



**DESIGN AND CONSTRUCTION
GUIDELINES**

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CLIFFS VALLEY

Dear Property Owner:

These guidelines provide the intent and stated purpose of our design and architectural standards and are intended to serve as your guide in the process of planning a new home. While this document can prove to be a helpful tool in planning homes at the Cliffs Valley, it can neither provide every answer nor guarantee ideal solutions for every situation. As questions arise concerning your building plans, our staff and the ARB will be happy to offer suggestions and guidance. We encourage you to participate when possible in all presentations to the board as they are made by your architect, designer or builder.

Environmentally sensitive design can only be achieved through a careful, well thought-out response to your particular lot, and the vegetation and topography of the building site. One of our objectives is to assist you in this site-compatibility planning effort as to maintain the development philosophy noted on page 6 of the guidelines.

We hope you, your designer and builder will find the guidelines beneficial and we encourage your questions and comments. If we may be of assistance in understanding and adapting to the design, construction and site-compatibility regulations, please do not hesitate to contact us early in the process.

Sincerely,

Cliffs Valley
Architectural Review Board

SUMMARY OF THE PROCESS
(Refer to Review Process mission statement pg. 17-20)

PRELIMINARY APPROVAL

Please Read the Design and Construction Guidelines.

- (a) Contact licensed surveyor to prepare lot boundary, tree and topographical survey.
- (b) Determine preliminary home design; establish proposed location of home and driveway on the lot.
- (c) Develop home design and preliminary schematic floor plans and exterior evaluations.
- (d) Submit two copies of the preliminary submittal package to the Cliffs Valley Property Owners' Association Office at 1712 Highway 11, Landrum, SC. The preliminary submittal package must include the following: (a) site plan (2 copies); (b) architectural schematics (2 copies); (c) copy of the Construction Permit Application (Application Package); (d) check for \$550 for Review Fee. The phone number at the Association Office is (864) 895-6459.

Note: Any incomplete submittal will not be accepted for further action.

- (e) Schedule a time for preliminary meeting (contact Association Manager). Submittals must be made no less than ten (10) calendar days prior to meeting date.
- (f) After ARB preliminary approval, stake the lot indicating the house location, centerline of drives, and trees to be removed. (Refer to pg. 13)
- (g) Submit survey with proposed location of house and septic system to the State Environmental Department for inspection and approval.
- (h) Schedule site inspection with Builder, Owner and ARB prior to Submissions for Final Review.

FINAL APPROVAL

- (i) Incorporate any changes and address preliminary review suggestions or modifications and submit the following final review package to the Cliffs Administrative Center (CAC) for Final Review:
 - (a) Exterior colors and roofing material on ARB Color Board only;
 - (b) final architectural, and site plans;
 - (c) Final Construction Permit Application;
 - (d) Check for Constructions Compliance Bond;
 - (e) Check for Cliffs Valley Road Usage Fee;
 - (f) Signed Construction Agreement (All forms and schedule of fees found in Application Package).

Note: Any incomplete submittal will not be accepted for further action.

- (j) Schedule time for final meeting (contact Association Manager). Submittal must be made no less than ten (10) calendar days prior to desired meeting date.
- (k) Contract with builder licensed by the state (if not already done).
- (l) Secure County building permit.
- (m) Install required construction site amenities – dumpster, silt fence and erosion control measures, builder’s sign, temporary sanitary facilities. Call the Association Manager when complete.
- (n) Secure Construction Authorization Permit from the ARB.
- (o) Commence construction.
- (p) A landscape plan must be submitted to the ARB for approval no later than six (6) months after commencement of construction. Landscaping must be complete no later than six (6) months after completion of home. Any remaining amounts in the Construction Compliance Bond will be refunded only after the approved landscaping has been installed.
- (q) Inform ARB of project completion for Final Compliance Letter and for refund of funds (if any) from the Construction Compliance Bond. Prior to issuance of Final Compliance Letter an on-site inspection will be performed to assure conformance of previously approved materials and colors and review of any tree removal (see pg. 13).

DEVELOPMENT PHILOSOPHY

Cliffs Valley is a planned golf, lake and mountain community designed to be well integrated with the terrain and climate. The design objective is to blend the development into its natural setting rather than contrast or compete with it.

One of any community's strongest statements is the architectural quality of its homes. The degree to which the Cliffs Valley integrates with its blended rural atmosphere is therefore dependent on the design and setting of each home. The architectural review process has been established to help ensure that each home makes a contribution to this design objective and is site-compatible when employing these guidelines.

A mountain / lake design theme will be prevalent throughout many of the homes at the Cliffs Valley. Although all sites and homes will vary somewhat, a common set of design elements and theme compatibility should be carried throughout.

INTENT OF THE GUIDELINES

Cliffs Valley is dedicated to preserving a unique and ecologically sensitive community. The architectural design and construction philosophy of the Development is that homes be unobtrusive and compatible in form and color and thus complement their natural setting.

The design of each home should complement the entire site, varying in design to complement and enhance their natural surroundings.

PURPOSE OF STANDARDS AND GUIDELINES

It is the purpose of these Guidelines to promote excellence in architectural design and construction in a compatible character appropriate to the surroundings and the special conditions of climate and other environmental factors indigenous to Cliffs Valley.

The guidelines are expressly intended to protect and enhance the property values of all owners throughout, and the review procedures are intended to provide a systematic and uniform review for site compatibility, construction design elements with materials and colors requiring Architectural Review Board approval. The ARB retains full authority to enforce and/or amend these Guidelines as it deems appropriate.

FUNCTION OF THE ARCHITECTURAL REVIEW BOARD

Cliffs Valley Architectural Review Board is granted the power of establishing design guidelines through Article XI, Section 11.2 of the Master Declaration. The Master Declaration is a recorded and binding instrument as stated on the Deed to your property.

The Architectural Review Board (“ARB”) is set up for the purpose of maintaining site compatibility while enhancing the development. The Board’s composition of members is determined by the Developer, which may elect at some future time to delegate full responsibility of Architectural Review to the Property Owner’s Association. At that time, the Architectural Review Board shall be set up as specified in Article XI, Section 11.2 of the Declaration of Covenants and Restrictions (pg. 28-31) of Cliffs Valley.

The approval of the Board relates to the harmony and compatibility of external design and site conditions and placement optimization. The Board does not assume liability for either structural design or impact to a neighbor’s property during construction. Architectural Review Board approval, and the subsequent issuance of Cliffs Valley Construction Authorization Permit, are just some of the initial steps toward construction of a home.

The State Department of Health and Environmental Control and County have jurisdiction over certain elements of the building process at Cliffs Valley. The owner and his architect and builder are solely responsible for compliance with these rules and regulations.

BASIS OF AUTHORITY

The Design Guidelines derive their authority from the Master Declaration of Covenants, Conditions and Restrictions for Cliffs Valley; the Guidelines are meant to clarify and add greater detail to the Covenants.

Any work done in violation of these Guidelines and Article XI of the CCRs is nonconforming. With a written request from the ARB, the Owner, at his sole cost and expense, shall bring any and all such work into conformance. If the Owner chooses not to correct such issues, the ARB can enjoin the property for corrective action, at Owner’s expense.

The ARB, acting on behalf of the Board of Directors, shall pursue all legal and equitable remedies to enforce the provisions of Article X and XI, including, but not limited to, placing a lien on a Lot for Payment of delinquent fines and assessments. Such fines may include fines imposed by the ARB for violations as stated on the Schedule of Fines (“Benefited Assessments”), or costs related to any and all corrective actions undertaken and/or required. Additionally, legal and equitable remedies may include issuance of **“cease-and-desist order”** as issued by the Court.

GENERAL COMMENTS

The unique topography and natural setting found on nearly every building lot at Cliffs Valley demands special attention to home design and site compatibility integration. Therefore, to ensure a satisfactory experience in planning and building a home, it is strongly recommended that both an architect and a landscape designer be involved in the process. Builders, however qualified, can't always offer design services, which include expertise in site planning, superior architectural appearance and conformity, and quality of detail. It is unlikely that plans for modular, pre-cut, catalogue, or building supply stock plans, including most plans found in house-plan magazines and catalogues, will meet the above criteria and their use is discouraged. In addition to their possible lack of architectural appeal, the generic nature of most of these plans rarely suits site-compatibility appropriately, and modifying a site to fit a preconceived plan may be grounds for rejection.

Every site and home presents a unique opportunity. Good professional design assistance will almost certainly add more in value to your home, and the community at large, than the up-front cost.

Cliffs Valley ARB does not suggest or recommend the capability of any one contractor (builder), except said contractor must be licensed in the state of South Carolina. The Cliffs Valley ARB does not recommend or take responsibility for any of the terms and conditions of any arrangements between the property owner and contractor selected for construction on the home, notwithstanding the approvals that are necessary from Cliffs Valley ARB. The ARB does, however, recommend that:

- (a) The property owner establish a contract with the builder, defining the terms and conditions for construction of the home on the owner's property, as well as seeking advice of counsel in the preparation of the contract. Although not required, an architect licensed in South Carolina is recommended.
- (b) The property owner should seek the counsel of an insurance agent to protect all interests adequately and to cover the home during construction subsequent to completion, so the property owner will be adequately covered for all types of contingencies and/or liabilities.

Please remember that no clearing of any type can be commenced without having received Final Approval from the ARB. The ARB encourages your participation in the process, and urges you to engage qualified professionals in the survey, architectural, construction and landscape disciplines.

DESIGN

The architectural design concept for the Cliffs Valley is that home structures should be site-compatible and unobtrusive in form and color, thus complementing its natural setting. No particular period styled, foreign or geographic influences, or historical approaches are specially endorsed or encouraged. If one style is seen to be the dominant style desired, it would be the mountain-lake style of that region. Many of the styles which have been historically popular such as Georgian, Federal, Southern Colonial, Neoclassical, etc. may not adapt well to sites in the Cliffs Valley, nor do the more modern imitators which reflect a suburban tract look and may be subjectively rejected as incompatible.

SIZE

The Covenants stipulate the minimum square footage that may be contained in a residence built on a lot. The minimum size of the residence may be regulated by the ARB. Building heights shall be determined by the ARB based upon lot location, tree cover, neighboring homes and other factors affecting the site compatibility. Homes shall not exceed two (2) stories above a basement, and in any case shall not exceed 2 ½ stories above natural grade. In addition, while maximum building sizes may not be specifically established in your Deed or recorded Covenants, the Board may, at its discretion, disapprove a submittal that is inappropriate or incompatible for the site due to size or other considerations. The Board may disapprove any submittal, which crowds the site and/or is out of context with other structures in the area.

No home shall be erected, altered, placed or permitted to remain on any lot other than a single family independent dwelling not exceeding two (2) stories in height above the basement, with a minimum requirement of at least a two (2) car garage which may be attached or detached. A residence shall contain a minimum of 2,000 square feet of heated living space; however, at the ARB's sole discretion, due to specific site conditions or other design considerations, the ARB may allow for some portion of decks, porches or other unheated and/or non air-conditioned exterior elements to be credited toward the calculation of the 2,000 square foot minimum. Garages, greenhouses or similar areas, such as unfinished basements or cellars shall not be considered floor space in meeting the above requirements. No carports are permitted. Only interior heated space in areas higher than eight (8) feet will be considered in this calculation, except by the special variance exception as mentioned above. (See Garage section for more on garages, pg. 12).

BUILDING SETBACK – Cliffs Valley

The buildable area of every lot must be delineated to determine the portion of the lot upon which the house may be constructed. This area is specified by the easements and setbacks as recorded on the subdivision plat or in the legal description of the lot. In the absence of setbacks specified on a subdivision plat and/or covenants, the typical setback required by the ARB are

SINGLE FAMILY LOTS – ALL SECTIONS

Front or Side Yard – 25 feet

Rear or Side Yard – adjoining a golf course – 30 feet

Rear yard – 30 feet

Adjoining a lake – all lots – 50 feet from the Lake Setback Reference Point. The Lake Setback Reference Point must be determined by Surveyor and recorded on an as-built survey of improvements.

The setbacks outlined above are for a typical building site. Larger, as well as irregular sites, may suggest to the Board that these setbacks are altered. Variances may be permitted by the ARB to save prominent trees, minimize disruption to unusual topographic features, to accommodate an irregularly shaped lot or when the ARB determines in its sole discretion, that a variance is otherwise appropriate to the site. All such determinations are final and binding upon all concerned.

A variance from said building setback lines may be given by the ARB to a lot owner upon submission of extraordinary circumstances by said lot owner. Such extraordinary circumstances may include unusual topography, lot shape, frontages and potential views. In order to assure, allowing that this location of homes will be appropriate so maximum amount of view and privacy, the structures may be located with regard to the ecological constraints and topography of each lot. The location of large trees and similar natural materials will be taken into consideration. ARB reserves the right to control absolutely the precise location of any residential structure or appurtenance effecting all lots.

At the discretion of the ARB an owner may be required to file a variance with the court.

ROOFS

Roof pitches for major roof areas are required to be a minimum of 5/12 and a maximum of 14/12 for functional aesthetic reasons. The aesthetic appearance of a residence roof-scape depends greatly upon the articulation of the siding, roofing, details, fenestration, walls and fences. Walls, fences and screens should be used to provide privacy, enclose service areas and HVAC units and to reduce the scale of large masses. Details at the soffit, fascia, base, corner, windows and decks should have common elements that help unify the appearance.

COLORS

All exterior materials and colors should complement and be compatible with the surrounding environment. Color samples for new construction and recoloring of existing buildings shall be submitted to the Board for Approval in advance or painting or staining. A pre-approved catalogue of colors is available at the Association Office.

MATERIALS AND SURFACES

The use of high-quality exterior engineered wood-like aggregate products, natural woods, stucco and stone is encouraged while the use of imitation or less than highest quality materials is strongly discouraged and may be grounds for rejection.

The use of plywood siding is not permitted except for use on underside of soffit.

Roofing materials shall be wood shakes, wood shingles, engineered cementitious aggregate products, fiberglass shingles or slate. In case of fiberglass shingles they shall be of an architectural grade and have at least a 25-year warranty. Roof vents and accessories should be located away from the front elevation and painted to match the roof color.

Standing seam or other metal type roofing materials are not permitted. Exceptions may be made for copper roofs as an accent material.

Vinyl siding and soffits are not permitted.

Aluminum fascia is not permitted.

Brick, red in color and unpainted, is not permitted.

Log homes or log cabins are not permitted.

No concrete blocks may be exposed.

No unpainted sheet metal may be exposed.

No white trim is permitted.

All driveways and parking areas must be paved with asphalt or concrete unless another paving material is approved in writing by the ARB.

All play equipment shall be placed so that is unobtrusive and within setback lines and placed so as to minimize visibility from any street, lake or golf course. Treehouses are considered structures requiring full approval by the ARB.

Outside clotheslines are not permitted.

Unless approved by the ARB, no decorative features such as sculptures, birdbaths, birdhouses, fountains, or other decorative embellishments shall be permitted that are visible from any street, golf course or lake.

Each family dwelling unit must have permanent electric service supplied by Duke Power Company or its successor normally supplying electric service to Cliffs Valley.

Exterior floodlights must use hooded fixtures to minimize direct visual access.

All window air conditioning units (if any) must be screened from roads and also from neighboring lots. All compressor units shall be ground mounted. Compressor units shall be screened by approved fencing or planting.

GARAGES

Every home must have a minimum of a two car garage of at least 400 square feet. The garage must be attached unless otherwise approved by the ARB, and must be of similar construction and appearance as the home. No carports allowed. Each family dwelling unit must have sufficient enclosed garage space for any and all family cars. Garage doors must be located so as not to face the street, unless by ARB variance. In selected neighborhoods and for selected lots, this requirement may not apply.

APPURTENANCES

The proposed building of a deck or bridge into or across any natural or man-made water body or wetland area must receive prior approval from the ARB. Exterior lighting requires ARB approval, and must be installed so as not to disturb either neighbors or nearby traffic. The construction of game and play structures as well as swimming pools are considered improvements and must be submitted to the ARB. Tennis Courts on lots are not allowed. Each home is required to have a typical mailbox, the design, color, construction and installation of which is required to conform with Cliffs Valley Guidelines for Mailboxes (Application Package).

LANDSCAPE

Rocks, berms and plants may be used to create outdoor spaces. Care should be used in the selection of plants and flowers for size tolerance of environment and resistance to drought and wildlife. Lawn areas are encouraged particularly in the front as they greatly enhance the appearance of the yard and residence. Storm drainage systems in the immediate area of the site shall be integrated into the overall landscape design. The use of exposed, non-hooded spotlights on homes will not be approved, where visible from the street (See pg. 14). Additional information and requirements regarding landscape standards and guidelines can be found starting on page 26.

TEMPORARY STRUCTURES

No structure of a temporary nature shall be placed upon any portion of Cliffs Valley at any time for any reason. Temporary shelters, including mobile homes, trailers, recreational vehicles, and tents, may not be used as temporary or permanent residences or be permitted to remain on any portion of Cliffs Valley. Trailers for contractors, builders or others normally placed at construction sites are permitted only after specific approval in writing by the ARB and only for its need during constructions. Basements or partially complete houses are considered temporary and may not be inhabited.

TREES

No tree measuring five (5) inches or more in diameter at a point two (2) feet above ground level, any flowering trees or shrubs, or any evergreens may be removed without the written approval of the ARB, unless located within ten (10) feet of a building, or within the right-of-way of driveways and walkways. Exception would include damaged trees, or trees which must be removed because of any emergency. Should a lot owner remove any tree or vegetation as herein provided without the above-described written approval, said lot owner shall be liable for damages which may include fines and/or legal action.

A survey showing all trees five (5) inches or more in diameter for an area thirty (30) feet around the footprint of the building must be submitted for the Preliminary Review. The survey must show trees of twelve (12) inches or larger in diameter for the entire site. The ARB will perform a site walk prior to construction.

For trees removed or destroyed without ARB approval, the ARB may, at Owner's expense, enter the property and install trees of a trunk caliper totaling three new to every one destroyed or removed. For example, the loss of a twelve-inch caliper tree shall be mitigated, at a minimum, by the planting of nine four-inch caliper trees (ref. Pg. 4, item F; pg. 5, item Q).

SEWAGE

Prior to the occupancy of any family dwelling unity, proper and suitable provisions shall be made for the disposal of sewage by means for a septic system, and no sewage shall be emptied or discharged into any creek, lake or shoreline thereof, or upon the open ground. No sewage disposal system shall be used unless such system is designated, located, constructed and maintained in accordance with the requirements, standards and recommendations of the State Board of Health or its successor governmental authority. Each septic system shall be maintained in good condition so that its use and existence shall not constitute a nuisance to any other lot owner. Approval of such system shall be obtained from the health authority having jurisdiction. In the event that the Developer, its successors or assigns, provides a public sewage disposal system available to the subdivision's lots, any lot owner whose lot has such service

available shall be required to hook up to said system on the terms generally arranged for said system. Every family dwelling unit shall have permanent plumbing and running water and a permanent sewage disposal system. No temporary plumbing, water, or sewage systems are allowed. No private wells may be drilled or maintained on any residential lot.

STORAGE TANKS

Fuel storage receptacles may not be exposed to view and must be buried and installed in accordance with all applicable guidelines and regulations.

TRASH

Each lot owner shall provide sanitary containers for garbage, and all garbage receptacles, tools and equipment for use by the lot owner or otherwise shall be placed in a fenced enclosure to shield same from general visibility from roads and neighboring properties. Trash, garbage and other waste shall be kept in said sanitary containers. No trash, garbage, construction debris or other unsightly or offensive material shall be placed upon any portion of Cliffs Valley, except as temporary and incidental to bona fide improvements of said area.

EXTERIOR LIGHTING

All exterior lighting must be approved by the ARB. Down lighting is encouraged to reduce glare; exterior light fixtures on homes should be of baffled design and conservative in number. Colored lights are prohibited.

FENCES

Fences are generally discouraged. However, if desired, fences must be approved by the ARB. No others will be allowed. Fences must harmonize in character and color with the house and the landscape design.

Fences abutting a golf course or lake are discouraged, and are not permitted anywhere outside of property line of lot and must be approved by the ARB. Fences around pools must be approved and meet all ordinances and regulations. Natural fences and berms are allowed and encouraged.

POOLS, SPAS

No aboveground pools or inflatable bubble covers will be allowed. Pools and enclosures should relate architecturally to the home and other structures in their materials and detailing.

TRASH RECEPTACLES

Animal-proof trash receptacles are mandatory and should be screened by planting, berming or a fencing element.

SIGNAGE

All signage is restricted within the community. All signs will be a standardized design approved by the ARB. Prohibited signs will be removed and discarded (Application Package). No builder sign may be placed facing the golf course.

MAILBOXES

Mailboxes and their installation must conform to a standard design and dimension (Application Package). The mailbox must be mounted so that the face of the mailbox is 15-18" off the edge of the pavement.

The following are sign making companies in the area, which have experience in producing signs and/or mailboxes for the Cliffs Communities:

Available Signs, Inc., Greenville, SC (864) 239-7446
City Sign Co., Seneca, SC (864) 882-7061
Arrowood Sign, Inc., Pickens, SC (864) 878-6020
Elite Signs, Inc., Greer, SC (864) 801-0022

ANTENNAE

All utilities, wires, cables, antennae and the like, of any kind (such as telephone, electrical, television, radio, and citizen band radios) must be placed underground except as may be expressly permitted and approved in writing by the ARB. Satellite dishes shall not exceed 18" in diameter and must be placed as unobtrusively as possible.

WATER COURSES

No lake shall be constructed, nor shall the course of any stream be changed, nor any culverts installed in any stream without prior written approval of Developer. Waterways: The owner of lots fronting on a lake, stream, or other waterway, or on an open-space area, separating the lot from such waterway, will not be permitted to erect or maintain a private dock, dam, or similar structure on such waterway unless required permits are obtained from the ARB.

SPECIAL RESTRICTIONS

Special Restrictions are in effect for all lots abutting a lake or golf course. For those lots only, the following special restrictions apply:

- (a) The landscaping pattern of that portion of any residential lot within fifty (50) feet of the lot line bordering a golf course shall be in general conformity with the overall landscaping pattern for the course fairway area established by the golf course architect and communicated to the lot owner by Developer and/or the ARB.
- (b) Unless by ARB approval, fencing of any kind or purpose is prohibited abutting a golf course or lake. Fences are generally discouraged, but if desired, fence plans shall be of a pre-approved type and style. Design and colors must be compatible with exterior of the residence.
- (c) Tree removal, topping and/or pruning is strictly prohibited within 50 feet of a lake of the golf course. Any tree removal, topping and/or pruning shall be done only with Cliffs Valley ARB approval.

REVIEW PROCESS – MISSION STATEMENT

The Architectural Review Board exists to review all buildings proposed for construction at Cliffs Valley and to encourage high quality architectural construction and site-compatible design which is appropriate with the surroundings and special conditions indigenous to the Valley Development area.

This review process has been set up to establish a systematic procedure for review of proposed construction. Required drawings and submittal forms must receive Preliminary Approval, and a site inspection with any proposed site improvements noted and the home staked out with tree removal plans provided must be accomplished before submission for Final Approval.

The ARB may disapprove any proposed construction on purely aesthetic or site incompatibility grounds, where, in its sole judgement, such action is required to protect natural beauty and attractiveness of the site and/or the improvement modifications or residence are deemed to be incompatible with the general architecture or environment of the community.

The ARB staff will preview every project at the Preliminary and Final review stages, review the lot as staked out, and review the submission of acceptable final working drawings, specifications, landscaping plan, and color samples. The final project shall not be presented to the Board for review until a complete Preliminary submittal package has been presented and approved. The ARB has thirty (30) days to respond to each submittal. Construction must begin within 12 months of approval authorization; after such time re-submittal is required along with the associated fees (Application Package).

No site clearing, material deliveries, or construction may begin without first obtaining final approval from the ARB. A Cliffs Valley Construction Authorization Permit is issued only after Final Approval is granted by the Board. It is incumbent upon the property owner to request and obtain a schedule date for your Review process with the ARB. All County Building Department rules and regulations must be followed as well with appropriate necessary permits obtained.

The Board generally meets the first and third Wednesday of every month, or more often if the case load dictates. Submittals must be received at the ARB office no later than ten (10) calendar days prior to the meeting. The ARB office is located at the Cliffs Valley Property Owners' Association Office at 1712 Highway 11, Landrum, SC The phone number is (864) 895-6459. Please review the Summary of the Process section (pg. 4). Incomplete submittals will not be accepted and no action will be taken until a complete submittal package is presented along with the required bond fees.

PRELIMINARY REVIEW

As early as possible the owner and architect/designer are able they should prepare and submit two sets of preliminary schematic drawings reflecting the general form, spatial relations, materials, articulation, setting, and circulation drive patter. The intent of the Preliminary Review is to discuss the project, and review the intended architectural style and site plan. Regardless of what form of presentation is used; all preliminary submittals must contain the following:

Site Plan: A site plan shall be presented at a maximum 1"= 40' scale, depicting the site data gathered. The proposed structure setting should be reflected on a copy of the tree and topographical survey, prepared by a Licensed Land Surveyor, showing the types and location of trees greater than 5" in diameter at waist height as well as property lines, easements, setbacks, contour lines, and other homes and driveways on adjoining lots, and site access. Any rock out-cropping or any other special or irreplaceable features are to be identified for protection. Soil erosion protection and silt control measures must be included on the plan. The site plan must include proposed finish floor elevation relative to the existing grade elevation.

The site plan should also include the proposed location of the septic system. Driveways should not impede drainage, and the owner is required to (at his expense) install culvert pipe (corrugated metal) measuring a minimum of fifteen inches in diameter and twenty feet in length so that any driveway does not impede drainage.

Floor Plans: Schematic and preliminary in nature; floor plans at 1/4" scale, representing the layout of spaces for all levels of the proposed building. The plan must include the calculation of the square footage of heated space.

Elevations: Schematic and preliminary in nature; drawings shall be 1/4" scale, representing the view of all exterior sides of the proposed structure. Wood, stucco and/or masonry elements of all exterior walls shall be accurately and specifically depicted or designated.

Landscape Plan: May be presented but is not required until six months after commencement of construction, when it is mandatory. However, any preliminary designs may be desirable and helpful during preliminary review.

Stake Out: The home shall be staked out on the lot with stakes at least two (2) feet tall marking the corners. A string shall connect all stakes outlining the shape of the house. The lot line nearest the house must be defined with string. All trees proposed to be removed shall be tied about their circumference with surveyor's ribbon. Septic drain fields must be identified with stakes and string, as should driveway centerlines.

Preliminary Review Form: The ARB will either grant Preliminary Approval or provide reasons for objection of the submittal, and normally will offer suggestions addressing objectionable or compliance issues. If the preliminary drawings are substantially changed, either by request of the Board or desire of the owner, they must be resubmitted and receive Preliminary Approval before proceeding for Final Approval. A Preliminary Approval is valid for twelve (12) months from date of initial approval.

A check for the amount as outlined in the Schedule of Fees section (Application Package) must be presented at the time of package submittal to ARB office.

FINAL REVIEW

The final construction documents are prepared incorporating any and all departures and iterations from the preliminary review plans.

Final Stake Out: The preliminary stakeout must be updated reflecting modifications, if any, in the location of the house or driveway and any additional trees planned for removal. No trees over 5 inches at waist height may be removed or limbed at any time without prior Board approval. Fencing shall be used to prevent injury to trees not approved for removal and to avoid any potential damage from construction equipment. Final determination of septic drain field should be complete and staked.

Final Site Plan: Update the Preliminary Site Plan to incorporate all changes or modifications, with the proposed drive and mailbox locations.

Color Samples: Proposed colors of all exterior materials including siding, trim, brick, roofing, stucco and lattice shall be submitted or actual samples of materials intended for use. The samples must be mounted on an ARB Color Board (Application Package). These sample submissions are most important to both the owner and the Board in evaluating the appearance of the house as color chips often vary greatly from actual applications on surface materials.

Foundation and Framing Plan: Plans at 1/4" scale, showing locations and sizes of foundation and framing elements and how they relate to nearby trees, rock out-croppings or other topographical features are required.

Floor Plans: Floor plans shall be drawn at 1/4" scale, containing all information necessary for construction. Electrical plan must be included for interior and exterior with these submitted plans.

Elevations: Drawn at 1/4" scale, elevations shall accurately represent the view of all sides of the house. Floor elevations must be delineated and existing and proposed grade levels must be shown. All exterior component material must be defined for specific material type and colors are also required in the plan submission.

Landscape Plans: Drawn 1"= 20' (max.) scale must convey a scaled representation of all planting material, identified as to size, common name, and variety. Plans shall also show the location of landscaping lighting with fixture catalogue cuts, sprinkler head locations and patterns, walks, fences, pools, decks, patios, play structures and mailboxes. Adequate plant screening shall be provided for HVAC units, service yards, trash enclosures and electric meters. The contractor shall be responsible for locating existing utilities before excavating. The proposed landscape budget shall be disclosed; the landscape allowance generally equals 3-8% of total construction budget depending on topography and existing vegetation.

Final Review Form: If the Committee fails to grant Final Approval of the project, it will suggest corrective action for re-submittal. If the Committee grants Final Approval, a Cliffs Valley Construction Authorization Permit will be issued. If corrections are required, two (2) sets of corrected working drawings must be presented to obtain the approval form.

GENERAL REGULATIONS

All builders (and owner-builders) of residences at the Cliffs Valley must be licensed by the State of South Carolina. At a minimum, a state residential builder's license is required.

Construction and landscaping of the residence must be completed within twenty-four (24) months of the commencement of construction.

Access to the development is controlled. All incoming vehicles must be registered with security for identification and pass. Construction workers are allowed access to and from the construction site only and are strictly forbidden from riding about the development. Vehicles may be periodically searched to protect all contractors from theft of material and equipment.

The maximum hours allowed for construction personnel will be from 7:00 a.m. to 7:00 p.m., Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday. No residential construction work will be performed on Sundays or national holidays.

The conduct of all workmen is the responsibility of the General Contractor/Builder. Workmen are not allowed to ride about or use development facilities. Loud cars and speeding (speed limit is no greater than 25 mph in all Cliffs Communities) are not permitted in the development facilities. All construction vehicles must be parked on the construction site. Loud music from radios and disturbing property owners or guests will not be permitted at any time.

Contractors must have the Owner or Architect submit all proposals for exterior changes prior to implementation. The Covenants grant the ARB power to employ workers to correct any exterior changes made without approval or to employ persons to clean up an unacceptable lot. These charges will be deducted from the Construction Compliance Board.

The ARB, at its sole discretion, may bar or restrict any contractor, builder or subcontractor from (a) entering any Cliffs Community and/or (b) construction or building any building or improvement in any Cliffs Community.

The above regulations are designed to enhance The Cliffs Valley overall appearance for our residents and visitors. Repeated violation of these regulations could result in the suspension of the building approval for a given residence until corrective action has been taken by the contractor. Additionally, a Contractor who repeatedly violates either the letter or "spirit" of these guidelines may be required to post a larger construction deposit or, in the extreme, be prohibited from working at The Cliffs Valley Community Development.

SITE GRADING

Site grading shall be kept to a minimum and drainage systems shall be designed for minimum impact or alteration of natural drainage systems. Flooding from large storms is sometimes a temporary problem in some areas; thus particular attention must be paid when grading to avoid standing water.

Retaining walls may be used to reduce areas needing grading. The walls must reflect the architecture and enhancement of the home's material or coloring and should be carefully integrated into the site and/or home with ARB approval required.

Sedimentation and erosion control measures must be employed during the construction process as required by the state. Please see Application Package included herein. Surface drainage must be collected or contained on-site and shall not impact adjacent properties.

CONSTRUCTION GUIDELINES

Before Construction:

After completing the review process, and receiving final approval of the stake-out and obtaining construction documents, and receiving a Building Approval from the Architectural Review Board, several steps shall be followed before any lot clearing, material deliveries, or construction may begin.

Soil erosion control and silt control measures (noted on the site plan) must be installed in accordance with the approved plan. Silt control is especially important in this community due to its proximity with lakes and streams as well as other sensitive water systems and ecologically sensitive vegetation.

Every job site must contain an approved sign identifying the Contractor. All signs shall be constructed and erected as specified in the Application Package. No other signs shall be placed at the job site. Individual contractor signs must be approved by the Board before being placed at the job site. The job site shall be erected no closer than fifteen (15) feet to the edge of the street and must be in place with the Permits posted on the rear of the Contractors sign before clearing or construction may begin or materials be delivered. At no time shall a sign or permit be nailed to any tree. No additional subcontractor signs shall be displayed on any construction site. Signs are not to be erected before Construction Authorization Permit is issued.

An ARB Constructions Authorization Permit must be obtained for all renovations, iterations, or modified construction commences. Also, the Contractor must submit a completed Application Package for new construction and improvements. The receipt of this Permit does not preclude the necessity of also obtaining a County Building Permit. Both are required for construction along with any additional permits that may be required from other state, county or local agencies.

In summary the following steps shall be completed before construction may begin:

Receive approval of Final Review by completing and submitting the necessary plans, forms, and funds. See paragraph above and/or Summary of the Process on pg. 4.

- Erect approved job site sign.
- Obtain County Building Permit.
- Post Building Permits at job site.
- Place a commercial dumpster and portable toilet on job site.
- Install all appropriate and designated soil erosion, silt control and mud control measures.
- Provide adequate space to park vehicles out of the right-of-way at all times.

During Construction:

All construction at the Cliffs Valley will be under frequent observation by the Architectural Review Board. Periodic field inspections will be conducted by the Board members on every residence under construction.

Each construction site is required to have a **job toilet** for the use of workers. It must be placed at least twenty-five (25) feet from the street in an inconspicuous location with the door facing away from the street and neighboring homes.

Fires are not permitted on residential construction sites under any circumstances. Care should be taken when loading trucks hauling trash so as not to have it spill over while in transit. Contractors shall be held responsible for trash and debris falling from construction vehicles.

It is important that all sites be maintained in a clean and tidy manner. All construction materials must be kept within the property lines maintaining a clear street right-of-way. Access to the site should be limited to the proposed driveway location. Access over/through adjoining properties is expressly prohibited. Any restoration of damage to adjoining properties shall be the sole responsibility of contractor or builder. The storage of materials should be in an inconspicuous area on the site and should be neat and orderly. The use of adjoining properties for access or storage of any material, without the written permission of the adjacent owner, is prohibited. Temporary structures are not permitted.

Site cleanliness shall at all times be maintained at an acceptable level. If not so maintained, the ARB will issue a "Stop Work" order. An approved commercial dumpster shall be placed on each job site and shall be dumped when necessary. At the end of each workday, materials must be stored neatly and all trash placed in the dumpster. No trash shall be strewn about the lot or piled openly. As untidy sites present a negative image to visitors and property owners, this requirement shall be strictly enforced. Should the ARB determine, in its sole discretion, that a site is not being maintained properly, it may undertake to have it maintained properly and will deduct the cost from the Construction Compliance Bond.

Maintain soil erosion and silt control measures. Prevent mud from entering roadways. Remove mud from roadways frequently. Fines may result if these requirements are not met.

Fires on any jobsite (other than those specifically allowed by the Developer) are subject to daily occurrence fines.

Temporary utilities should be installed in a neat manner. The temporary power pole must be installed plumb and will not be allowed for the placement of signs. A temporary water hookup may be provided.

As explained in foregoing detail, residential construction sites must contain the following:

1. Commercial dumpster
2. Job Toilet
3. Temporary utilities
4. Job sign (with permits)
5. Silt control, erosion control

After Construction:

When the Construction of a residence has been completed, the owner and the contractor must contact the ARB. The construction of the residence shall be completed and the landscaping shall be installed conforming to the plans previously approved by the ARB. Any unauthorized changes must be corrected before Construction Compliance Bond can be released.

Upon completion of construction and landscaping, all building debris must be removed from the site and the surrounding area. The construction site sign and the temporary power pole must be removed. At this time, the Contractor should notify the ARB that he is ready for Final Inspection.

As a checklist, the following items shall be completed prior to issuance of Final Compliance Letter:

1. Complete construction
2. Remove construction debris
3. Remove temporary facilities, utilities and signs
4. Install landscaping and mailbox
5. Pay an appropriate utility tap fee (if not already paid)
6. Notify ARB for Final Inspection

RIGHT-OF-WAY RESRICTIONS

The right-of-way consists of the road adjacent to your property, and the strip of land on each side of the road that lies between the edge of the road and the property line. A property owner does not own any portion of the right-of-way. Cliffs Valley owns the right-of-way, and it (or its successor or the Property Owners Association) has the responsibility of maintaining it.

Owners may not build or place any structure in the right-of-way, remove any trees or other vegetation from the right-of-way, or undertake any projects in the right-of-way that would affect drainage, safety, or aesthetic without obtaining prior written notice from the ARB. Proceeding with a project in the right-of-way without written approval will incur the peril of having to restore the right-of-way to its original condition at Owner's expense.

If an Owner proceeds with a project in the right-of-way after obtaining approval, (such as planting grass on the shoulder of the road, or installing a curb across a driveway entrance). Owner will be solely responsible for all maintenance and damage associated with that project.

LANDSCAPING

Cliffs Valley common-area landscaping is generally naturalistic and beautiful in its simplicity. Special care has been taken to protect the existing vegetation, soft topography and natural drainage systems. All improvements should be planned to minimize the alteration of the land and minimize the impact to the environment. A landscape plan must be submitted to the ARB for approval no later than six (6) months after commencement of construction. Landscaping must be complete no later than six (6) months after completion of home. Any remaining amounts in the Construction Compliance Bond will be refunded only after the approved landscaping has been installed.

LANDSCAPED DESIGN AND CONSTRUCTION

The Cliffs Valley ARB suggests that a registered landscape architect prepare the design, site plans and landscape construction documents for the home. This assures the ARB an acceptable level of competency and that aesthetic appeal will be attained. Good professional design advice can add more in value to your home and the community than the up-front cost.

The cutting of the forest canopy is strictly prohibited unless approved by the ARB. No living tree with a diameter of five (5) inches or more, nor any flowering shrub shall be cut without prior written consent of the ARB unless such plant is in the area of the lot approved for construction of a structure. The use of native grasses, groundcovers and flowers is encouraged.

MISCELLANEOUS

Any clearing, grading, or building without approval of the ARB will result in suspension of work and denial of builder and/or subcontractor access to project.

Mulching preferably with pine bark or pine straw is required for all planted areas to provide a smooth transition to the existing natural vegetation. Rock, gravel or pebble stones are not acceptable mulching materials.

EXISTING HOME IMPROVEMENT REVIEW

As stated in the Covenants, no site preparation, excavation, changes in grade, landscaping or initial construction, erection, alteration or installation of any improvements, including, but not limited to, dwellings, commercial units, outbuildings, driveways, fences, walls, signs, television antennas, clotheslines, mailboxes, post lamps, recreational or playground equipment and other structures, shall be undertaken upon any residential lot, residential site, or any other lot or parcel or property in the shape, height, materials, color scheme and location of the proposed improvements and/or landscaping shall have been submitted to the Architectural Review Board and expressly approved in writing. Plans submitted for construction of initial improvements upon the lot or parcel must contain details of any driveway(s) serving the lot or parcel to be improved including such driveway(s) intersection with the roads in the Development.

When submitting for review and approval of proposed improvements, presentations must include but may not be limited to the following:

Material and Color Samples: Samples are most important when applying for improvement approval because of the necessity of matching existing materials.

Site Plan: A plan with dimensions of the property must be submitted showing the location(s) of the proposed improvements.

Drawings: Sufficient plans and elevations shall be submitted to adequately define and explain the improvement or modification. Drawings representing the existing structure(s) must also be submitted.

Completed Improvement Review Form: The improvement review form will be submitted along with a set of plans for review along with the plan review fee.

After reviewing the project, the Board will either suggest changes or grant Final Approval. As with new construction, a set of the drawings and the Construction Compliance Bond must be submitted prior to obtaining a Construction Authorization Permit. As specified in the construction guidelines, Cliffs Valley ARB and County Permits must be displayed before site clearing, material delivery, or construction may begin.

EXISTING HOME CONSTRUCTION GUIDELINES

The primary purpose of the Covenants and Guidelines is to foster the creation of a community which is aesthetically pleasing and functionally convenient for all residents and visitors. These restrictions, governing proposed homes, homes under construction, and existing homes require every home to be maintained in a manner conforming with these Guidelines.

Improvements: No alteration, including painting or staining, affecting the exterior appearance of any building, structure or landscape shall be made without prior approval of the ARB. A request for approval must be submitted to the ARB including a completed Improvement Review Form, all drawings necessary to define the proposed improvement, color samples, and site stake-out.

Landscape: Every property owner is responsible for preventing the development of any unclean, unsightly, or unkept conditions of building or yards which shall reduce the beauty of the neighborhood as a whole or the specified area. In formal landscaped areas, bed and lawn areas must be maintained. In natural areas, weed growth must be controlled. Any proposed changes in landscaping such as fences, fountains, lighting, game structures, drives, walks, landscaped structures and statuaries must be approved by the ARB.

Mailboxes and Signage: The use of any sign, including those for the purpose of identification, renting or selling of a property, is prohibited. Single family homes may be identified only by graphics included on a mailbox as specified by the Signage System. Owners' names, house names and lot numbers shall not be placed on the front of homes or signs placed on lots.

Boats and Campers: The storage of boats and campers in yards or driveways is prohibited. They are required to be stored out of sight in garages or below houses. The Cliffs Valley ARB and/or the Community Association may be contacted for information regarding lease of off-premises storage facilities.

Exterior Lighting: All exterior lighting shall be installed so as not to disturb neighbors and minimize visual access to the light. Exterior floodlights must use a hooded-type fixture and directed downward to minimize glare.