

## **TEOA ARC Operating Procedures (Revised 7/6/16)**

**All Previous ARC Procedures and operating guidelines are replaced with this edition. This edition will be publicized with the Board minutes and on the TEOA website.**

1. Election of the ARC Chairperson, Vice-chairperson, and Secretary will be conducted at the first regular meeting of the ARC each year. Meeting dates (subject to change) for the upcoming year are to be set at this meeting.
2. A quorum for ARC meetings shall be three members; at least one of those present shall be the Chairperson or Vice-Chairperson.
3. Application packages are maintained at the website, [www.teoaweb.com](http://www.teoaweb.com). The Covenants, By-Laws, Architectural Guidelines, and ARC Operating Procedures are also available on the website.
4. The application fee for new construction is \$400 (Architect's fee is \$350).
5. The Security Deposit should be drawn from the account of the contractor. (The owner should not pay the deposit – it is for their protection).
6. The Security Deposit required by the Architectural Guidelines may be increased by the total amount for fines imposed against a builder/contractor or owner in the preceding two full years.
7. All correspondence should be between the ARC and the owner with a copy to the builder.
8. Lot thinning **does not require ARC approval**, but the owner **will be held responsible** for debris (limbs, mud) in the road. ARC approval **is required** for trees that are six-inches in diameter or larger (see Guidelines 5.1.3 and Table A-Fines).
9. The attendance of the lot owner may be requested for onsite meetings with the ARC. Two ARC members should attend on-site meetings, and a follow-up letter should be placed in the files. (If the builder is attending a meeting with the ARC, the owner should also be present). If occupied, the owner/resident should be notified of an ARC on-site review by leaving a message or ringing the doorbell.
10. Infractions leading to a fine should be witnessed, if possible, by two association members.
11. Screen doors shall match the finish of screen-porch columns, stiles, and rails.
12. Floats for personal watercraft (Jet skies, sea-doo's, etc.) that do not raise the bottom of the PWC more than 2 feet above the water's surface are exempt from the boatlift provisions and **do not require ARC approval**.
13. The fee for a Covenant Section 6.08 Certification of Compliance is \$50.
14. Approved mailbox design includes a closed-backed newspaper box.
15. Construction vehicles will be parked on Owner's property during non-working hours, i.e. over night. Equipment required for new construction, improvements/maintenance, i.e. dumpsters, portable toilets and construction materials must be confined entirely to Owner's property.

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16. Screening of all utilities HVAC, etc. (at time of installation) must be at least 3 ft. in height for plantings, 4 ft. in height for other screening structures.

17. Boatlifts must be designed and built as low-profile type lifts (the mechanism of the lift must not exceed the 365 contour). This change was made in consultation with SCE&G. A \$500 security deposit will be required from the contractor before any work may begin on a boatlift installation.

18. Fixed piers, sitting areas and floating docks: the ARC may approve materials other than pressure-treated lumber for these areas.

19. ARC approval is **not required** for maintenance and repair projects that meet **all** of the following criteria:

- a. The work will be performed by the owner, and **no contractor is used**.
- b. The project will not change the color, size, function, style or materials originally used and approved.
- c. The finished result of the project will return the item under repair or maintenance to its original **approved** condition.

20. The ARC will consider only those applications where solar panels will be used to power roof ventilators.

State of South Carolina  
County of Lexington

Secretarial Certification and Acknowledgment

I hereby certify that this document was duly promulgated by the Timberlake Estates Owners Association pursuant to its governing documents and is now being recorded pursuant to §27-30-130 (B, C and D), South Carolina Code Ann (2018).

*Donna Elgie*  
(Donna Elgie, TEOA Secretary)

Before me, a Notary Public for South Carolina, on October 2, 2018 appeared the above-named corporate secretary, who acknowledged executing the above certificate.

Notary Public for South Carolina

x *Sydney Shealy*  
(notary signature)

print name of notary: Sydney Shealy

my commission expires: January 13, 2027

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