.3.2 Hearing Procedure	7
1.3.3 Appeals Procedure	7
1.4 MINIMUM REQUIREMENT FOR A PROPOSED PROJECT	7
1.5 INSPECTION	8
1.5.1 Stake Out (String) Inspection	8
1.5.2 Batter Board Inspection	8
1.5.3 Final Inspection	8
1.6 BUILDING PERMIT	8
1.7 CHANGES IN PROJECT	8
1.8 CONTRACTORS RESPONSIBILITIES	9
1.9 EXCESSIVE ELAPSED TIME	9
1.10 SCHEDULE OF FEES	10
1.11 SCHEDULE OF REFUNDABLE DEPOSITS	10
Welcome Letter to Owner/Contractor	11
Pre Submittal Checklist	12
Construction Requirement Checklist	13
Application for Approval of Construction	14
Building Permit	16
Contractor Rules	17
Final Checklist	18

## 1.0 PROCEDURE

### 1.1 JURISDICTION

- A. Vertical and horizontal constructions including, but not limited to buildings, walls, fences, garages, signs, entrance posts, gates and security lighting, swimming pools, decks, roofing, docks, seawalls, driveways; any structures or operations, however large or small, which may be placed upon or conducted within Crosswinds.
- B. Dredging and fill operations, shaping of land areas and drainage.
- C. Remodeling or altering the exterior of existing structures, including additions of any kind or exterior color changes.
- D. A Tree Removal Permit must be obtained from the Community Manager before any trees are removed. A Permit must be displayed on the contractor sign or on the nearest most significant tree.
- E. Mitigation may be required for tree removal and will be determined on a case-by-case basis.

### 1.2 PLAN SUBMISSION PROCEDURE

All applications must be submitted on forms provided by the Architectural Review Board. Mail the completed forms to CMS, P.O. Box 5874, Hilton Head Island, SC 29938, or deliver them to 6 Office Park Road, Suite 945, Hilton Head Island, SC 29928, Telephone 843-4138, Fax 842-4779.

#### 1.2.1 PRELIMINARY PLANS

Preliminary plan submission is recommended to resolve potential problems before going to the time and expense of final construction drawings. Preliminary approval **does not** constitute approval for lot clearing or construction.

#### 1.2.2 FINAL PLANS

##### 1.2.2.1 SITE PLANS

Tree and topographical plans are required. Unless otherwise impractical, scale should be 1/8" = 1' for larger properties and should include:

- Access street(s), walkway(s), drives, and other exterior improvements.
- Grading and drainage plan stamped by a Civil Engineer or a Landscape Architect.
- Fill plan, if any, indicating run-off and tree preservation method.
- Location, size, and flow direction of culverts.
- Exterior lighting plan.
- Service yard(s).
- Location and plan of swimming pool and supporting equipment.
- Tree survey showing location of trees six (6) inches or larger in diameter at a point four (4) feet above ground, indicating the trees to be removed.

- Site plan to scale on tree survey indicating all structure and other improvements to be included in the scheme with an indication of trees to remain and trees to be removed (at the same scale as the tree survey).
- Location of utility line routes.
- Location and identification of special features (e.g., drainage ditch, dune, nearby lagoon, easements, adjacent structures, etc.).
- A final as-built drawing is required upon completion to include digital photographs of all sides of the home.

#### **1.2.2.2 LANDSCAPE PLAN**

Landscape plans shall be professionally prepared and take into account the following:

- Layering of plant materials.
- Screening of pools, patios and other outdoor living areas from similar areas on adjacent properties.
- Screening of guest parking and garage doors from neighbors and roadways.
- Disruption of views to large areas of foundation work and wall panels through the use of evergreen plant material of sufficient size to service the purpose.
- Care should be taken not to cut off views of neighboring properties to water and marsh by “walling off” with plant material along property line (To do so is considered to be “offensive” under the Covenants.) further than the direct lines of sight between residences and their outdoor living areas.
- Mature trees (30 gallon or larger) should be used to help break up and redefine the scale of large areas of roof structure from roads and to other residences where existing trees do not exist to satisfy that purpose. They may also be used to mitigate clear cutting of smaller areas of trees to enhance future mature plant plans.
- Areas of undisturbed indigenous vegetation are encouraged for wildlife purposes although such areas may not suffice for screening proposes where such is required.
- Landscape lighting shall be clearly marked on plan with cut sheets and wattage provided. Glare and “over shine” to adjacent properties and roads should be avoided. Avoid lines of site to the source of the light. The effect of the light is what is important.
- Crosswinds ARB reserves the right to require additional landscaping after completion of work in instances where the actual or intent of such work is deemed insufficient.

### **1.2.2.3 ARCHITECTURAL DRAWINGS**

Architectural drawings should include the following:

- Total enclosed heated/air conditioned square footage, stated by floor.
- Floor plans, including an exact computation of the square footage of each floor.
- Elevation drawings for all sides indicating the existing grade, fill and finished floor elevation and including the treatment of building from grade to floor in elevated buildings.
- Detailed drawing of the following:
  - (1) Typical wall section.
  - (2) Patio wall section, if appropriate
  - (3) Other features desirable for clarification.
- Foundation plan
- Electrical plan
- All set backs for any structure. (See set back requirements)

### **1.2.2.4 COLORS AND MATERIALS**

All colors and materials must be identified completely, including:

- Samples to be submitted to Architectural Review Board
- All exterior finish materials and colors as outlined in **1.3 PLANS APPROVAL PROCEDURE**

## **1.3 PLANS APPROVAL PROCEDURE**

### **1.3.1 PLANS AND DOCUMENTS**

All plans and documents submitted to the Architectural Review Board (ARB) pursuant to these procedures will remain the property of the Architectural Review Board.

- A. All plans required by these procedures shall be submitted no less than seven (7) days in advance of the next scheduled meeting of the Architectural Review Board.
- B. The Architectural Review Board's final approval can only be granted when a full set of plans has been submitted and any deficiencies resolved.
- C. The Architectural Review Board shall post an agenda of all projects to be reviewed at the Property Owners Association office, 6 Office Park Road, Hilton head Island, SC 29928, no less than five (5) days in advance of the next scheduled meeting of the Architectural Review Board.
- D. Special visual aids such as models, photos, slides, and renderings may be reclaimed. After final inspection, color charts must remain as part of the final record.
- E. ARB may require owner or contractor to provide evidence of financial ability to complete project.

### **1.3.2 HEARING PROCEDURE**

- A. The Chairman shall call the meeting of the Architectural Review Board to order and review the prior meeting minutes. Projects will be reviewed separately in the order set forth on the agenda.
- B. The presentation for each project to be reviewed will be as follows:
  - Presentation of the Plans
  - Questions from Architectural Review Board members
  - Comments by Crosswinds Property Owners
  - Executive Session by Architectural Review Board for discussion of the application
  - Announcement of decision
- C. The Architectural Review Board shall mail a written “Notice of Action Taken” to the applicant and to any Crosswinds Property Owner requesting a copy of the same within twenty (20) days of the meeting.

### **1.3.3 APPEALS PROCEDURE**

A property owner may appeal a Architectural Review Board decision to the Crosswinds Property Owners’ Association, c/o CMS, P.O. Box 5874, Hilton Head Island, SC 29938.

### **1.4 MINIMUM REQUIREMENT FOR A PROPOSED PROJECT**

- A. Residences shall be detached single-family dwellings, which shall not exceed three (3) habitable floors in height. The total enclosed residential space, exclusive of decks, patios, screened porches, and garages, shall be a minimum of eighteen hundred (1,800) square feet.
- B. No building or structure shall be located on any lot nearer than the set back guidelines provide for. These clearances shall be measured from the outermost projections of the building.
- C. Design
  - All proposed projects will be evaluated for certain technical compliance, such as minimum enclosed areas, set back and building heights, which should be no more than forty-five (45) feet above grade to the peak of the highest roof.
  - In addition, all projects will be evaluated for aesthetic considerations. Approval may be withheld purely for aesthetic reasons.
- D. Exterior Colors – White with accent colors are preferred.
- E. Fill
  - The maximum slope of the fill shall be one (1) to three (3) feet.
  - Not permitted closer than five (5) feet to the property line. Plot plan must show how the run-off will be handled.

## **1.5 INSPECTION**

### **1.5.1 STAKE-OUT (STRING) INSPECTION**

The applicant must request a stakeout inspection prior to obtaining final Board approval. Final application may be submitted to the Architectural Review Board prior to stakeout inspection; however, the final approval certificate will be withheld until the stakeout inspection is performed and the findings are satisfactory. *A stakeout inspection is mandatory prior to lot clearing or tree removal.* The stakeout must show all building corners, drives, walks, and service yards. Trees to be removed must be flagged in red. Set backs must be clearly marked for front, rear, and side property lines.

### **1.5.2 BATTER BOARD INSPECTION**

Applicant must request inspection when batter boards are up and prior to the pouring of slabs or footings or performing any further work of a permanent nature. Set back lines will be displayed. The owner/builder will certify that the batter board, the property set back, and that no set backs are encroached and a waiver/exception is not required. An As-Built Survey of the structure and all decks, walks, drives, pool, etc. shall be located and presented to Community Management Services/Community Manager.

### **1.5.3 FINAL INSPECTION**

At the time building structure is complete and all exterior materials are displayed, the applicant should request a final inspection from the Architectural Review Board to ensure coherence to the approved plans. An as-built plan will confirm actual foot print and set backs to property line, and OCRM line if applicable and presented to Community Management Services/Community Manager.

## **1.6 BUILDING PERMIT**

- A. No site clearing or construction of any kind may commence prior to issuance of a building permit from both the Town and by the Architectural Review Board.
- B. When the Architectural Review Board issues the Building Permit, the permit should be clearly displayed on the construction site.

## **1.7 CHANGES IN PROJECT**

- A. Any change in design or materials in a project that would affect any exterior elevation after the final approval is received must also be approved by the Architectural Review Board.
- B. Revised plans must be submitted in detail to the Architectural Review Board. Implementation of the change may not proceed until the change is approved and a secondary letter is issued.

- C. Major changes/revisions from the original plan will require an additional \$500.00 submission fee to be paid before the plan will be reviewed.

### **1.8 OWNER AND CONTRACTOR RESPONSIBILITY**

Compliance deposits may be forfeited in part or in whole for violation of any one of the owner/contractor responsibilities listed below:

- A. Contractors may not place tracked vehicles on Crosswinds roads. Any damage to roads will be the responsibility of the contractor.
- B. Contractors will maintain trash containers at each construction site and will require daily afternoon clean up of the construction site to keep papers and other trash from blowing onto adjacent lots. Trash containers must be removed within ten days after completion of project.
- C. Contractors may not park vehicles or equipment overnight on roads, road shoulders, or rights of way except for the purpose of the immediate unloading or loading of equipment at the construction site.
- D. Contractors may not erect signs until construction begins, and they must remove signs as soon as construction is completed. Signs will be no larger than ten (10) square feet and of conservative design. Signs must be set back ten (10) feet from the road.
- E. Portable toilets will be placed within set back lines and screened.
- F. Normal trade hours are Monday through Friday, 7:30 am to 5:30 p.m. No access is allowed before the above times.
- G. No work will be allowed on the following holidays:
  - New Years Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day and Friday following
  - Christmas Day
- H. The contractor must identify and mark any tree to be removed with red tape. The tree will be described by the type, size, condition, and reason for removal. The trees to be removed will be located on the tree and topo Site Plan or a drawing of the lot and submitted to CMS. The tree contractor must have approval before removing any tree.
- I. No roads will be cut. All installs will be bored.

### **1.9 EXCESSIVE ELAPSED TIME**

- A. In the event that construction of an approved plan is not begun within one hundred and eighty (180) days from the time approval is granted, plans and application fee must be resubmitted.
- B. Construction is to be completed within one (1) year from the time the stakeout inspection is performed.
- C. Excessive delays and site inactivity must be reported to the ARB, but in no case will the one (1) year completion date be extended.

- D. The compliance deposit will be forfeited after one year if construction, drainage and landscape are not completed.

**1.10 SCHEDULE OF FEES**

Submittal fee – non refundable (Owner)	.....\$500.00
Construction Fee (Owner) – non refundable	.....\$2,500.00
Compliance Deposit (Owner)	.....\$4,500.00
Compliance Deposit (Builder)	.....\$2,500.00

**1.11 SCHEDULE OF REFUNDABLE DEPOSITS**

The compliance deposit is \$4,500.00 for the owner and \$2,500.00 for the builder. The compliance deposit is refunded after the completion of construction, drainage and landscaping and upon the ARB's approval at the Final Inspection. The ARB could be using the deposit to pay for emptying overflowing trash containers or to clean up a lot. The deposit could also be forfeited if the home as built is non-compliant with the approved plans. See additional reasons for forfeiting deposits.

The deposit may be used by the ARB to empty overflowing trash containers or to clean up a trashy lot. The deposit could be forfeited if the home is built in non-compliance with the approved plans or is not built within one year.

**CROSSWINDS ARCHITECTURAL REVIEW BOARD**  
**PO BOX 5874**  
**HILTON HEAD ISLAND, SC 29938**  
**TEL: 843-842-4138    FAX: 843-842-4779**

January 2005

Welcome to Crosswinds!

We hope this information will make your planning for new home, addition, or remodeling project easier.

1. Read the attached ARB guideline packet.
2. Read the Crosswinds Covenants.
3. Write an explanation of the request and include illustrations or drawings of what is planned to include the number of stories, the type of house, the number of square feet, garages, bonus rooms, pool, etc. Include this narrative and illustration along with the complete plans.
  - The ARB requires the same details as the Town of Hilton Head, plus tree & topo, drainage, landscape, drain fields, utility routes, driveways, mailbox, road entry columns, gates or any other structure, and an exterior light plan, both attached and detached from house, pool, etc.
  - Provide a color board with examples of materials, paint samples and/or roof sample (8x 10).
  - Furnish photographs of the house that may be helpful, especially for additions.
4. Provide a written statement following the narrative stating that the builder or designer/builder team and the owner have read and comprehend both the Architectural Review Board (ARB) Guidelines and Covenants.
5. Complete and submit the following forms along with a check for the \$500.00 Submission Fee, made payable to Crosswinds Architectural Review Board (CARB) and include the Lot Number.
  - Pre-Submittal Checklist for your New Home, Addition, Remodeling Project, or Exterior Improvements
  - Checklist of Requirements for Construction
6. After Final Approval by the Architectural Review Board, submit a Construction Fee, and Compliance Deposit.
  - The owner pays \$2,500.00 Construction Fee.
  - The compliance deposit is \$4,500.00 for the owner and \$2,500.00 for the builder.
  - Write a check to the CARB for the compliance deposit once your plan is approved. Once the home is completed, as-built drawings submitted, and a Certificate of Occupancy (CO) is obtained, the lot and home will be inspected to determine if the plans were adhered to and the landscape and drainage plans were properly executed. Once corrections are made and the owner and ARB are in agreement, the compliance deposit is refunded. Please identify the project by the LOT NUMBER and the words COMPLIANCE DEPOSIT or CONSTRUCTION FEE.

Enjoy the experience you are about to undertake. We will be glad to help in any way we can.

**CROSSWINDS ARCHITECTURAL REVIEW BOARD**

**PO BOX 5874**

**HILTON HEAD ISLAND, SC 29938**

**TEL: 843-842-4138    FAX: 843-842-4779**

**PRE SUBMITTAL CHECKLIST FOR YOUR NEW HOME, ADDITION,  
REMODELING OR EXTERIOR IMPROVEMENTS**

**Owner**

---

**Address**

---

**Lot**

---

**Block**

---

**Date**

---

Assessments for the current year have been paid	Yes	No
Owner, Designer & Contractor have read and comprehended the Procedures and design guidelines in the ARB packet and this checklist	Yes	No
Owner, Designer & Contractor have read and comprehended the covenants	Yes	No
Owner has completed and signed the Application for Approval for Construction form.	Yes	No
Owner, Designer & Contractor have signed the Conditions Document	Yes	No
Owner, Designer & Contractor have signed the Rules Document	Yes	No
Owner has attached signed copies of the following items:		
• Application for Approval for Construction	Yes	No
• Conditions Document	Yes	No
• Mailbox Design & Location (ARB to design boxes)	Yes	No
• Rules Document	Yes	No
Owner has attached a check for the \$500 Submission Fee	Yes	No
Owner has attached complete copies of the plans prepared in accordance with the procedures described herein.	Yes	No
Owner has attached a written narrative that explains the work of the entire project from start to finish.	Yes	No
Owner has attached all material samples and colors	Yes	No
Owner, Designer & Contractor certify that the Pre-Submittal Package is complete and correct and that all signatures appear below on this Pre-Submittal Checklist form.	Yes	No

**Signatures**

<b>Owner:</b>	<b>Telephone:</b>
<b>Designer:</b>	<b>Telephone:</b>
<b>Contractor:</b>	<b>Telephone:</b>
<b>Landscaper:</b>	<b>Telephone:</b>

**Submit the completed Pre-Submittal Package to the ARB office a minimum of seven (7) days prior to the last Monday of the month.**

**CROSSWINDS ARCHITECTURAL REVIEW BOARD**  
**PO BOX 5874**  
**HILTON HEAD ISLAND, SC 29938**  
**TEL: 843-842-4138    FAX: 843-842-4779**

**CHECKLIST OF REQUIREMENTS FOR CONSTRUCTION**

We look forward to working with you as you begin construction. To avoid confusion, please adhere to these requirements for construction:

1. Your Final Plan, which includes exterior colors and materials, must be submitted to the Architectural Review Board.
2. Initial Review of the Final Plans by the Architectural Review Board (ARB) includes, but is not limited to, the following:
  - a. Service yard is of adequate size to enclose all equipment and other items to be stored on the property.
  - b. Set backs are met, as measured to overhangs or to the nearest point of vertical construction.
  - c. Drainage plan is included in site plan and includes a seal by a Registered South Carolina Professional Engineer.
  - d. Trees to be removed are marked on a recent tree survey.
3. The Construction Fee is paid and sent to Crosswinds Architectural Review Board, c/o Hank Johnson, CMS, P.O. Box 5874, Hilton Head Island, SC 29938. The phrase, "CONSTRUCTION FEE" and LOT NUMBER should appear on the check. The Construction Fee is \$2,500.00.
4. Following your receipt of correspondence from the ARB stating that INITIAL APPROVAL HAS BEEN GRANTED, a Compliance Deposit (\$4,500 from the owner and \$2,500 from the builder) must be paid and Procedures Form signed. Mail both the Compliance Deposit and the Procedures Form to Crosswinds Architectural Review Board, c/o Hank Johnson, CMS, P.O. Box 5874, Hilton Head Island, SC 29938. The phrase, "COMPLIANCE DEPOSIT" and LOT NUMBER should appear on the check.
5. Stake out the perimeter of the house on the lot, including the property lines clearly marked with stakes and strings, all trees to be removed marked in RED, and corner monuments clearly visible. Set backs must be marked and if a variance is requested, this must also be clearly double strung and a written statement from the builder that the stake out is complete, accurate and ready for inspection. **CLEARING MAY BEGIN ONLY AFTER THE STAKE OUT HAS BEEN APPROVED AND A CLEARING PERMIT ISSUED.**
6. Batter Board location must be approved by ARB and a written statement from the builder that the batter board location is complete, accurate and ready for inspection in accordance with Town direction.
7. Foundation survey is completed and delivered to Hank Johnson, CMS, P.O. Box 5874, Hilton Head Island, SC 29938.
8. **WHEN ALL OF THE ABOVE HAS BEEN APPROVED AND THE PROPER PLANTATION PERMIT IS POSTED, CONSTRUCTION MAY BEGIN.**

**CROSSWINDS ARCHITECTURAL REVIEW BOARD**  
**PO BOX 5874**  
**HILTON HEAD ISLAND, SC 29938**  
**TEL: 843-842-4138    FAX: 843-842-4779**

**APPLICATION FOR APPROVAL OF CONSTRUCTION**

<b>OWNER</b>			
Name			
Address			
Telephone Number			
Cell Phone Number			
Fax Number			
Email Address			
Lot Number			
<b>ARCHITECT/DESIGNER</b>			
Name			
Address			
Telephone Number			
Cell Phone Number			
Fax Number			
Email Address			
<b>CONTRACTOR</b>			
Name			
Address			
Telephone Number			
Cell Phone Number			
Fax Number			
Email Address			
<b>Check one in each category</b>	Preliminary Plans Or Final Plans	New Construction Or Addition/Remodel	Private Residential Or Speculative
Heated Area/Residence	1 <sup>st</sup> Floor Square Feet =		
Heated Area/Residence	2 <sup>nd</sup> Floor Square Feet =		
Area/Accessory Building	1 <sup>st</sup> Floor Square Feet =		
Area/Accessory Building	2 <sup>nd</sup> Floor Square Feet =		
Total Square Feet	Square Feet =		
Finished Ground Floor Elevation	AMSL =		Height =

Continued On Next Page...

Application for Approval of Construction Continued.

<b>EXTERIOR MATERIALS</b>		
	<b>Material</b>	<b>Color</b>
<b>Siding</b>		
<b>Fascia/Trim</b>		
<b>Stucco</b>		
<b>Doors</b>		
<b>Brick</b>		
<b>Windows</b>		
<b>Roofing</b>		
<b>Shutters</b>		

Request for Set Back Variance with Justification	
Other Comments	

**AGREED:**

I hereby certify that the information in this application for Approval of Construction form is complete, true, and correct. I have read the Covenants and ARB Guidelines and agree to abide by them.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date of Agreement

\_\_\_\_\_  
Signature of Builder/Contractor

\_\_\_\_\_  
Date of Agreement

\_\_\_\_\_  
Signature of Designer/Architect

\_\_\_\_\_  
Date of Agreement

**CROSSWINDS ARCHITECTURAL REVIEW BOARD  
PO BOX 5874  
HILTON HEAD ISLAND, SC 29938  
TEL: 843-842-4138    FAX: 843-842-4779**

**BUILDING PERMIT**

THE PARTIES HERETO DO HEREBY ACCEPT AND APPROVE THE CONDITIONS PURSUANT TO THE CROSSWINDS COVENANTS, ARB POLICIES, PROCEDURES AND GUIDELINES AS THE BASIS FOR THE ISSUANCE OF A CROSSWINDS BUILDING PERMIT.

---

**SIGNATURES**

---

ARB	Date:
Administrator	
Owner/	Date:
Owner's Agent:	
Print Name:	Title:
Contractor:	Date:
Print Name:	Title:

---

**CROSSWINDS ARCHITECTURAL REVIEW BOARD**  
**PO BOX 5874**  
**HILTON HEAD ISLAND, SC 29938**  
**TEL: 843-842-4138    FAX: 843-842-4779**

**RULES FOR CONTRACTORS**

Dear General Contractor:

This letter is intended to assist you during your construction activities in Crosswinds and to clarify the rules and covenants that pertain to construction activity. It is the responsibility of the general contractor to follow these rules, to inform all subcontractors of these rules, and to be responsible for all subcontractor activities and infractions of these rules. The Rules for Contractors are as follows:

- Observe and abide by the posted speed limit signs. Offenders will be denied access to the Plantation. The Beaufort County Sheriff Department.
- Keep the construction site clean and picked up at all times.
- Music sound level must not be audible to neighbors.
- Normal trade hours are Monday through Friday, 7:30 a.m. to 5:30 p.m. No work will be permitted on Saturday and Sunday. **There will be no exceptions.**
- Damage to roads and other infrastructure or adjacent shoulders must be promptly repaired. Any costs incurred by Crosswinds will be billed to the owner.
- All changes to exterior of house that differ from those approved must be submitted to the Architectural Review Board and its approval obtained.
- No permit will be issued until this document is signed and received by the ARB.
- Vehicles delivering materials must be ground guided through gates to work site and out of gates to prevent damage. Owner/builder are responsible for any damage.
- Pre-approval of tractor-trailer loads must be individually approved by the ARB.

Your cooperation is appreciated. We hope that your efforts proceed efficiently. If you have any questions, please call me at 842-4138.

Sincerely,

Hank Johnson  
ARB Administrator

---

**SIGNATURES**

**Owner:**

Date:

---

**General  
Contractor:**

Date:

---

---

**EFFECTIVE DATE: September 2005**

**CROSSWINDS ARCHITECTURAL REVIEW BOARD  
 PO BOX 5874  
 HILTON HEAD ISLAND, SC 29938  
 TEL: 843-842-4138    FAX: 843-842-4779**

**FINAL CHECKLIST**

For use by ARB Chairman and ARB Administrator

<b>OWNER</b>	
Name	
Address	
Telephone Number	
Fax Number	
Lot Number	
Type of Submission	

Final Approval Mailed to Owner	Yes	No
Construction Fee Paid by Owner? (\$2,500)	Yes	No
Demolition Fee Paid, if applicable (\$5000.00)	Yes	No
Owner Compliance Fee Paid? (\$4,500)	Yes	No
Builder Compliance Fee Paid? (\$2,500)	Yes	No
Instruction Sheet Signed by Contractor/Owner & Returned	Yes	No
Mail Box Location Submitted & Approved	Yes	No
Mail Box Fee Paid? (\$300)	Yes	No
Drainage & Landscape Plan Give to Contractor & Acknowledged?	Yes	No

**SIGNATURES**

<b>Owner:</b>	Date:
<b>ARB Chairman/ Administrator:</b>	Date:

# CROSSWINDS BOARD APPROVED CHANGES FROM SEPTEMBER 2005 DOCUMENT

**Revisions made to one of the following:**

**Section**

**Policy & Procedures**

**Design Guidelines**

**Revision Date:** January 24, 2006

**Change Made to:** Design Guidelines

**Page Number:** 4

**Section:** Foundation Plan

**Paragraph:** 1

**Actual Change:** Added: A foundation plan is required.

**Revision Date:** January 24, 2006

**Change Made to:** Design Guidelines

**Page Number:** 3

**Section:** Service Yards

**Paragraph:** Added #6

**Actual Change:** Curbside Pick Up is not allowed. Trash haulers must be notified that trash is required to be picked up from the service yard.

**Revision Date:** January 24, 2006

**Change Made to:** Design Guidelines

**Page Number:** 1

**Section:** Garages/Driveways/Guest Parking/Entry Elements

**Paragraph:** 1

**Actual Change:** Changed from "Two-car garages are recommended" to "Two-car garages are required".

**Revision Date:** February 21, 2006

**Change Made to:** Design Guidelines

**Page Number:** 9

**Section:** 1.8, Owner and Contractor Responsibility

**Paragraph:** F

**Actual Change:** Deleted the following sentences: Saturday work is discouraged, but under no circumstances will it begin before 10:00 am or continue past 4:00 p.m. No work will be permitted on Saturday and Sunday. Any complaint from residents may cause the work to cease.