



The Melrose Property Owners Association, Inc.  
Architectural Review Board  
Daufuskie Island, S.C.

Guidelines, Rules, and Procedures for  
Design and Construction or Alteration to  
Single Family Residences

January 1, 2021 V2.0

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# **1. Introduction**

## **1.1. Mission Statement**

The mission of the Melrose Architectural Review Board (ARB) is to establish and perpetuate a harmonious and aesthetically pleasing design for the plantation, preserve Melrose's natural setting and beauty, protect and promote the value of the property for the benefit of all, and encourage and support property owners as they build homes.

## **1.2. Contents of these Guidelines, Rules, and Procedures**

Following this introduction, Section 2 describes the role of participants in the design and construction of Melrose homes. These participants include the ARB, the homeowner, the architect, the builder, and others.

Section 3 describes the design and construction process. The major steps of this process include site analysis, design review, required construction documents, project approval, pre-construction site review, construction, and the post-construction phase.

Section 4 provides the ARB's design guidelines. The ARB has organized these guidelines in the following three parts – site, landscape, and building. Section 5 contains requirements for activities during construction. Section 6 deals with changes to existing homes. Section 7 sets forth the fees and penalties associated with home construction and alteration. Section 8 provides forms that the owner, the ARB, and others use.

Appendix A to these guidelines is the pattern book. It provides examples of the architectural style that best describes the look of Melrose and the styles envisioned by the ARB. While the ARB welcomes creative ideas from architects designing in Melrose, it suggests that the owner or architect submit conceptual plans early in the process. In general, homes should reflect the architecture of the low country; they should be neither too small nor too conspicuously large. Each should be a piece of a mosaic, blending rather than standing out, so that the finished tapestry will have a continuity that is pleasing to the eye.

## **1.3. Changes to these Guidelines**

The ARB reserves the right to add to or change these guidelines, as it deems appropriate. The owner or owner's agent should contact the ARB to ensure that it has the latest version of the guidelines.

## **1.4. Limitation of Liability**

The sole purpose of the ARB's participation in the construction or renovation of any home, including without limitation, plan review and construction monitoring, is to confirm compliance with the ARB Guidelines for sole benefit of the Melrose POA. The ARB, its members, and the Administrator shall not have any responsibility or liability to owner, architect, builder, or third party for ARB's limited involvement in the design and construction process or for compliance of

any home or component thereof with applicable building, fire, flood, FEMA, OCRM, insurance, or other codes, rules, and regulations.

### 1.5. Driftwood

Effective January 1 2021, the Driftwood subdivision of Melrose had its own Covenants and ARB. At that time, the Driftwood Cottage Owners Association was dissolved and responsibility for oversight of construction transferred to the Melrose ARB. Guidelines related to the Driftwood neighborhood may vary from the overall guidelines and are identified in section 4.3.10-16.

## **2. The Design and Construction Team**

### 2.1. The Architectural Review Board (ARB)

The ARB derives its authority from the Declaration of Covenants, Conditions and Restrictions for Melrose Homesites, Article X. The provisions of this Article bind all property owners.

The ARB consists of up to five, but no less than three, members who are appointed annually by the Board of Directors of the Melrose Property Owners Association. The members elect the Chairperson and may employ an Administrator if the level of building activity requires one.

The ARB will assist the owner and the owner's agents through the process of building in Melrose in compliance with these guidelines. It will designate a primary contact person, usually the Chairperson or the Administrator, who will work cooperatively with the principals during the design and construction of each house.

### 2.2. The Owner

The owner has the ultimate responsibility for the success of the project and conformity with these guidelines. However, the owner can receive significant assistance with this responsibility from the architect, builder, landscape architect, land surveyor, and other supporting engineers, trades, and material suppliers. The owner's choice of the design and building professionals is important to the individual project's success at Melrose.

#### 2.2.1. The Architect

The architect can provide significant assistance to the owner through its understanding of the goals of the ARB and these guidelines. The ARB will give significant weight to the opinion of the architect. However, only architects licensed in South Carolina and approved by the ARB may participate in the design of residences and related improvements in Melrose. The ARB Chairperson and Administrator maintain the list of approved architects. Form 8.8 of these guidelines provides the application for ARB approval for an architect.

### 2.2.2. The Builder

The builder's performance is critical to the success of the project. The builder must be familiar with the special requirements, limitations, and unique regulations that are in these guidelines. With the exception of an owner who also serves as the builder, only builders licensed in South Carolina and approved by the ARB may participate in the construction of residences and related improvements in Melrose. Form 8.9 of these guidelines provides the application for ARB approval for a builder.

The ARB does not favor an owner to act also as the builder unless the owner is also an ARB-approved builder. However, the ARB will consider this arrangement if a potential unlicensed owner/builder can demonstrate to the ARB that it meets the South Carolina statutes for an owner/builder, that it has relevant experience, and that it will provide extensive supervision of the building process and contractors.

### 2.3. The Building Official

The Beaufort County building official's role is to monitor and verify that the project conforms to applicable codes. Acceptance of the aesthetic considerations by the ARB does not imply acceptance by the building official. The architect and the builder can provide assistance in the coordination with the building official.

## 3. The Design and Construction Process

This section describes the major steps on the design and construction process. The ARB strongly recommends that the owner or the owner's agent submit conceptual drawings and documents before submittal of the site analysis and design documents. This early submittal can help to avoid unnecessary expense or delays later in the process.

Section 8 of these guidelines provides Form 8.1, which is the application for ARB review. The owner or owner's agent should submit a completed Form 8.1 with the documents associated with the site analysis, the design review, and construction. The owner or owner's agent should submit documents in a timely manner to allow the ARB enough time for thorough review. The ARB normally meets on a monthly basis. Plan size and scale shall be  $1/8" = 1'0"$  for the site and  $1/4" = 1'0"$  for the building, unless the size of the house is such that another scale is necessary.

Plans either shall be in hard copy format or in an electronic format that is generally available to personal computers (e.g., PDF). Penciled in comments will not be considered in the review process unless specifically approved in writing by the Administrator or ARB Chairperson.

The owner or owner's agent will submit documents to the Administrator or Chairperson, as designated, along with the appropriate application fees. Section 7 of these guidelines specifies the fees. However, the owner or owner's agent should consult with the Administrator or Chairperson at the time of plan submission to determine the correct fees.

### 3.1. Site Analysis

The purpose of the site analysis is to evaluate the impact of the building on the surrounding environment.

The first submission should include a tree and topographical survey. The owner will provide a topographical survey prepared by a licensed land surveyor showing the location, size, and species of all trees over 6" in diameter measured at 4' above existing grade and noteworthy small

flowering trees and shrubs. The survey will include property lines of the lot and all adjacent lots, easements, and contour lines at one-foot intervals. It will indicate wetlands and any other prominent natural features. The survey should extend as far into the adjacent areas as necessary in order to assure that the designer gives careful attention to all environmental issues.

The first submission should also include a site plan, which indicates diagrammatically the general functional layout and massing of everything planned to go on the lot. The site plan should include the location of significant trees, visual screening, sun analysis, breeze directions, drainage, identification of views and vistas, impact on adjacent homes, public areas and driveways, site access, utility locations, and areas providing maximum privacy from neighboring houses and lots.

If not already provided as conceptual drawings, the owner may submit an artist's rendition or schematic rendering of the proposed building or improvement to determine the suitability of a particular style or design for construction in Melrose. The ARB's opinion on the style will be non-binding and offered only in an effort to save the time and expense involved with a design that the ARB might ultimately disapprove.

### 3.2. Design Review

Following the ARB's approval of the site analysis, the owner or the owner's agent will present to the ARB schematic designs of buildings and grounds, which may include dimensioned drawings, models, and perspectives most appropriate for a pre-construction submittal. Initial indications about materials and colors will be helpful. Regardless of the form of presentation used, all submissions shall contain the following:

- A schematic site plan showing the location of the house, driveway and walks, drainage plan, proposed landscaping concepts, service yard, HVAC units, electric meters, propane tanks, and similar features. The plan should indicate any trees planned for removal and the information necessary to show conformance with the guidelines contained in Section 4 of these guidelines.
- Floor plans, elevations, and sections showing the relationship of forms and spaces to the site and landscaping.

### 3.3. Construction Documents

The construction documents provide the greatest level of detail and include the following:

#### 3.3.1. Site Plan

The site plan at 1/8" = 1'0" scale should show:

- Topographical one-foot contours and lot corner and center spot elevations of the original grade surveyed by a licensed land surveyor, and showing the surveyor's seal.
- Location and type of trees over 6 inches in diameter measured 4 feet above existing grade, indicating those planned for removal.

- Copy of the Beaufort County approval of tree removal request. Note that the ARB may impose stricter requirements.
- Property lines, concrete monuments, and building setback lines.
- Outside face of all vertical construction, including but not limited to the building, porches, decks, and service yards, dimensioned perpendicular to the property line at the closest point.
- Roof plan accurately showing the extent of overhang from the outside face of the exterior walls of a building including roofs for covered decks and porches.
- Major features on adjacent properties within 25 feet of the property line including roads, paths, marshes, lagoons, swales, culverts, golf courses, Coastal Council lines, vertical construction of buildings, decks, patios, driveways, etc.
- All proposed horizontal construction including driveways, parking areas, paths, walkways, patios, and the like.
- Grading and drainage plan indicating all planned changes from existing grade with 1'0" contour lines, tree protection, culverts and swales with flow direction.
- Location of service court and mechanical equipment.
- First floor elevation, cart house, finish floor elevation, terraces, patios, and deck elevations indicated above Mean Sea Level.
- Location of closed loop water source heat pump bored holes, where applicable.

### 3.3.2. Beachfront Property

For any habitable structure built seaward of the setback line, the owner/architect shall submit evidence of approval from the Office of Ocean and Coastal Resource Management (OCRM).

### 3.3.3. Architectural Documents

Architectural documents, all signed or initialed and dated by the approved architect, shall include the following:

- Fully dimensioned floor plan including decks, terraces, porches and patios, etc. at a scale of  $\frac{1}{4}'' = 1'0''$ .
- Computation of heated and cooled floor space for each floor and total heated and cooled area.
- Exterior elevation drawings: all sides at a scale of  $\frac{1}{4}'' = 1'0''$  (a non-rectangular house may require more than four elevations, or a study model).
- Indication of treatment of building from finished grade to roof.
- Indication of existing and finished grade on elevations.
- Typical construction details such as wall section, corner, privacy fence/wall, service court fence/wall, chimney cap, entry step and handrail, and all other details necessary to explain the materials and finishes on the exterior of the building.

### 3.3.4. Exterior Colors & Materials

The owner or owner's agent will provide samples of the exterior color/finish of all materials proposed for the building and site including siding, band-boards, fascia, trim, chimney brick, roof, columns, railings, supports, porches, patios, decks, walkways, driveways, and planters. The



owner or owner's agent shall submit these on actual samples of materials proposed for use. The samples are most important to both the owner and the ARB in evaluating the eventual appearance of the house, as color chips often vary greatly from actual applications. A "story board" presented to the ARB best portrays this information.

The ARB recognizes that color tastes can vary significantly. The ARB recommends that colors chosen fit in with other Melrose homes and not call undue attention. Owner should avoid selection of colors very similar to nearby homes.

### 3.3.5. Variances

If the proposed construction includes any variances from the design guidelines stated herein, the owner or owner's agent must specifically request approval on the application form. The ARB reserves the right to consult with affected property owners in deciding the merit of any variance request. If the ARB or owner discover a variance that was not requested on the application, the owner or owner's agent may need to resubmit the application. The owner or owner's agent may submit revised plans eliminating the variance or specifically requesting the variance.

### 3.3.6. Pre-Construction Review

The owner or owner's agent will have the site surveyed, staked, and stringed to indicate the location of the proposed vertical and horizontal construction. This process shall make all concrete corner monuments visible. The owner or owner's agent shall string the sides and rear property lines and these lines shall remain strung until construction is complete. The owner or owner's agent shall flag in red all trees proposed for removal.

### 3.3.7. Project Approval

After the ARB has received all the required information, it will review the project in meetings as required.

After the ARB approves the project, it will prepare a Melrose ARB Approval Agreement (Form 8.2.) Upon execution of this document by the property owner and the ARB, the ARB will issue a Melrose Certificate of Plan Acceptance within five (5) days. The owner or owner's agent should display this certificate at the site along with the Beaufort County Building Permit. The ARB requires construction completion within one year of the date of issuance of the Melrose Certificate of Plan Acceptance. Note that the Certificate of Plan Acceptance is not a "building permit." Also note that the ARB may require construction completion within timeframes less than one year for alterations or improvements to existing homes.

If the ARB does not approve the project, it will send a letter to the owner stating the reasons for disapproval. The owner or owner's agent may submit revised plans that resolve the reasons for disapproval or the owner may appeal.

### 3.3.8. Landscape Plan Approval

The landscape plan on a 1/8" = 1'0" scale on a copy or overlay of the site plan will show the location, bounds, and sizes for all plant materials, mulches, planting beds, non-living ground covers, other miscellaneous landscape materials and irrigation. For all plant materials including

trees, shrubs, and ground covers, the landscape plan should graphically depict each in a scale representation equal to mature plant and label each type. The plan also includes a separate listing or attachment giving associated plant symbol with specified plant size, in height, spread and container, botanical name, common name, and quantity used.

After the ARB has received all the required information, it will review the landscape plan. The ARB, in its sole judgment, will determine at final inspection of the landscape installation, if the installation met the intent of the landscape plan design. This holds particularly true for landscaping used for screening purposes.

### 3.4. Pre-Construction Site Review

Two working days prior to the pre-construction site review, everything to be constructed will be staked on the site in the fashion stated below and in enough detail to adjust to all buildings, site access roads, parking curbs, walks, ditches, and trenches including, but not limited to, lighting, wastewater disposal requirements and irrigation lines.

Stakeout Specifications: All stakes must be at least 3 feet high and connected with colored tape to define buildings, parks, roads, etc. The following is the required color scheme:

- Blue – buildings, parking, roads
- Yellow – landscaping
- Red – tree and understory removal

The contractor will stake out the area as accurately as possible and indicate how one can identify trees according to the legend and the final plans.

If construction does not begin within six weeks after this pre-construction review, the contractor shall remove all staking materials.

The follow people should be at the pre-construction site review:

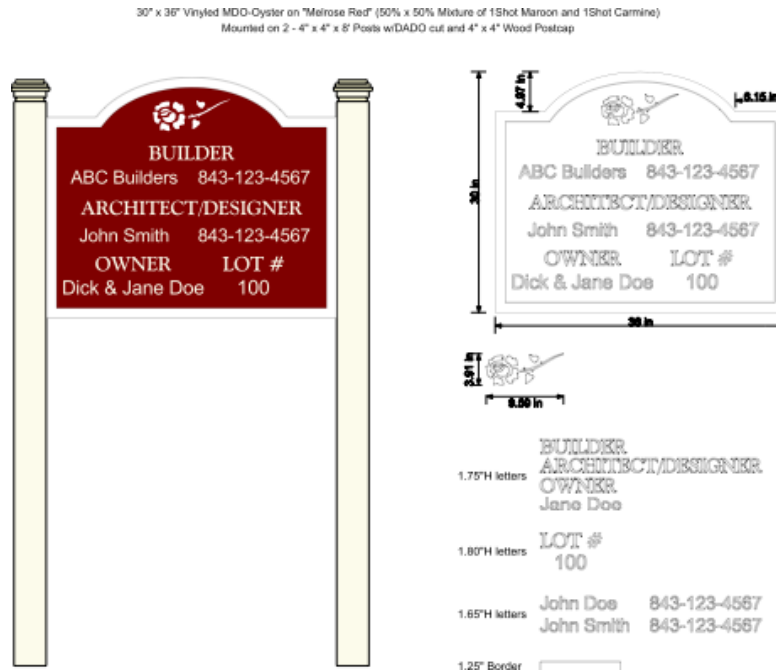
- ARB Administrator or representative
- Owner (if available)
- Architect
- Builder / Contractor
- Superintendent
- Subcontractors that are deemed necessary
- Landscape contractor
- Grading / tree removal contractor

### 3.5. Construction Phase

During the construction process, representatives of the ARB will visit the site to determine that work is proceeding in compliance with the approved plans.

The ARB does not allow external changes to the approved project without submittal of a request for design change to the ARB for approval. Contractors shall not perform work on such changes until the ARB renders its decision on the request for change. Internal changes without any effect on the exterior of the building do not require ARB approval.

Any signage identifying the builder, architect/designer, or owner shall consistent with the configuration shown below.



### 3.6. Construction Technique / Methods

The builder may elect to use construction methods that are most appropriate to the project. This may include “on site” as well as “off site” building methods. If the builder uses the “off site” building method (i.e., built in a shop environment, brought to the site with a majority of the work complete), the technique shall be accomplished under the direct guidance of the Architect, with design and detail compliant with the approved documents.

### 3.7. Post-construction Phase

When construction is complete, the owner or owner’s agent will submit a Letter of Completion to the ARB. The builder must also sign the letter, certifying that the builder completed all construction in accordance with the plans approved by the ARB, including any ARB approved changes. The ARB Administrator or Chairperson will review the construction for compliance after receiving this letter. Following the inspection, and if the ARB determines that the improvements and landscaping are in accordance with the approved submissions, the ARB will issue a Certificate of Construction Acceptance. (Form 8.6)

The owner or owner’s agent shall remove the construction sign at the time of issuance of the Certificate of Construction Acceptance.

If the ARB finds that the owner or owner's agents have not completed construction in accordance with the approved documents, the ARB will notify the owner or owner's agent in writing stating the reasons for non-compliance. After correcting any deficiencies, the owner or owner's agent will submit a new Letter of Completion.

#### **4. The Design Guidelines**

##### 4.1. The Site

##### 4.1.1. Drives & Parking

- The design must provide a minimum of one (1) enclosed cart space for each lot.
- The ARB recommends that the design provide for two (2) off-street guest parking spaces on an approved surface.
- Where possible, access to corner lots will be from the least traveled street.
- Driveways will not parallel side property lines. Driveways near side property lines should be minimized where possible to permit a buffer of landscape materials.
- One driveway access to the street is recommended unless the street property line is exceptionally long (exceeding 120 feet). The outer edge of driveway paving will have a minimum dimension of 15' from the property line where it joins the street. An adequate turning radius will remain.
- Off-street parking and driveways within 10' of property lines will be screened from adjacent property or road with landscape material.
- Driveways should be as visually unobtrusive as possible. Concrete, approved brick pavers, or combinations thereof, may be used. If pervious material such as gravel or an approved shell or aggregate is used, a substantial edging material shall be used.
- Unobtrusive reflectors, to mark driveways, will be permitted.

##### 4.1.2. Fences & Walls

- Walls and fences will be approved, provided they are attached to the house as an architectural extension and serve one of the following purposes:
  - To enclose or screen a service yard
  - To define an entrance space or courtyard
  - To provide privacy to rear patios and decks
  - To prevent accidental access to pools (see 4.2.6)
- Walls and fences will be compatible with the materials and colors of the main house and will be subject to ARB approval.
- Deer fences are not acceptable. Refer to section 4.2.1 below.

#### 4.1.3. Exterior Lighting

- All exterior lighting shall be approved by the ARB prior to installation. Light fixture locations shall be indicated on the site plan and cut sheets of the light fixtures shall be submitted with the plan.
- Exterior lights shall be installed to avoid glare from light sources to neighboring properties and nearby traffic.
- Night lighting should be directed downward and confined to drives, paths, and steps for safe pedestrian movement. If up-lighting is used, care will be taken not to create a glow or halo in the night sky. Lighting of a temporary nature for such events as weddings, family reunions and holidays will be permitted provided the lights comply with the guidelines as established. Lights must be turned off by 10pm, EST or DST as the time of year may dictate. To ensure limited impact on the neighborhood, property owners (or a designee) shall be in attendance for each event.

Seasonal decorations (examples - Christmas, birthdays, Halloween) may utilize colored bulbs.

Temporary lighting shall be removed promptly after the event or season concludes.

- Walkway illumination sources should be concealed into steps, walls, bollards, and handrails whenever possible to avoid direct view of light sources.
- Creative adaptations of traditional fixtures are encouraged.
- Lighting used to accent vegetation should be subtle, subdued, and hidden from view.
- Do not directly light any part of the home-site within 20 feet of the front and rear lot lines, nor within 10 feet of side lot lines.
- Permanent colored lighting is not acceptable.

#### 4.1.4. Decks, Terraces and Patios

- Decks, terraces, and patios should be designed as an extension of the interior space.
- Decks, terraces, and patios should be carefully located in order to preserve existing vegetation as well as to provide transition from the building to the landscape.
- The scale, dimension, detail, and material of the decks, terraces, and patios will be consistent with the architecture.

#### 4.2. The Landscape

One of the primary responsibilities of the ARB is to ensure that when Melrose is completely developed, the end product will be a beautiful and delightful place to live. The ARB encourages a more landscaped, or natural, appearance of lawn and bushes as opposed to an uncared for appearance. A condition of approval from the ARB to proceed with construction is the owner's agreement to implement the landscape plan submitted along with the architectural drawings of the house.

The intent of the landscape requirements is to:

- Beautify the community
- Soften vertical structures from ground plane with foundation plants

- Screen unsightly areas
- Restore the site from disturbances which occur during construction

Landscaping will be adequate to complement the house and site. In successful designs, elements of the landscape and building unite to form a habitat compatible with its environment. Plans for any landscaping, grading, excavation, or filling of lots must be approved by the ARB and conform to the following guidelines:

#### 4.2.1. Plant Material Considerations

In general, proposed plant material should be easily available, salt tolerant, unappetizing to deer, drought resistant and cold hardy.

#### 4.2.2. Planting Design

A single massing of plant material is generally the most effective method of creating a successful planting scheme. Lawn areas are encouraged in open areas around homes where sunlight is available for a good portion of the day. Otherwise, wooded areas should be preserved and enhanced by the selective introduction of ground cover and edge plantings. Plant material, berms, fences, and walls also should be incorporated into the design of outdoor spaces for functional use such as to provide screening and privacy.

For reasons of safety, no planting that obstructs sight lines (between 2' and 6' above streets and roadways) will be permitted.

#### 4.2.3. Tree Protection

Maintaining low story plants in addition to the basic tree cover of each home-site preserves the general character of Melrose and minimizes the amount of supplemental landscaping required to soften the impact of structures placed on the site. If a tree is to survive, its roots, bark and leaves must be largely undamaged. Therefore, cutting within the drip line must be minimized. When filling within the drip line, a tree well shall be installed.

No live tree will be removed with a trunk diameter measuring 6" or more at height of 4' above ground level without ARB approval. Exception: trees felled in storms can be a hazard and should be removed.

The ARB may designate specific trees that will be protected through the clearing and construction phases with barriers erected at least 6' from the trunk of the tree.

With regard to the protection of trees and vegetation along marshes, rivers, wetlands, and lagoons, modest clearing, or pruning in these areas is permitted for view and breeze only. However, the edges of these areas are an environmentally sensitive area and under wetland protection. The ARB shall be contacted before removing any plant material along the edges of any water body.

#### 4.2.4. Grading & Drainage

Site grading shall be kept to a minimum and existing drainage should be maintained. Grading and drainage will be designated to ensure no storm water or roof water runoff is directed toward adjacent home-sites or directly into marsh areas. Runoff should be directed into existing natural swales.

In general, the areas of the lot that may be filled are limited to the area immediately under and around the house and the adjacent driveway area. This fill area should transition down to existing grade as soon as possible once beyond the building line. It should be anticipated that natural low-

lying areas will be preserved and that these low areas may retain water for several days following heavy rainfall.

Where a swale exists along the road(s) for conveying rainwater, any bridging of the area (e.g., driveway) shall contain a suitably sized culvert to alleviate water retention.

Cuts and fills should be designed to complement the natural topography. Grading should produce graceful contours, not sharp angles. Smooth transitions at the head and toe of the slopes will be provided.

#### 4.2.5. Irrigation Systems

Irrigation systems will be designed to limit water usage.

#### 4.2.6. Swimming Pools

Swimming pools are not encouraged. However, if a pool is important, it should not become a feature of the house or landscape. The design of the pool shall avoid excessive amount of clearing and disturbance to the existing vegetation.

Pool equipment shall be placed inside an enclosure and preferably integrated into the building.

Inflatable “bubble” pool covers, metal above ground pools, bright aluminum pool enclosures and bright screens are not permitted. The ARB encourages the integration of the design characteristics of the house into the pool.

Swimming pools will not be permitted on the street side of the residence, unless they are enclosed in a walled area.

Top of pool construction shall not be over 2' above existing grade unless integrated into terraced construction upon ARB approval.

Pools shall be surrounded by suitable shrubbery or fencing to prevent accidental access to the pool unless the County, or the State of South Carolina, requires more specific safety requirements.

#### 4.2.7. Tennis Courts

The ARB will not permit tennis courts.

### 4.3. The Building

The design guidelines include specific requirements to provide aesthetic harmony and compatibility with surrounding buildings, environment, and topography. These guidelines apply to all owners of subdivided single-family property within Melrose Plantation.



#### 4.3.1. Building Sizes

Single story homes will have a minimum of 2,000 square feet of heated and cooled dwelling area.

Homes greater than single-story will have a minimum of 2,700 square feet of heated and cooled dwelling area, with at least 1,800 square feet on the first floor.

The term “heated and cooled dwelling area” means the total enclosed area air conditioned and heated within a dwelling. Porches are not part of the heated and cooled dwelling area.

No house will exceed 5,000 square feet of heated and cooled dwelling area. There is a two-story limitation (see the section immediately below).

#### 4.3.2. Building Heights

Single-family residences will conform to Federal Flood Zone regulations for minimum finished floor elevation by Federal Emergency Management Agency (FEMA). The ARB requests that the proposed finished first floor not be excessively higher than the required elevations.

All houses shall be on a raised foundation of at least 30” above grade. Slab on grade construction is not permitted.

The building height shall not exceed 40 feet above the finished first floor level. The finished first floor level shall not exceed three feet above the minimum FEMA base floor elevations, or natural grade, whichever is greater.

There is a two-story limitation. That is, any space above the second story or attic cannot be a heated and cooled dwelling area.

#### 4.3.3. Building Setbacks, Easements & Restrictions

While the following are standards, the ARB will judge each individual lot based on its particular merits, vegetation, trees, views, and compatibility with adjacent properties. The ARB is prepared to consider exceptions when necessary.

- Front – 30’ minimum (lot accesses road)
- Side (lot adjoins another lot or open space) One side - 15’ minimum
- Total Both Sides - 35’ minimum
- Side – 20’ minimum (lot adjoins road right of way but does not access road)
- Side – 20’ minimum (when 50 percent or more of the length of the side elevations is over one story in height, a room over an attached cart barn is considered two stories)
- Rear – 30’ minimum (lot lines not adjacent to front lot lines)
- Side – 20’ minimum (service court variances to 15’ may be granted)
- Decks, swimming pools, patios, and walls less than 3’ above finish grade 10’
- Driveways and parking areas and fill (except driveways) that may cross the front property line - 10’ minimum.

- Lagoon or marsh edge - 30' minimum

Pools, decks, hot tubs, spas, and cookout areas may be built within the lagoon, marsh, and river setbacks with the approval of the ARB. The ARB may approve reasonable variances to these setback requirements where, in the sole discretion of the ARB, adjacent property will not be harmed by such variances. In no case shall any of the above structures be permitted any closer than 20' from the lagoon, marsh, or river edge.

Setbacks for lots adjacent to environmentally sensitive areas (wetlands, marshes, and river) will be influenced by the presence of the South Carolina Coastal Council Critical Line, and may have a greater setback requirement than the distances listed above.

Improvements other than landscaping will not be permitted within easements. Landscaping permitted by the ARB, placed within an easement by a property owner, and disrupted by a legitimate user of the easement need not be replaced. Provided, however, that the legitimate user of the easement exercises reasonable care in landscaping removal so that the plants may be used again. Plant survival need not be guaranteed.

Total building footprints shall not exceed 30 percent of the lot and the remainder of the lot shall be landscaped or in its natural state (but cared for).

For home sites east of the 16<sup>th</sup> and 17<sup>th</sup> hole within Melrose ARB governance, there is a minimum 20' setback from each side of the lot line. Larger setbacks are encouraged.

#### 4.3.4. Site of the Building

Residences do not have to be square with the street or setback lines.

The design should site and orient the house to take advantage of views and open space. The design should take care to locate each structure so as not to infringe upon view corridors, adjacent structures, and natural amenities of the area. Exceptions require ARB approval.

Minor variations in building setbacks from road rights-of-way may be used to eliminate a regimented and monotonous streetscape.

Regarding combined home sites, the ARB permits a single home to be in the approximate center of two combined home sites.

#### 4.3.5. Residences

Building Form: The eventual building form of every residence will be a carefully planned addition to the natural setting of its site. Building shapes should provide interest and be compatible with their neighbors. Large homes can be made to appear smaller and small homes to appear larger by the manipulation of shapes and forms, and by the effective use of decks, cart barns, and porches. The roofline of each house should complement the design of the residence, the natural surroundings, and neighboring designs. Appendix A of these guidelines provides

examples of the architectural style that best describes the look of Melrose and the styles envisioned by the ARB

**Articulation:** The aesthetic appearance of a residence depends greatly upon the articulation of the siding, roofing, details, fenestration, walls, and fences. Windows should be selected and located to provide for views, light and natural ventilation. Walls, fences, and screens should be used to provide privacy, enclose service areas and HVAC units and to reduce the scale of larger masses. Details at the soffit, fascia, base, corners, windows, and decks should have common elements that help to unify the appearance.

**Design Repetition:** After completion of site analysis, the uniqueness of each lot becomes apparent. Therefore, the design of each building will be unique and no building shall be constructed that is nearly identical to any other previously constructed building in Melrose. This particularly applies to front elevations.

**Foundations:** Due to FEMA flood elevation requirements, a substantial foundation may be required. No more than 5' of foundation should be exposed around a home as measured from the bottom of the floor joist. High foundation walls will require careful treatment to help reduce their apparent height and massiveness. Pier foundations with lattice infill are considered too minimal and lacking in design.

Louvered or lattice opening in foundation wall are a preferred alternative. If lattice is used for openings, a maximum of 30 percent void is required in order that the crawl space not be visible from outside.

**Exterior Walls:** Exterior walls should be of brick, wood, or stucco. If composition material is used, samples of the material will be submitted to determine its appropriateness to the project. Architectural treatment and detailing of the exterior is required to break up any massiveness and help the building to blend into its surroundings and not dominate it.

**Windows:** Various styles and functions of windows are encouraged. Large areas of glass without division are not encouraged. No more than 30 percent of the wall surface should be glass on the street side of the house. The view side of the house may have a greater percentage of glass. The large glass areas should carefully integrate into the total design. If shading factors are included in the glazing material, the designer should take care to avoid a mirror effect. The ARB considers exterior glass block out of character for Melrose.

**Roofs:** Architectural roofing material such as slate, shingles, wood shingles, copper, lead, and metal roofing are encouraged. If fiberglass shingles are used, colors and configurations should be chosen that do not call attention to the roof. Exaggerated roof slopes, both high and low, should be avoided.

**Chimneys:** Chimney exteriors shall be of masonry construction – brick, tabby, or stucco. Prefabricated chimney flue caps shall be screened with a metal or other non-combustible material shroud for both safety and ornamentation.

Fireplaces: Conventional masonry construction of fireplaces is preferred. However, pre-fabricated fireplaces are also acceptable. Chimney tops shall be screened properly.

#### 4.3.6. Cart Houses and Detached Structures

Where possible, cart houses will be located in the front half of the property. Cart houses will not face the street without specific approval of the ARB. The location of a major specimen tree or group of relatively significant trees is good reason to relocate the cart house.

Any permitted outbuildings on a lot, such as cart houses, etc., will be compatible in style, material, and color with the main house.

Open cart ports shall not be permitted, but porte cocheres are allowed. A cart port is a covered parking area having one or more open sides. A porte cochere is a covered cart entry to the house that is not used as parking or storage area.

Side or rear loading cart houses are recommended. When side or rear entrances are not possible, a landscape buffer will screen the cart house doors from the road.

Detached cart houses need not be connected to the house by a covered passageway.

#### 4.3.7. Service Yards and Enclosures

Service equipment such as garbage containers, AC compressors, water softeners, oil/LP gas tanks, and pool pump equipment shall be located in a service yard or enclosure.

Propane tanks may be located outside the service enclosure, provided they are located within the setback lines and underground.

Service enclosures shall be located on the side or rear of homes and shall be attached to the home.

Service enclosures shall be screened from view by wall or fence of at least 5½' in height. Service equipment shall be completely screened from view.

The screening wall or fence shall have materials and color compatible with the house.

#### 4.3.8. Antennas, Satellite Dish, & Accessory Structures

Antennas: No television antenna, radio receiver or sender, or other similar device shall be attached or installed on the exterior portion of property within Melrose Plantation without ARB approval. No radio, television signals, or other form of electromagnetic radiation will be permitted to originate from a residential lot that may unreasonably interfere with the reception of television or radio signals upon any other property within Melrose.

Sound Devices: No exterior speaker, horn, whistle, bell, or other sound device which is unreasonably loud or annoying, except security devices used exclusively for security purposes will be located, used or placed upon lands within Melrose.

Water Wells: No private water wells will be drilled or maintained on any residential lot so long as Melrose or a public service district or other governmental unit, its successors and assigns, has installed a water distribution line within one hundred feet of such property with average daily water pressure in such line adequate for the normal household use in dwellings served by such distribution line.

The Melrose ARB prohibits the installation of water source heat pumps with open well systems in Melrose. Furthermore, the issuance of a Certificate of Plan Acceptance hinges on the owner's understanding that there is a ban on open well water source heat pumps in Melrose. The use of pressure boosters will be permitted.

Closed Loop Water Source Heat Pumps: Closed loop systems will be allowed in Melrose provided the holes bored for the loop are no deeper than sixty (60') feet below natural existing grade and drilled by a South Carolina licensed well driller. The contractor shall appoint an observer to monitor the drilling of the holes. The cost of the observer will be paid by the property owner. All below grade pipes shall be fusion welded polybutylene. Upon completion of the underground closed loop, a site survey by a licensed land surveyor shall be submitted to the ARB showing the exact location on the property of the closed loop and all bored holes.

Utilities: Completely underground connections to water, sanitary sewer, electricity, telephone and cable TV will be provided by the appropriate authorities.

#### 4.3.9. House Numbers

Beaufort County assigns house numbers to conform to 911 standards. Note: House numbers are not the same as lot numbers.

#### 4.3.10 Driftwood Cottage Specific Guidelines

The Driftwood Cottage area sub-division consists of Lots 501-531 and is wholly located within the Melrose Planned Unit Development (PUD). The Driftwood homesites follow a 1920's West Indies architectural theme. The specific differences from the Melrose guidelines (above) are as follows.

#### 4.3.11 – Dwelling Specifications

All dwellings shall be a minimum of 1,680 square feet of heated and conditioned space and all dwellings shall have a maximum of 2,700 square feet of heated and conditioned space.

No temporary or permanent structure shall be erected upon any lot except the planned single family residence and prescribed decorative white picket fence in front of each lot in the community.

#### 4.3.12 – Setbacks

Each Driftwood lot is subject to a 20 foot setback from the oceanside or amenity area boundary, as appropriate, and 12 foot setbacks on each side and the roadside of the lot.

#### 4.3.13 – Siting

All homes shall be situated on the lot in a manner that affords existing homes with the maximum view and privacy, both visual and acoustical.

4.3.14 – Home plans that follow closely the plans available in the Driftwood Pattern Book are likely to be approved by the ARB.

#### 4.3.15 – Exteriors

Exteriors should have continuity throughout Driftwood. Continuity will be achieved through the following list, which shall not be considered comprehensive: a) consistent lattice work on homes; b) the utilization of exposed trusses; c) painting trim work white; d) roofing shall be metal and silver in color; e) exterior walls using a lap siding design; f) double hung frame windows; g) pervious driveway material with substantial edging.

#### 4.3.16 – Parking

Approved vehicle parking (as per the Melrose POA vehicle policy) shall be provided under the structure and include lattice shielding to limit visibility from the road. Cart barns/garages shall not be permitted.

### **5. Construction Requirements**

All contractors, subcontractors, materials suppliers, maintenance personnel, and other construction personnel involved in construction at Melrose are required to observe the regulations herein.

Contractors are responsible for their company personnel and subcontractor behavior and actions at all times. Certain rules and regulations will apply.

- Personnel will follow boat docking rules and costs.
- Construction personnel shall park their vehicles on Daufuskie Island in designated areas.
- All vehicles and drivers shall be properly licensed and have adequate liability insurance.

#### 5.1. Vehicle Permits

If applicable, the Melrose POA will provide vehicle permits to contractors, subcontractors, suppliers, and others. These permits allow the owner of a vehicle access to Melrose POA roads, with access to their job sites. Each driver will observe the rules and regulations set forth below and the posted speed limits.

All contractors, subcontractor, suppliers, etc., will park their vehicles on the lot where construction is taking place. Parking is not allowed in roadways, road rights-of-way, or adjacent private or common properties.

#### 5.2. Construction Times

Permitted construction time is between the hours of 7:30 a.m. to 6:30 p.m., Monday through Saturday. Noisy construction, such as lot clearing, framing, shingling, and siding is not permitted on Sundays. Quiet work such as interior painting and carpet laying is permitted as long as there are no complaints regarding loud radios or conduct. Work is not permitted on federal holidays. See section 7.3 for fines.

#### 5.3. Trash Receptacles

Each residential building site shall be provided with a suitable trash receptacle (i.e., dumpster) for storage of trash. Building sites shall be cleared of litter each day and stored in the trash receptacle for removal when full. It shall be covered with a tarpaulin of suitable material to avoid unsightly conditions and blowing debris. The dumping of construction trash is not permitted inside the grounds of Melrose Plantation.

#### 5.4. Trash Hauling

Any vehicle transporting construction debris, and/or clearing material shall be equipped with a tarpaulin or netting to cover adequately the load during the transporting of this material within Melrose. There shall be no trash hauling on Saturday or Sunday, or on Federal Holidays.

#### 5.5. Site Clearing

Site clearing or construction on any property within Melrose is not permitted until the builder meets with the ARB, strings the perimeter of the property, stakes out the proposed structure, and marks the trees that are to be removed. The ARB will then issue a "Clearing and Foundation" permit. (Form 8.4.)

Site clearing material shall be transported in a covered truck and shall not extend beyond the width of the truck's bed. Site clearing limitations are the same as those days listed in trash hauling.

#### 5.6. Hauling of Fill Dirt

Hauling of fill dirt will be accomplished in suitable vehicles equipped only for that purpose. Fill dirt loads will not exceed one (1) foot in height above the side rails of the truck at the center of the load, and the load must be tapered to the sides of the truck rails. Fill dirt will not be hauled on Sundays or federal holidays. See Section 7.3 for fines.

It may be necessary to restrict hauling fill dirt on certain days during or after rainy periods due to the condition of the roads.

### 5.7. Fires

Burning of construction debris within Melrose is not permitted at any time or for any reason. Open warming fires will not be permitted at any time.

### 5.8. Portable Toilets

Each residential construction site shall be furnished with at least one portable toilet prior to any on-site construction. These toilets shall be placed in an inconspicuous location, with the door facing away from any view from the adjacent street or houses. Clean and sanitary conditions are required for all toilets.

### 5.9. Culvert Pipes

Within Melrose, the expense of culvert pipes and installation will be borne by the builder. The ARB will review and approve all culvert installation prior to actual installation. The contractor is responsible for repairing all damage to common property and will repair roadside grass, drainage, and any other common areas altered during construction. This shall apply particularly to any paved POA road and especially to off-site module trailers.

## **6. Future Improvement and Exterior Changes**

The primary purpose of the Guidelines is to regulate the creation of a community that is aesthetically and functionally convenient for all residents and visitors. These restrictions governing proposed residences, houses under construction, and existing houses will require every house in Melrose to be maintained in a manner conforming to these guidelines.

### 6.1. Re-painting or Re-staining

If re-painting or re-staining a different color from the original, the owner must submit a letter requesting approval to the ARB along with color samples. When approved, the ARB will notify the owner by letter.

### 6.2. Improvements

No alteration, including painting or staining, affecting the exterior appearance of any building, structure or landscape will be made without prior approval of the ARB. A request for approval will be submitted to the ARB including a completed Review Board Application form, all drawings necessary to define the proposed improvement, color samples, and site stakeout. When approved, a Melrose Certificate of Plan Acceptance (Clearing & Foundation Permit Form #8.4) will be issued prior to commencement of any clearing, material delivery or construction.

### 6.3. Landscaping

Every property owner is responsible for preventing the development of any unclean, unsightly, or unkempt conditions of buildings or yards that reduce the beauty of the neighborhood as a whole or the specific area. In landscaped areas, bed and lawn areas must be maintained. In



natural areas, weed growth will be controlled. Any proposed changes in landscaping such as fences, fountains, lighting, drives, walks, landscape structures, and statuaries will be submitted and approved by the ARB.

#### 6.4. House Numbers and Signage

The use of any sign for renting or selling of a property is prohibited. The house number on the mailbox post will identify single-family residences.

### 7. Fees and Penalties

#### 7.1. Design Review Fees

The following current schedule of fees is applicable to all residential buildings

1. New single-family residence (includes all amenities in initial application)
  - \$1,500 minimum
  - \$45 per 100 square feet for additional covered space over 2,000 square feet
2. Additions or Alterations
  - \$600 for Additions less than 500 square feet (heated or covered)
  - \$750 for Additions over 500 sq ft but less than 1,000 square feet (heated or covered)
  - \$975 for Additions over 1,000 square feet (heated or covered)
3. Other Additions or Supplemental Applications
  - Carports \$600
  - Pools or Hot Tubs \$600
  - Decks or Porches \$225
  - Fences, Walls or Service Yards \$150
  - Demolition of Existing Structure(s) \$150
  - Request for Plans \$30

Note: Minor Exterior alterations that do not change the footprint (e.g., windows, doors, skylights) – fee to be determined by the Administrator or Chairperson at the time of submission.

#### 7.2. Design and Construction Compliance

The following escrow (security) deposits will be received by the ARB prior to issuance of an ARB Agreement Letter. (Form #8.3) Deposits will be refunded in full to the builder and/or owner, as applicable, after final inspection and approval by the ARB – assuming no penalties have been assessed against the project that shall be deducted from the deposit before refund is made.

1. New Single Family Residence
  - Clean-up and Compliance by Owner \$2000
  - Clean-up and Compliance by Builder \$3000
- Additions or Alterations
  - Clean-up and Compliance by Owner \$1000
  - Clean-up and Compliance by Builder \$3000

#### Other Additions

Clean-up and Compliance by Owner	\$1000
Clean-up and Compliance by Builder	\$2000

### 7.3. Road Use Fees

There shall be a nonrefundable road-use fee of \$2,000 for all new construction. At its discretion, the ARB may impose a road-use fee of up to \$1,500 for additions or modifications to existing homes. If the change alters the footprint of the home, the ARB will take into account the size and scope of the project when considering road-use fees.

Prior to the start of construction, and periodically throughout the construction process as needed, the approved route for travel of material within Melrose will be examined and documented by the owner (or designee), the contractor, a representative of the POA Infrastructure Committee and a representative of the ARB. The property owner or contractor shall repair or pay for any damage to the roadway or to vegetation attributed to the construction project.

### 7.4. Violation Assessments

As indicated in the clearing and foundation permit (Form # 8.4), the following schedule of penalties for compliance or rules violations will apply:

1. Clearing of the site (removal of any tree) or start of construction before ARB Agreement Letter issuance \$500.00
2. Violation of any sign rule  
\$25 a day after two working days from the telephone notice.
3. No portable toilet and trash container at job site.  
\$100 a day after two working days from the telephone notice.
4. Failure to deposit trash in container or trash overflow.  
\$100 a day after two working days telephone notice  
Revocation of ARB approval and Agreement Letter
5. Violation of rules limiting workdays, not approved by the ARB Administrator, shall result in fines of \$100 for the first violation, \$250 for the second, \$500 for the third and \$1000 for the fourth violation. Subsequent violations shall result in indefinite work stoppage. Other unidentified violations shall be subject to similar levels of fines.
6. Failure to complete the project within one calendar year after transmittal of the approved Form 8.4 or after the expiration of any approved written extension(s) granted by the ARB Chairperson or Administrator. Ten (10) percent of the total Escrow Deposit for each full month up to the total deposit. Note that the ARB may require construction completion within timeframes less than one year for alterations or improvements to existing homes.
7. Non-compliance with approved construction plans, and specifications up to total compliance deposit. ARB may also require demolition, resiting or rebuilding at owner's expense. ARB may also require demolition, resiting or rebuilding at owner's or contractor's expense with a time limit for correcting the prescribed deficiency will result in fines of \$100 per day until the changes are corrected to the requirements of the ARB.
8. At a minimum, there will be a \$500 fine and the required submission of corrected architectural as-built drawings for approval within 15 days of notifications by ARB.

Failure to submit the corrected drawings for approval within 15 days will result in fines of \$100 per day until the changes are corrected to the requirements of the ARB.

9. Tree damage penalty

a. The intent of this section is to emphasize the importance of saving trees and maintaining the park like setting of Melrose. All trees to be saved will be maintained in an undamaged condition. Accidental damage due to dead trees falling, equipment breakdown, or any act on the part of the contractor and / or owner deemed by the ARB to be unavoidable will not warrant a penalty. However, the owner will be liable for consistent accidental damage to existing trees.

b. Damage due to improper location of utility trenches or ditches will not be considered accidental. The owner will be responsible for damage on the part of the Contractor, whether by method of excavation, use of improper equipment, incompetence of any operator or failure to properly inform operators as determined by the ARB.

c. All trees on site will be saved except those specifically marked for removal with a red ribbon and on an ARB approved site plan / tree survey. No tree, those marked for removal or any others, will be removed prior to the ARB’s inspection and written approval.

d. Trees will be rated by the ARB as to species, condition, and site importance with the following figures acting as maximum penalties and the minimum penalty amounting to no less than one-half these figures.

Trees Penalty schedule			
Max. Penalty per Tree:			
Diameter at 4.5’ above ground	Pines	Oaks	Other Hardwoods
6” – 8”	\$ 600	\$2000	\$1,000
8” – 10”	\$ 750	\$2,500	\$1,250
10” – 14”	\$1,500	\$5,000	\$2,500
14” – 20”	\$2,000	\$6,750	\$3,500
20” and larger	\$2,500*	\$8,500**	\$4,500
* plus \$ 250 per inch over 20 inches			
**plus \$ 500 per inch over 20 inches			
Note: Pines over 24” are valued the same as oaks.			

10. Building occupancy prior to issuance of form 8.5. Up to total compliance deposit plus \$100 per day until certificate of completion is issued.

11. Any addition inspections after the initial inspection will be charged at \$50 for any site visit.

**8. Forms**

Section 8 contains the documentation used by the ARB to record pertinent information on the design and construction of Melrose homes.

Submittal of Form 8.1, Application for Design Review, by the owner/agent initiates the process. Some of the information requested on the application may be unknown, especially if the applicant is just starting conceptual design. Usually, the builder and landscape architect have not been selected, as well as, the color scheme. Every attempt should be made to fill-in as much

information as possible in order to gain insight into the ARB's position on low-country styles. Other documentation required during design is identified in Section 3. Completion of Form 8.1 will eventually take place as information becomes available during the design process.

Gross dwelling area on Form 8.1 includes both heated and covered square footage and is obtained from the ARB approved architectural drawings. Fees noted in Section 7.1 are based on heated and covered square footage.

Form 8.2, Approval of Design for Construction, is the ARB approval for construction of the design. One year from the Date of Issue entry designates the required construction completion date. Note that the ARB may require construction completion within timeframes less than one year for alterations or improvements to existing homes.

Form 8.3, Agreement Letter, identifies the architectural drawings and site plan approved by the ARB. Date entries in items 1 and 2 on the form identifies these documents. It is incumbent upon the owner/agent to ensure that these are the construction documents to be implemented. Failure to submit this form, signed by all parties, and the appropriate fees (escrows, road use and administrator fees) can result in delayed construction.

Form 8.4, Clearing & Foundation Permit, gives ARB approval for site preparation.

Form 8.5, Letter of Completion, certifies building completion with landscaping to be completed within 90 days of the date entered on the form.

Form 8.6, Certificate of Construction Acceptance and Compliance Deposit Refund, certifies completion of the project.

Form 8.7, Request for Construction or Design Change, documents changes to the ARB approved architectural drawings. ARB approval of changes is necessary to avoid penalties posted in Section 7. Changes apply only to the external appearance of the building.

Form 8.8, Qualifications Statement and Affidavit for Approved Architects / Designers, and Form 8.9, Qualifications Statement and Affidavit for Approved General Contractors apply to owner's selection of others than those listed on the ARB approved architect / designer and contractor list. Application is for conditional approval.

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.1  
APPLICATION FOR DESIGN REVIEW**

Page 1 of 4

Submit to: Admin@MelrosePOA  
Attn: Melrose ARB  
\_\_\_\_\_

Date  
New House

Addition \_\_\_\_\_  
Exterior Alteration \_\_\_\_\_

Owner:  
Name  
Address  
Phone  
\_\_\_\_\_

Construction Address:  
Lot Number  
Street Address  
\_\_\_\_\_

Architect:  
Name  
Address  
Phone  
\_\_\_\_\_

Builder:  
Name  
Address  
Phone  
\_\_\_\_\_

Landscape  
Architect:  
Name  
Address  
Phone  
\_\_\_\_\_

1st Floor Heated  
1st Floor covered  
Project Total

Gross Dwelling Area (square footage)

2nd Floor Heated  
2nd Floor covered

Conceptual Plan Submitted  
Admin Fee Submitted  
Preliminary Plan Submitted  
Final Plan Approval \_\_\_\_\_

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.1  
APPLICATION FOR DESIGN REVIEW**

EXTERIOR MATERIALS & COLORS: Specify type and manufacturer of materials. Please submit samples of colors on materials that will be used for final approval.

A	Siding (wood masonry): Type & Mft. _____ Color _____
B	Stucco Type & Mft. _____ Color _____
C	Brick Type & Mft. _____ Color _____
D	Roofing Type & Mft. _____ Color _____
E	Fascia, Trim Type & Mft. _____ Color _____
F	Lattice Panels Type & Mft. _____ Color _____
G	Shutters Type & Mft. _____ Color _____
H	Porch Ceiling Type & Mft. _____ Color _____

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.1  
APPLICATION FOR DESIGN REVIEW**

I      Columns, Handrails, Railings

Type & Mft.

Color

\_\_\_\_\_

J      Doors

Front

Color

Exterior

Color

Cart House

Color

K      Windows & Trim

Type & Mft.

\_\_\_\_\_

Color

\_\_\_\_\_

L      Chimney

Type & Mft.

\_\_\_\_\_

Color

\_\_\_\_\_

M      Driveway

Type & Mft.

\_\_\_\_\_

Color

\_\_\_\_\_

Variances Requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Variances OK

\_\_\_\_\_

I certify that I have read the current Melrose ARB Guidelines, that I have complied with all parts of those Guidelines, and that the information presented is true to the best of my knowledge.

\_\_\_\_\_   
Applicant's Signature

\_\_\_\_\_   
Date

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.1  
APPLICATION FOR DESIGN REVIEW**

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Melrose ARB Use Only

Date

_____ Form #8.2 Approval of Design	Admin Fee	\$ _____	Date _____
_____ Form #8.3 Agreement Letter	Owner Compliance Ck#	\$ _____	Date _____
_____ Form #8.4 Clearing & Foundation Permit	Builder Compliance Ck#	\$ _____	Date _____
_____ Form #8.4 Posted on Site	Road Use Fee	\$ _____	Date _____
_____ Form #8.5 Letter of Completion			
_____ Form #8.6 Construction Acceptance/Deposit Refund			
_____ Form # 8.7 Request for Design Change	Posted On-site	_____	

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**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.2  
APPROVAL OF DESIGN FOR CONSTRUCTION**

Page 1 of 1

Owner Name: \_\_\_\_\_

Contractors: \_\_\_\_\_

Lot #: \_\_\_\_\_

ARB Approval Signature: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Certificate #: \_\_\_\_\_

**Please Note:**

*This certificate is to be kept at the project site during the construction period. It need not be posted, but should be kept with a set of the approved documents on the site.*

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.3  
AGREEMENT LETTER**

Submit to: Admin@Melrose POA.com  
Attn: Melrose ARB

Date: \_\_\_\_\_  
Lot Number: \_\_\_\_\_  
Daufuskie Street Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Architect/Designer: \_\_\_\_\_  
Contractor/Designer: \_\_\_\_\_

Approval is granted, as per certain recorded covenants, for the construction of a (residence, addition, or exterior alterations) subject to the acceptance by the owner and builder, of the following conditions:

1. The construction will be in accordance with the drawings identified below and application materials and colors, submitted to, and approved by the ARB, with the exception of the following variances (if any):

Identification of Drawings:

Date of Original: \_\_\_\_\_  
Date of Revision (if applicable): \_\_\_\_\_

Variances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MELROSE ARCHITECTURAL REVIEW BOARD**  
**FORM 8.3**  
**AGREEMENT LETTER**

Page 2 of 4

2. The construction will be situated upon the lot in accordance with the following approved site plan:

Date of Site Plan: \_\_\_\_\_

3. Drainage swales, culverts, etc. will be installed whenever this construction adversely affects the drainage of the natural water shed or causes excessive runoff to adjacent properties. Any damage done to the roadways and adjacent properties during this construction will be repaired by builder
4. All changes in exterior appearance, materials and colors will be approved by the ARB.
5. All contractor and construction workers are required to use the Haig Point contractor boat embarking from Broad Creek Mariana. Their name tags are their boating passes. The Chief of Security will be provided with a list of all workers and suppliers requiring access to Melrose. Vehicle permits will be issued from Melrose or Haig Point Security, as applicable. Normal trade hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. No work will be allowed on Sunday, or on Federal Holidays.
6. Both sides and the rear property lines will remain strung at all times throughout construction. No parking, staging or equipment storage will be allowed on adjacent properties without approval of the owner. The contractor or owner will be responsible for prompt and approved repairs to paving, utility lines, mailboxes, adjacent properties and other common property damage as a result of construction or other site improvements, or non-approved clearing of any type. Roads will not be cut without prior approval of the Melrose ARB. Any modifications to existing utility lines and facilities required by the construction will be the responsibility of the contractor or owner.
7. Mailboxes and posts, painting and lettering will be standard throughout Melrose. Melrose ARB will be responsible for mailbox specifications.
8. No work will be started until this document has been signed by all parties.
9. The landscape material installation will be in accordance with the approved landscape drawings and specifications, and will be in place no later than 90 days after completion of the home. The ARB will be the sole judge of what constitutes substantial completion.
10. No trees, bushes or underbrush will be removed from the lot or adjacent land without written approval from the ARB. All trees and naturalized areas which are not expressly authorized to be removed and pursuant to approved plans will be protected during construction. Specimen trees will be protected by physical barriers acceptable to the ARB.
11. Construction will be completed within twelve (12) months from the signing of this document unless a written extension is granted by the ARB.

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.3  
AGREEMENT LETTER**

Page 3 of 4

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.3**

## AGREEMENT LETTER

Page 3 of 4

12. In the event construction and landscaping are not completed in accordance with the approved drawings and conditions stated herein, the ARB will give thirty (30) days notice to bring the violation into compliance. However the assessment stated will be required.
13. The owner assumes full liability for failure of construction to comply with approved documents.
14. The parties do hereby accept and approve these conditions pursuant to the signing and the issuance of this document.
15. This document will be accompanied by two (2) compliance checks – the owner’s check and the builder’s check, made out to the Melrose POA, Inc., and submitted to the ARB Administrator (refer to Section 7.1) Any violations assessed by the ARB Administrator will be deducted from the compliance money. At the conclusion of building and approved by the ARB, the residual of the compliance money will be returned to the owner and builder. All violation money and interest is the property of the Melrose POA, Inc.

Said parties acknowledge that they have received a copy of the Guidelines and Procedures for the Design, Construction, or Alteration of Single Family Residences and that they will abide by them.

Said parties understand that they cannot make any exterior changes, including: trim, siding, shingles, stain, fences, driveways and/or walk locations, etc. without:

1. submitting a written request to the ARB and receiving written approval from said Board.
2. forwarding the change approval to the builder with a copy for the permanent file to the ARB.

Further, if said parties do violate written approved plans, they hereby grant authorization, in accordance with the covenants, to an independent contractor to have ingress/egress to the owners property to correct whatever construction, paving, planting, etc. that was done without approval of the ARB.

Further, said parties agree to pay any expenses to modify any exterior changes for which they do not have written approval. Said parties further agree to use water-saving plumbing fixtures throughout the house to assist in preserving potable water source.

This letter will be signed by the owner/agent and by the builder and returned to the ARB Administrator for permanent filing. Said parties will then be sent a signed copy, which is to be kept at the site. **This is not a County building permit. No construction will start until this document is signed and issued.**

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.3  
AGREEMENT LETTER**

Page 4 of 4

This approval expires six (6) months after the dated Administrator's signature, unless construction has started.

This agreement will not be changed orally – only in writing.

This agreement will become, upon signed, a legally binding agreement between the owner/agent, the builder, and the Melrose ARB and its respective heirs, successors and assigns.

—

\_\_\_\_\_  
MELROSE ARB ADMINISTRATOR Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OWNER/AGENT Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
ARCHITECT Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
BUILDER Signature

\_\_\_\_\_  
Printed Name & Title

**Acknowledgement:**

The Schedule of Penalties set forth in Section 7.4 of the Guidelines applicable to this project has been reviewed and is acknowledged by my / our signature below. All Penalties incurred may be charged against the Escrow Deposit. Any balance due must be paid within seven (7) days. The Melrose Certificate of Completion will not be issued until such time as the outstanding balance of Penalties Due is paid in full. Payment of Penalties shall not relieve the Owner and / or Builder from complying with the specific terms of the Building Permit Agreement.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Builder

—

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.4  
CLEARING & FOUNDATION PERMIT**

Page 1 of 1

Owner Name: \_\_\_\_\_

Builder: \_\_\_\_\_

Lot #: \_\_\_\_\_

Melrose ARB Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.5  
LETTER OF COMPLETION**

Page 1 of 1

Owner Name \_\_\_\_\_

Contractor: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Construction Date Completed: \_\_\_\_\_

Landscaping must be completed 90 days after above date

Landscaping Date Completed: \_\_\_\_\_

SEND TO ARB ADMINISTRATOR – Admin@Melrosepoa.com

Upon receipt of this “Letter of Completion”, a final inspection report will be made for compliance and review. If all is in accordance with plans, you will be issued a “Certificate of Construction Acceptance”. At that time you may submit a request for the residual of your compliance money.

Signed by Owner: \_\_\_\_\_

Signed by Builder: \_\_\_\_\_



**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.6  
CERTIFICATE OF CONSTRUCTION ACCEPTANCE AND COMPLIANCE  
DEPOSIT REFUND**

Page 1 of 1

Owner Name \_\_\_\_\_

Builder \_\_\_\_\_

Lot Number \_\_\_\_\_

This is to certify that this building is completed in accordance with Melrose ARB approved plans.

Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.7  
REQUEST FOR CONSTRUCTION OR DESIGN CHANGE**

Owner Name \_\_\_\_\_

Architect \_\_\_\_\_

Lot Number \_\_\_\_\_

Date \_\_\_\_\_

Proposed Change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MELROSE ARCHITECTURAL REVIEW BOARD**  
**FORM 8.8**  
**QUALIFICATIONS STATEMENT AND AFFIDAVIT FOR APPROVED**  
**ARCHITECTS / DESIGNERS**

Page 1 of 5

The ARB has decided after careful consideration that only architects and designers approved may participate in the design of homes and related improvements. This application is for use by the ARB in evaluating architects, designers and landscape architects who would like to submit designs for homes and land with Melrose.

Approval acknowledges that the applicant has met the minimum criteria deemed necessary by the ARB to work within Melrose and is in no way a warranty or guaranty by the ARB as to the applicant's qualifications. Admission of an architect or designer to the program does not assure that the architect or designer will remain approved for any specific tenure. The ARB may remove any architect or designer from the program at any time in the exercise of Melrose's sole and absolute discretion. Only professionals approved by the ARB will be entitled to participate in the design and construction of residences in Melrose.

Builders using shoddy practices or excessive violations of guidelines may be removed from the approved list by the ARB.

To qualify, an applicant will satisfy certain criteria and requirements established by the ARB and the satisfaction of such criteria and requirements must be reconfirmed from time to time. To induce ARB to consider approval of applicant the undersigned individual representative of the applicant being duly sworn hereby certifies the following information. The Melrose ARB reserves the right to seek and confirm financial references.

1. Business Information:

**Business Information**

- a. Applicant Representative: \_\_\_\_\_
- b. Firm Name : \_\_\_\_\_
- c. Name of Principals \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. Business Address : \_\_\_\_\_  
\_\_\_\_\_

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.8  
QUALIFICATIONS STATEMENT AND AFFIDAVIT FOR APPROVED  
ARCHITECTS / DESIGNERS**

Business Information (continued)

- e. Telephone Number : \_\_\_\_\_
- f. FAX Number : \_\_\_\_\_
- g. E-Mail Address \_\_\_\_\_
- h. Type of Organization \_\_\_\_\_
- i. Financial Statement \_\_\_\_\_
- j. Bank References \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Registration:

a. The architect applicant and said firm are currently registered and in good standing under the laws of the South Carolina Department of Labor, Licensing and Regulation Division.

Architect Registration Information

- a. Architect's Registration Number: \_\_\_\_\_
- b. Architectural Firm Registration Number: \_\_\_\_\_
- c. List names and assumed names under which the applicant has previously operated or conducted business  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.8  
QUALIFICATIONS STATEMENT AND AFFIDAVIT FOR APPROVED  
ARCHITECTS / DESIGNERS**

Page 3 of 5

b. The designer applicant and said firm are currently registered and in good standing under the laws of the South Carolina Department of Labor, Licensing and Regulation Division.

**Designer Registration Information**

- a. Designer's Registration Number: \_\_\_\_\_
- b. Designer's Firm Registration Number: \_\_\_\_\_
- c. Designer applicant provide the following::
  - i. Name of the architect or firm overseeing the design work: \_\_\_\_\_
  - ii. Architect's registration number: \_\_\_\_\_
  - iii. Architect's firm registration number: \_\_\_\_\_
- d. List names and assumed names under which the applicant has previously operated or conducted business  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

True and complete copies of both architect individual and firm registration certificated are attached hereto as Schedule 1. If admitted to the program, applicant will promptly forward true and complete copies of the Architect's individual and firm registration certificates following each re-issuance or renewal thereof. In addition, if such licenses are ever challenged, suspended, revoked or other lapses, expires or becomes ineffective, the applicant, if then approved under the program will immediately notify the ARB in writing of such condition or circumstance.

3. Experience: Listed on Schedule 2 is a list of a minimum of six and maximum of ten illustrations representative of applicant's recent work, with a brief project description of each indicating the size and scope of the work, the location and the date of completion. Illustrations

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.8  
QUALIFICATIONS STATEMENT AND AFFIDAVIT FOR APPROVED  
ARCHITECTS / DESIGNERS**

Page 4 of 5

will be photographs or photocopies and no larger than 11" x 17." Do not send original or rolled drawings, slides, transparencies or models. Materials will not be returned. The firm name will appear on either the front or back of each illustration.

4. References: Schedule 3 is a list of at least six names, addresses and telephone numbers for architects, designers, clients, contractors or others with whom applicant has had experience.

5. General Information:

a. Applicant is applying for

prequalification

project requested by property owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Lot No.

Other, explain on Schedule 4

b. Professional affiliations, honors and awards are set forth on Schedule 5.

APPROVED AND AGREED TO as of the day and year first above written.

\_\_\_\_\_  
APPLICANT

By:

Its:

Subscribed and sworn to before me a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
County, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

(NOTARY SEAL)

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.8  
QUALIFICATIONS STATEMENT AND AFFIDAVIT FOR APPROVED  
ARCHITECTS / DESIGNERS**

Page 5 of 5

**SCHEDULE 1**

Copies of Firm and Architect Applicant Licenses  
(To be Supplied by Architect Applicant)

**SCHEDULE 2**

List of Projects and Related Information  
(To be Supplied by Architect Applicant)

**SCHEDULE 3**

List of References  
(To be Supplied by Architect Applicant)

**SCHEDULE 4**

State Purpose for Requesting Approval  
(Please be Specific)

**SCHEDULE 5**

List of Professional Affiliations, Honors and Awards  
(To be Supplied by Architect Applicant)

If the Correct Response is "None," Write "None" Below

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.9  
QUALIFICATIONS STATEMENT AND AFFIDAVIT FOR APPROVED  
GENERAL CONTRACTORS**

Page 1 of 4

The ARB has decided after careful consideration that only general contractors approved may participate in the construction of residences and related improvements. This application is for use by the ARB in evaluating general contractors who would like to construct single family residences with Melrose.

Approval acknowledges that the applicant has met the minimum criteria deemed necessary by the ARB to work within Melrose and is in no way a warranty or guaranty by the ARB as to the applicant's qualifications. Admission of a builder to the program does not assure that the builder will remain approved for any specific tenure. The ARB may remove any builder from the program at any time in the exercise of Melrose's sole and absolute discretion.

To qualify, an applicant will satisfy certain criteria and requirements established by the ARB and the satisfaction of such criteria and requirements must be reconfirmed from time to time. To induce ARB to consider approval of Applicant the undersigned individual representative of the applicant being duly sworn hereby certifies the following information. The Melrose ARB reserves the right to seek relevant financial references.

1. Business Information:

Business Information

- a. Applicant Representative: \_\_\_\_\_
- b. Company Name : \_\_\_\_\_
- c. Name of Officers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. Business Address : \_\_\_\_\_  
\_\_\_\_\_



**MELROSE ARCHITECTURAL REVIEW BOARD**  
**FORM 8.9**  
**QUALIFICATIONS STATEMENT AND AFFIDAVIT FOR APPROVED**  
**GENERAL CONTRACTORS**

Page 2 of 4

Business Information (continued)

- e. Telephone Number : \_\_\_\_\_
- f. FAX Number : \_\_\_\_\_
- g. E-Mail Address \_\_\_\_\_
- h. Type of Organization \_\_\_\_\_
- i. Financial Statement \_\_\_\_\_
- j. Bank References \_\_\_\_\_

2. Registration: The applicant and said firm are currently registered and in good standing under the laws of the South Carolina Department of Labor, Licensing and Regulation Division.

Contractor Registration Information

- a. Contractor's Registration Number: \_\_\_\_\_
- c. List names and assumed names under which the applicant has previously operated or conducted business  
\_\_\_\_\_  
\_\_\_\_\_

True and complete copy of builder certificated is attached hereto as Schedule 1. If admitted to the program, applicant will promptly forward true and complete copies of the builder's certificates following each re-issuance or renewal thereof. In addition, if such licenses are ever challenged, suspended, revoked or other lapses, expires or becomes ineffective, the applicant, if then approved under the program will immediately notify ARB in writing of such condition or circumstance.

3. Experience: Schedule 2 is a list of a minimum of six and maximum of ten illustrations representative of applicant's recent work in residential housing, with a brief project description of

**MELROSE ARCHITECTURAL REVIEW BOARD**  
**FORM 8.9**  
**QUALIFICATIONS STATEMENT AND AFFIDAVIT FOR APPROVED**  
**GENERAL CONTRACTORS**

Page 3 of 4

each indicating the size and scope of the work, the location and the date of completion. Illustrations must be photographs or photocopies and no larger than 11" x 17." Do not send original or rolled drawings, slides, transparencies or models. Materials will not be returned. The firm name should appear on either the front or back of each illustration.

4. References: Schedule 3 is a list of at least six names, addresses and telephone numbers of architects, clients, or others with whom applicant has had experience.

5. General Information

a. Applicant is applying for

prequalification

project requested by property owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Lot No.

Other, explain on Schedule 4

b. Professional affiliations, honors and awards are set forth on Schedule 5.

APPROVED AND AGREED TO as of the day and year first above written.

\_\_\_\_\_  
APPLICANT

By:

Its:

Subscribed and sworn to before me a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
County, \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

(NOTARY SEAL)

**MELROSE ARCHITECTURAL REVIEW BOARD  
FORM 8.9  
QUALIFICATIONS STATEMENT AND AFFIDAVIT FOR APPROVED  
GENERAL CONTRACTORS**

Page 4 of 4

**SCHEDULE 1**

Copies of Applicant Licenses  
(To be Supplied by General Contractor Applicant)

**SCHEDULE 2**

List of Projects and Related Information  
(To be Supplied by General Contractor Applicant)

**SCHEDULE 3**

List of References  
(To be Supplied by General Contractor Applicant)

**SCHEDULE 4**

State Purpose for Requesting Approval  
(Please be Specific)

**SCHEDULE 5**

List of Professional Affiliations, Honors and Awards  
(To be Supplied by General Contractor Applicant)

If the Correct Response is "None," Write "None" Below

## Appendix A – Pattern Book













