



COOSAW  
POINT  
HOME BY THE RIVER

Lady's Island - Beaufort, SC

ARCHITECTURAL REVIEW  
BOARD

Architectural Guidelines  
and  
Permitting Procedures

January 14, 2001

# Coosaw Point Architectural Review Board

## Procedures – January 14, 2001

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## **I. Architectural Review Board**

### **A. Purpose**

To preserve the rich, abundant natural beauty of Coosaw Point; to maintain Coosaw Point as a pleasant environment; to establish and preserve a harmonious Lowcountry design for the community, and to enhance the value of the development and individual properties.

The ARB has been established by the “Coosaw Point Declaration of Covenants, Conditions, Easements and Restrictions” to define aesthetic standards on Coosaw Point and to provide a system for examining, approving or disapproving all proposed improvements for a building site at Coosaw Point.

### **B. Objectives**

Architectural Review shall be directed toward attaining the following objectives for Coosaw Point.

1. To establish a systematic and uniform review of proposed new construction, additions, alterations and landscaping; to insure that all work is carried out within the guidelines established for Coosaw Point.
2. To prevent unnecessary grading, to control erosion, silting of lot, marsh and wetlands, of neighboring properties, ditches, ponds or other areas. To prevent indiscriminate clearing of property, root raking, removal of trees and vegetation that could cause disruption of natural watercourses or scar natural landform.

3. To ensure that the placement of structures on a residential lot is visually harmonious with the terrain and vegetation of the lot and with surrounding residential lots and structures.
4. To ensure that the architectural design of structures, and materials and colors used, are harmonious with Coosaw Point's Lowcountry architectural theme.
5. To ensure that landscaping blends harmoniously with the natural vegetation, creates an attractive addition to the community, and affords a pleasing view from nearby lots and common areas.
6. To ensure that all structures and landscaping comply with the provisions of these Guidelines.

### **C. The Process**

This review process has been set up to establish a systematic and uniform review of proposed construction. Required drawings and submittal form must be completed before submission for review. Submittal to the ARB for new construction is to be made by an ARB approved architect, design professional or builder.

It is not the intention of the ARB to stifle creativity aimed at producing a strong identity, provided the design conforms to the Covenants and these ARB Procedures and Guidelines. However, the ARB, through its architectural review procedures, may disapprove proposed construction on purely aesthetic grounds when, in its sole judgment, such action is required to maintain conformity with the purpose and objectives outlined above.

No site clearing, construction material deliveries, or construction may begin without first obtaining a Coosaw Point building permit from the ARB. A permit may be issued only after the ARB grants final approval to plans. Therefore, the review process must begin early enough to obtain approval that coordinates with the construction schedule. Normal procedures set up by the Beaufort County building codes must be followed as well.

The ARB generally meets the first and third Wednesday of every month, but this schedule may change from time to time. Determine the current schedule by calling the ARB office. Submittals should be received at the

ARB office no later than Friday prior to the Wednesday meeting. The appropriate ARB form, completed in full, shall accompany submittals. Review fees must also be paid in full for a submittal to receive consideration.

## **II. Procedure – New Construction**

### **A. Familiarize Yourself With Applicable Documents**

1. **Coosaw Point Architectural Guidelines:** These Guidelines and the current Appendix are an essential part of the process of gaining approval for construction at Coosaw Point.
2. **Coosaw Point “Declaration of Covenants, Conditions, Easements and Restrictions”:** This is the overlying document governing the way the general architectural and environmental character of Coosaw Point is to evolve and be maintained.

### **B. Select an Architect, Approved Builder and Landscape Designer**

1. Consult Coosaw Point Architectural Review Board, or a representative, for a list of approved architects, builders and landscape designers.
2. Review pertinent parts of Beaufort County Building Code with the architect or builder.
3. Have a tree survey done of the lot, identifying significant trees, setbacks, curbs, storm water drainage, adjacent homes, if any, or any other features that will impact construction on the site.

### **C. Complete a Schematic Plan, Submit to ARB for Approval**

1. Complete a schematic plan with elevations and floor plan drawn to 1/8" = 1' scale. These are not construction plans. Label rooms and show dimensions and ceiling heights.
2. Show location of house, with porches, driveways, and walks on the lot. This may be done at 1" = 10' scale. Show setback lines. Show location of all significant trees to be removed, curbs, septic tank and field (if applicable), storm drainage, etc.

3. Fill out the form “Request for Review of Schematic Plans”, Appendix B, and submit it to the ARB for consideration. This must be turned in by the Friday preceding the next Wednesday meeting. The ARB will inspect the site and approve the preliminary schematic plans, or will disapprove them and make recommendations on how they can be brought into compliance with the requirements of Coosaw Point guidelines.
4. If the plans are approved, the property owner can proceed to file for Preliminary Architectural Review. If disapproved, or if substantial changes must be made, the property owner will need to go through the schematic approval process again after making necessary changes.

#### **D. File for Preliminary Architectural Review**

1. When the preliminary schematic plan has been approved by the ARB, the property owner and architect or builder can move forward with detailed plans showing the location of the proposed home on the lot.
2. Dimensioned Site Plan: The site plan should be drawn at a scale of 1”=10’, indicating the plan of the house, decks, driveway, walks, HVAC units and electric meter. Driveways and walks shall be dimensioned to include width, length, and curve radii. (See landscape guidelines for standards). The site plan must show property lines, easements, setbacks, existing and proposed contour lines, driveways, patios and any prominent natural features. Site plans must also include the following area calculations: area of first floor footprint, (heated and unheated spaces in square feet (to include area of first floor decks, stairs and porches); area of driveways and walks; the total lot in square feet, and the footprint area of all impervious improvements expressed as a percentage of the total lot area. Dimensions shall be shown from setback lines to the closest point of the house on all four sides.
3. Complete a stakeout of the house outline, walkways and driveway on the lot and show outline with string 3’ above ground level.
4. Place red tape around all significant trees that are to be removed, both within the stakeout of the house, walkway and driveway, and elsewhere on the lot.
5. File a “Request for Preliminary Architectural Approval”. This form is attached as Appendix C. It is to accompany the 1/10 scale plan defined in paragraph D.2. Also include the schematic plan and

elevation drawings previously approved by the ARB. These should show any modifications made since the schematic review.

6. The ARB will visit the site prior to the Wednesday meeting to inspect the location of the improvements on the site to determine compliance with setbacks, tree regulations, drainage, general placement, etc. The ARB will review the plans and elevations to determine conformity with the Coosaw Point architectural theme.
7. The ARB will advise the property owner and architect or builder of any instances of nonconformity with various standards and guidelines and request that modifications are made. After completing required modifications, a new submittal will be made for Preliminary Architectural approval.
8. When plans meet with ARB approval, the property owner and architect or builder are ready to proceed with a request for Final Approval and an ARB Building Permit.

#### **E. Request for Final Approval and ARB Building Permit**

1. Upon receiving approval of Preliminary Architectural Review, the property owner and architect or builder and landscape designer are ready to proceed with final detailed planning. This will include construction plans drawn to 1/4" scale, construction elevations, writing of specifications, selection of exterior colors, roofing material, drainage plan and landscaping design. Coosaw Point Guidelines should be followed in order to stay within the permitted colors, materials, and construction detail. These Guidelines are to be found in Appendix A.
2. Color Samples: Proposed colors of exterior materials including siding, trim, brick, roofing, stucco, and lattice, shall be submitted. Where practical, they should be submitted on actual samples of materials proposed for use. These sample submissions are important to assist the owner and the ARB in evaluating the eventual appearance of the house as color chips often vary greatly when applied to the actual materials being used.
3. Landscape Plan: Landscape plans shall be drawn to a scale of 1"=10' and must show planting material, identified as to size, common name, and variety. Plans shall also show the location of landscape lighting, walks, fences, pools, decks and patios. 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. Proper drainage plans showing the flow of excess water must be shown in detail.

4. If any changes have been made as to the layout of the improvements on the lot, these changes should be indicated on the lot by moving string lines, stakes, etc.
5. When detailed plans are completed, the "Request for Final Approval Form", Appendix D, should be submitted by the Friday preceding the Wednesday ARB meeting. It should be completed and turned in along with the appropriate submittal fee. See page 20 for fee schedule.
6. Completed Review: If the ARB fails to grant approval of the plans, it will designate in writing, the reasons for failure to grant approval, and make recommendations for obtaining approval. If the ARB grants approval, a Coosaw Point building permit may be obtained at the office. Three (3) sets of complete drawings must be presented to obtain the approval stamp. The completed "construction deposit form" must accompany the drawings and the construction deposit. This form can be found in Appendix E. A Coosaw Point permit and stamped drawing will be issued. One copy of the stamped plans shall be retained by the ARB.

#### **F. Property Improvements, Additions and Alterations**

As stated in the Covenants, "no building, fence or other structure may be erected, placed or altered nor shall a building permit for such improvement be applied for on any property until the proposed building plans, specifications, exterior color or finish, site plan, landscape plan, and construction have been approved in writing by the ARB...." When submitting a request of proposed improvements, such application must include but may not be limited to the following:

1. Letter of Intent: The owner should inform the Board as to the intent and purpose of the proposed improvements.
2. Color Samples: Samples are important when applying for the improvement approval because of the necessity of matching existing materials.
3. Site Plan: A plan with dimensions of the property must be submitted showing the location(s) of the proposed improvements.

4. Drawings: Sufficient plans and elevations shall be submitted to adequately define and explain the improvement. Drawings representing the existing structure(s) also need to be submitted.
5. Completed Improvement Review Form: After reviewing the project, the ARB will grant approval or indicate in writing its reasons for not granting approval, and if possible will make recommendations as to changes needed to obtain approval. As with new construction, the construction deposit must accompany the completed form and three (3) sets of complete drawings to be stamped before obtaining a Coosaw Point building permit. As specified in the construction guidelines, the Coosaw ARB permit and the Beaufort County building permit, if required, must be displayed before site clearing, material delivery, or commencement of construction.

# APPENDIX A

## I. General Architectural Criteria

### A. General

Properties are conveyed to individual buyers subject to deed restrictions and architectural covenants designed to establish control of land use and to insure that residences are attractive and appropriate to their neighborhood. These restrictions form a basis for the beginning of site development concepts.

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 sometimes specified by the easements and setbacks as recorded on the subdivision plat or in the legal description of the lot.

### B. Variances

Newer rules on setbacks, (whether on the subdivision plat of record or not), are determined by the development company. Some variances may be permitted by the ARB to save prominent trees, minimize disruption of unusual topographic features or site conditions, to accommodate an irregularly shaped lot, to address drainage or topographical issues, or when the ARB determines, in its sole discretion, that a variance is appropriate to the site. Such determinations are final and binding on all concerned.

### C. Architectural Design

The architectural design concept for Coosaw Point is that homes generally should be unobtrusive in form and color in order to compliment their natural setting. The acceptable architectural styles are Southern Lowcountry, Louisiana Bayou and derivative or compatible variations. Garage openings may not face the street except by special permission of the ARB.

### D. Building Size

The Covenants, recorded plats, or deed usually stipulate the minimum and maximum square footage that may be contained in a residence. The minimum size of the first floor, (sometimes set forth in the deed or plat), is regulated by the ARB. The ARB shall determine building heights based upon lot location, tree coverage, neighboring homes, and other factors affecting the site. Homes shall be one or two storeys in height with taller designs requiring approval from the ARB during schematic review. If no maximum building size is specifically established in a particular deed or recorded Covenants, the Architectural Review Board, in its sole discretion, may refuse to approve a submittal that is inappropriate for the site due to size.

The ARB will not approve any submittal that crowds the site. In general, the ARB will not approve designs in which the amount of the site covered by the house, including decks, walkways, driveways, pools, and other improvements, exceed 50% of the total lot area.

#### **E. Building Form**

Every residence should be a carefully planned addition to the natural setting and should embrace its site. Building shapes should provide interest and be compatible with neighboring homes. Large homes can be made to appear smaller and small homes made to appear larger by the manipulation of shapes and forms and by the effective use of decks, carports, garages, and screened porches. The roof is the dominant design feature of most residential designs; the ARB will give careful attention to this element of the design to ensure that an architecturally pleasing result is attained.

The siding, roofing, details, fenestration, walls and fences should be carefully planned to work well together in harmonious design. Windows should be selected and located to provide for the most pleasing views; screening should be used to provide privacy, to enclose HVAC units and to reduce the scale of large masses. Details at the soffit, fascia, base, corners, windows and decks should have common elements that help unify the appearance.

#### **F. Appurtenances**

1. **Exterior Lighting:** The design and location of all exterior lighting shall be subject to the approval of the ARB. Exterior lighting may be utilized to illuminate driveways, walks, entries and landscape features. All exterior lighting should be included in the landscape plan for all new construction. No lighting devices may be located anywhere on a structure or on the grounds of any residential lot in such a way that it adversely affects the pleasant nighttime environment of any nearby property. The ARB reserves the right to require adjustments to any exterior light that is not consistent with this requirement. Colored lighting is prohibited.
2. **Swimming Pools:** All pools must conform to the Beaufort County requirements including the requirement for fencing around the pool. Chain link fencing around the pool is not allowed.
3. **Fences and Walls:** All fences and walls are to be approved by the ARB. No chain link fencing shall be approved.

4. **Surface Water:** Each home shall be designed and constructed in such a way that no excessive rain or irrigation water is discharged onto an adjoining lot. In the event a problem with runoff water develops, the ARB has the authority to approve a solution to the problem and to enforce its enactment.
5. **Garages and Storage:** All residences are required to have outdoor storage. This can be within the garage or otherwise integral with the house, or it may be a separate building.

## II. Design Criteria: Single Family Homes, Phase I

### A. Exterior

1. **Walls:** wood, clapboard, or shingles, hardiplank, tabby, smooth stucco or brick. Vinyl soffits will be allowed, subject to ARB approval. Vinyl siding, plywood, thin stucco over foam board and the like will not be permitted.
2. **Roofs and Dormers:** Low pitched roofs (less than 8/12) on one-story houses are not permitted except over porches or shed-type appendages to the main structure. Two-story houses may have 6/12 pitch.
3. **Roofing:** "Architectural" asphalt shingles, galvanized steel or aluminum with standing seams or 5-V crimp, machine cut cedar shingles (not thick, hand-split shakes), and natural or man-made slate are generally acceptable. Brightly colored roofs will not be permitted, although colors of less intensity might be approved by the ARB.
4. **Chimneys:** Chimneys shall be sized in proportion to the house. It is preferable that they be oversized rather than undersized. They may be brick, stucco over block, or stucco over frame and sheathing (light weight stucco-like material over foam board will not be permitted). All chimneys should have some attractive detailing of masonry or stucco at the top.
5. **Windows:** Clear glass in painted or vinyl clad double-hung windows appropriate to the historic character of the architecture of the house are required. Muntins may be true dividers or one of the less expensive designs, if attractive and of good quality. Large picture windows will not be permitted. Stained glass windows will not be permitted. Arched or round windows will require special permitting from the ARB.

6. **Skylights and Solar Panels:** Skylights, roof windows and solar panels are not permitted on the front elevation. The use of solar energy producing devices should not be visible from any viewpoint where the devices would be an eyesore.
7. **Shutters:** True operating shutters are preferred; fixed shutters will be permitted. Shutters are to be proportional to the window opening (i.e. shutters, if closed, would cover the window opening). Louvered or panel shutters are acceptable.
8. **Exterior doors:** Colonial panel doors with sidelights and overhead lights or fans are preferred; stained glass and fancy beveled glass doors are not permitted. Garage doors may not face the street except by special permission from the ARB.
9. **Underpinning:** Open spaces between supporting piers are to be screened with wood lattice, louvered wood panels or the like.
10. **Walls and fences:** Material to match or complement the house should be used; painted wood pickets; painted board or lattice; wrought iron with brick; solid or lattice brick are suggested materials.
11. **Landscaping:** Landscaping plans are to include hardwood trees such as oak, maple or other approved species of a minimum 2" caliper, to be planted at approximately 30' intervals along the street property line. If, in the opinion of the ARB, adequate tree cover already exists, this requirement may be suspended.
12. **Height:** The maximum height for single-family detached residences shall be limited to three (3) storeys; except for patio and garden home residences, which shall be limited to two (2) storeys. The ARB reserves the right to require that certain home sites be developed with alternate height buildings to prevent monotony in building heights.
13. **Exterior Colors:** In reviewing proposed colors, the ARB will take into account the combination and intensity of colors selected, their appropriate use and the palette of surrounding residences. Paint, stain and roof colors presented for review must be manufacturers' color chips. Brick, tabby or masonry stucco samples may be presented in larger panels and will be held by the ARB until the on-site inspection and Final Approval is granted. Only Preliminary Approval will be granted based on review of sample boards.

14. **Mailboxes:** Only approved mailboxes and supporting posts are permitted. No graphics will be affixed to mailboxes other than name or address.
15. **Drives, Parking Areas and Garages:** Driveway widths should be a maximum of twelve (12') feet, except at the guest parking areas and where the driveway flares out to enter the garage. The maximum driveway width at the intersection of the road shall not exceed eighteen (18') feet. Acceptable paving materials include, but are not limited to, concrete, concrete with shell (with or without brick spacers), and asphalt. Drives and parking areas may not be placed closer than five (5') from an adjacent lot without special exemption by ARB. Curved driveways are encouraged.
16. **Play Yards and Children's Play Equipment:** No plastic or brightly painted metal play equipment will be allowed. All such equipment must be in the rear yard of the residence.
17. **Pools, Pool Enclosures and Exterior Hot Tubs or Spas:** All pools, pool enclosures and hot tubs or spas must have ARB approval before construction. Submittals will follow the same procedure as for residential construction.
18. **Signs:** No signs shall be placed on any property without prior approval from the ARB. The ARB approves the following categories of signs. The precise design is subject to approval by ARB.
  - a) Coosaw Point Realty "FOR SALE" sign
  - b) Lot numbers
  - c) Owner identification signs
  - d) Directional signs
  - e) Street signs
  - f) Approved Builders' signs
19. **Satellite Dishes/Antenna:** No satellite dish or other outdoor device greater than 18 inches in diameter, installed for the reception of television or other electronic signals, shall be permitted. Recognizing that a satellite dish needs to be placed in such a way as to insure the best possible reception, such placement of the dish may be approved if it is shielded by landscaping or otherwise positioned to be inconspicuous from outside the owners' lot.

## **B. Design Criteria – Landscape:**

Coosaw Point's natural setting offers a unique environment that must be preserved as a framework for development. After completion of construction, all properties shall be landscaped. The landscape design shall be adequate in scope and complement the design of the dwelling as well as the context of the neighborhood. Landscaping for drainage is a requirement, so careful planning needs to be done to ensure drainage from the lot into the development's drainage system. Therefore, before any landscape work may begin all planned fill must be in place and final grade achieved and inspected to ensure proper drainage.

### **1. Existing Vegetation:**

The removal and pruning of any tree or any area of understory growth without permission from the ARB is prohibited. Tree removal required in developing the property may necessitate the planting of additional trees as mitigation in order to conform to ARB requirements or Beaufort County regulations.

### **2. New Landscape Material**

- a) Special care should be taken to retain natural buffers of vegetation when feasible and to relocate existing vegetation worthy of retention but unsuitable in its present location. Plant groupings can be massed to control views or become the focal point of a view. The scale of the plants should enhance the architectural form of the structure and serve as a transition from the interior of the house to the exterior natural environment.
- b) Site grading and drainage should minimize disturbance to existing grade elevations around trees. Maintaining the basic tree cover of each lot preserves the general character of the development and minimizes the amount of supplemental landscaping required to soften the impact of the structure on the lot.



- c) The use of flowering trees and shrubs is encouraged.
- d) Care should be used in the selection of plants and flowers for size, tolerance of environment, and resistance to drought and wildlife.
- e) Irrigation systems are required.
- f) Shrubs to be installed must be a minimum size of three gallons. The ARB may require larger plant material to help soften the siting of the house on the lot.
- g) Planting beds near side property lines should blend with the landscaping, if already installed, on the adjacent property. Areas shown as grassed must be sodded as opposed to seeded or sprigged. Roadside rights-of-way or adjacent lots that are disturbed during construction must be regraded and sodded so as to provide a continuous grass verge. Homeowners are encouraged to use ground cover in areas of shade where it difficult to grow grass.

### **III. Single Family Homesites**

#### **A. Lot Size and Lot Coverage**

The area of the dwelling unit at first floor level, including garages, screened and roof covered porches; decks and patios shall not exceed 40% of the area of the lot.

#### **B. Minimum Area of Unit**

The minimum area of heated square feet and/or cooled space required, which shall be at the sole discretion of the ARB.

#### **C. Setbacks**

The ARB will establish setbacks in accordance to the recorded plat. The setback will vary according to the location of the lot, are to be considered minimums, unless shown differently on applicable plats.

## **IV. Construction Guidelines**

### **A. Pre-Construction**

After completing the review process and receiving approval of the stakeout and construction documents from the ARB, the following steps shall be followed:

- An ARB building permit shall be obtained for renovations as well as for new construction. The receipt of this permit does not preclude the necessity of obtaining a Beaufort County Permit. Both permits are required for construction.
- Three (3) sets of construction drawings must be stamped by the ARB.
- Contractor must submit a completed construction deposit form along with required deposit for new construction.

### **B. Construction**

The ARB will conduct three (3) field inspections during construction.

- The first inspection shall occur at the time the foundation is laid out. The contractor shall notify the ARB upon completion of the layout, and an inspection shall be conducted to ensure conformance with the approved site plan.
- The second inspection shall occur at time of substantial completion of the exterior of the residence. Changes proposed during construction must receive approval by the ARB before implementation.
- The third inspection shall be conducted after the completion of the home and installation of landscaping.

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.

It is imperative that sites be maintained in a clean and tidy manner. Construction materials must be kept within the property lines maintaining a clear street right-of-way.

Site cleanliness shall at all times be maintained. If not so maintained, the ARB will issue a “stop work” order. A 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 trash placed in the dumpster.

### **C. Post Construction**

When the construction of a residence has been completed, the owner and contractor must satisfy several requirements before applying for the final inspection. Building debris shall be removed from the site. (The construction site sign and the temporary power pole shall also be removed.) At this time, the contractor should notify the ARB that he is ready for the final inspection.

### **D. General Regulations**

Builders of residences in Coosaw Point must be licensed by the State of South Carolina. The conduct of the workers is the responsibility of the contractor. Workers are not allowed to use any of Coosaw Point’s amenities. Loud cars and speeding are not permitted in Coosaw. Construction vehicles must be parked on the construction site.

The construction of residences must be completed within one (1) year of the issue date of the Coosaw Point building permit with exceptions requiring special ARB approval. Contractors must have the owner or designer submit proposals for exterior changes before implementation. **The Covenants grant the ARB power to employ workers to correct exterior changes made without approval or to employ persons to clean up an unacceptable lot. These charges will be deducted from the construction deposit.**

The above regulation is designed to enhance Coosaw Point’s overall appearance to our residents and visitors. These regulations are to be used as guidelines and are not intended to restrict, penalize, or impede construction firms who adhere to these regulations while performing their duties at Coosaw Point.

The primary purpose of the Covenants and Guidelines is to foster the creation of a community that is aesthetically pleasing. These restrictions governing proposed homes, homes under construction, and existing homes require every home in Coosaw to be maintained in a manner conforming to these Guidelines.

**APPENDIX B**

**“REQUEST FOR REVIEW OF CONCEPTUAL PLANS”**

Architectural Review Board•Coosaw Point•Beaufort, South Carolina 29902  
(843) 522-0041

**DATE:** \_\_\_\_\_

**GENERAL INFORMATION**

Address of Project \_\_\_\_\_  
Owner \_\_\_\_\_

Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Architect \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

Contractor \_\_\_\_\_

Address \_\_\_\_\_  
Telephone \_\_\_\_\_

**CHECK LIST**

- Front elevation of house required (as from a magazine, plan book, etc.).
- Front, sides and rear elevations on 8 ½ x 11 (One rendition per page).
- Footprint of house with walks and driveways, drawn on plat of lot, showing trees that will be lost.
- One site plan on 8 ½ x 14.
- Photos or descriptions of nearby homes.
- Concept is in accordance with one, one and one-half, or two story requirement for the lot in question.
- Builder’s Application filled out (if applicable) and attach.

**ARB ACTION**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
By: \_\_\_\_\_  
Date \_\_\_\_\_

APPENDIX C

REQUEST FOR "PRELIMINARY ARCHITECTURAL APPROVAL"

DATE: \_\_\_\_\_

Architectural Review Board • Coosaw Point • Beaufort, South Carolina 29902  
(843) 522-0041

GENERAL INFORMATION

Address of Project  
Owner \_\_\_\_\_

Address  
Telephone \_\_\_\_\_

Architect \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

Landscape Designer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

Contractor \_\_\_\_\_

Address  
Telephone \_\_\_\_\_

CHECK LIST

- Site plan should be drawn at a scale of 1"=10' indicating the plan of the house, decks, driveway, walks, HVAC units and electric meter.
- Driveways and walks shall be dimensioned to include width, length, curve radii (See landscape guidelines).
- The site plan must show property lines, easements, setbacks, existing and proposed contour lines, driveways, patio and any prominent natural features.
- Site plan must also include the following calculations: area of the first floor footprint, (heated and unheated spaces in square feet to include area of first floor decks, stairs and porches).
- Site plan must include the area calculations of driveways and walks, the total lot in square feet, and the footprint area of all impervious improvements expressed as a percentage of the total lot area.
- Complete a stakeout of the house outline, walkways, and driveway on the lot and show outline with string 3' above ground.
- Place red tape around all significant trees that are to be removed, both within stakeout of the house, walkway and driveway and elsewhere on the lot.
- Dimensioned elevations all sides to be submitted at this time.

ARB ACTION

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

By: \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX D**

**“REQUEST FOR FINAL APPROVAL”**

Architectural Review Board•Coosaw Point•Beaufort, South Carolina 29907•(843) 522-0041

**DATE:** \_\_\_\_\_

**GENERAL INFORMATION**

Address of Project  
Owner \_\_\_\_\_

Address  
Telephone \_\_\_\_\_

Architect \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

Landscape Designer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

Contractor \_\_\_\_\_

Address  
Telephone \_\_\_\_\_

**ARC ACTION**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
BY: \_\_\_\_\_

**EXTERIOR MATERIAL DESCRIPTIONS**

Foundation: \_\_\_\_\_

Exterior Walls: \_\_\_\_\_

Trim (1) Columns, window, house trim, etc.: \_\_\_\_\_

Trim (2) Shutter, Handrail, etc.: \_\_\_\_\_

Trim (1) Porch Floor, etc.: \_\_\_\_\_

Windows and Doors: \_\_\_\_\_

Roofing: \_\_\_\_\_

Garage Doors: \_\_\_\_\_

Paved Areas: \_\_\_\_\_

Front Doors: \_\_\_\_\_

**CHECK LIST\***

- \_\_\_\_\_ Final Stake Out
- \_\_\_\_\_ Color Selection/Samples
- \_\_\_\_\_ Landscape Plan (Recommended)
- \_\_\_\_\_ Dimensioned Site Plan
- \_\_\_\_\_ Construction Drawings (3 sets)
- \_\_\_\_\_ Specifications
- \_\_\_\_\_ Fee Paid

\*See Architctural Submission Checklist

Color/Mfg./Name/Number: \_\_\_\_\_

Color/Mfg./Name/Number: \_\_\_\_\_

Color/Mfg./Name/Number: \_\_\_\_\_

Color/Mfg./Name/Number: \_\_\_\_\_

Color/Mfg./Name/Number: \_\_\_\_\_

Color/Mfg./Name/Number: \_\_\_\_\_

Color/Mfg./Name/Number: \_\_\_\_\_

Color/Mfg./Name/Number: \_\_\_\_\_

Drives: \_\_\_\_\_ Walkways: \_\_\_\_\_

Color/Mfg./Name/Number: \_\_\_\_\_

<b>SQUARE FOOTAGE</b>	<b>Actual</b>
Living Area	_____
Garage/Carport	_____
Screened Porch	_____
Covered Porch	_____
Decks	_____
Other	_____
<b>TOTAL</b>	_____

**Note:** If there is any discrepancy between the submission sheets, the approved plans and/or the actual construction, the approved plans will take precedence. It is the builder’s responsibility to mark all approved changes on the ARB approved set of plans.

**APPENDIX E**

**CONSTRUCTION DEPOSIT, & AGREEMENT**

Architectural Review Board•Coosaw Point•Beaufort, South Carolina 29907•(843) 522-0041

**DATE:** \_\_\_\_\_

**CONTRACTOR INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

S.C. Contractor License # \_\_\_\_\_

**CONSTRUCTION LOCATION**

Address \_\_\_\_\_

Owner \_\_\_\_\_

**TYPE OF CONSTRUCTION**

\_\_\_\_\_ New Construction

\_\_\_\_\_ Improvement (description)

\_\_\_\_\_ Re-staining (colors)

\_\_\_\_\_ Re-roofing (weight, color, manufacturer)

Deposit Amount \_\_\_\_\_

Check Date & Number \_\_\_\_\_

**AGREEMENT:**

I, \_\_\_\_\_, as property owner, and I,  
\_\_\_\_\_, as contractor for the above construction

project, agree that the above described deposit is being held by Coosaw Point Development in order to insure that the improvements will be constructed in accordance with plans and specifications which have been approved by the ARB.

We further acknowledge and agree that:

1. We have read and understand the Covenants and Restrictions applicable to the property and ARB Guidelines and will follow and obey the said Covenants, Restriction and Guidelines.
2. We are responsible for completing the project as described by the drawings and specs approved by the ARB.
3. We will mark all approved change requests on the ARB approved set of plans. If there is ever a discrepancy between the submission sheets, the approved plans and/or the actual construction, the approved plans will take precedence.
4. We will maintain a clean construction site at all times, install a commercial dumpster and job toilet in conformance with the ARB guidelines.
5. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us.
6. As the Deposit will be held in a non-interest bearing account, I understand that it shall be returned after Final Inspection approval with no interest added.
7. Any monies paid out by Coosaw Point Development for the correction of changes not approved by the ARB or the costs of work necessary to improve the appearance of untidy sites, or the cost to repair any damage to the road rights-of-way, roads, road shoulders, utilities, will be deducted from the Deposit.

This application, Deposit, and Agreement made this \_\_\_\_\_ day of \_\_\_\_\_,

200\_\_, by \_\_\_\_\_ and

**PROPERTY OWNER'S SIGNATURE**

\_\_\_\_\_  
**CONTRACTOR'S SIGNATURE**

Application approved this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

By \_\_\_\_\_

**Architectural Review Board**

## **LANDSCAPE GUIDELINES**

Coosaw Point offers a unique environment that must be preserved as a framework for all development and landscape design. Care should be taken in clearing a lot to minimize destruction of areas that are to be left natural. Landscaping will be required in all areas that are disturbed by the clearing and construction process. Landscaping must be completed prior to occupancy.

The landscape design shall be appropriate and adequate for the size, shape, topography and location and shall complement the design of the dwelling as well as the neighborhood. After construction is complete and before any landscape work may begin, all planned fill must be in place and final grade achieved to insure proper drainage into the Coosaw Point drainage system.

The objectives of landscaping are to:

- Remove new construction scars from the neighborhood.
- Soften vertical structure from the horizontal ground plane by the use of foundation plantings of sufficient density and size.
- Soften the impact of corners and solid wall areas of the house with vertical and spreading foliage.
- Screen service yards, equipment enclosures and parking areas.
- Blend with the natural vegetation and the landscape of adjacent properties.
- Provide graceful entry-ways to the property.
- Maintain the aesthetic value of Coosaw Point and it's residential properties.

### **1. Existing Vegetation**

- (a) The removal of any tree over 4" in diameter at 4' above the ground must receive approval by the ARB. Removal of under-story growth in areas not intended to be left natural and the moderate pruning of trees is permitted. The removal of large limbs from live oaks must receive ARB approval.
- (b) The removal of trees on lots that have already been developed is discouraged by the ARB, unless the trees pose a danger or are diseased in which case the ARB may require the owner to mitigate the trees removed.
- (c) Trees and natural areas that are to be "natural areas" must be protected during construction with a barrier such as silt fence in order to protect the root systems of trees and the native shrubs.



## 2. **New Landscape Material**

- (a) Special care should be taken to retain Coosaw Point's natural vegetation as buffers between lots and protected areas. Many lots in Coosaw abut wetlands and wildlife sanctuaries that are protected from clearing under our restrictive covenants, but most may be pruned for viewing to the wetland edge.
- (b) The majority of the tree cover of homesites in Coosaw point will be maintained to preserve the general character of the land and minimize the supplemental landscaping required to soften the architectural impact on the land. Care should be given to the root systems of trees where filling is concerned. The cutting of tree roots by grading or trenching or filling in excess of 6" on top of the tree roots can cause irreversible harm to trees. ***Plan your utilities, including septic system, in-order not to harm the trees.***
- (c) The ARB may require street trees of at least 3.5" caliper to be planted along the street frontage on certain lots. Varieties of street trees are Live Oak, Scarlet Oak, White Oak, Dogwood and other indigenous trees. Trees not recommended are fast growing types such as the Bradford Pear, Leland Cyprus or other pine type trees.
- (d) The completed landscaping should compliment the residence and provide continuity between it and the surrounding vegetation. Landscape designers should incorporate the existing natural vegetation into their plans and add to it in such a way as to produce a feeling of "modest cultivation" that "blurs the line" between man-made elements and the natural environment.
- (e) The use of perennial and annuals is encouraged. The extent and complexity of landscaping will depend upon the owner's wishes, the design of the residence, the nature of existing vegetation, and the configuration of the property.
- (f) Care should be taken in the selection of plants and flowers for size, tolerance of Beaufort's environment, and resistance to drought and wildlife.
- (g) Planting beds near side property lines are encouraged to blend with adjacent properties in both plant material and design.
- (h) All areas facing streets and parks require sod, Centipede in sunny areas and St. Augustine in shaded areas. Rear yards, not in public view, may be seeded or sprigged.

- (i) Landscaping on new construction must be completed prior the issuance of the certificate of occupancy. Failure to complete the landscaping in the allotted time may result in the ARB taking action to finish the landscaping with the homeowner being responsible for the charges. An extension of up to 30 days may be issued by the ARB when unusual circumstances such as inclement weather create the need for additional time.
- (j) Underground irrigation systems on irrigation clocks are required in both the front and rear of the yards. The system must cover the sodded areas to the edge of the street. The spray pattern should not go out into the street.
- (k) No bare earth shall remain on the property. Ground cover plantings, pine straw, mulch, bark or other acceptable material shall be placed on all areas not otherwise planted or still in its original undisturbed natural state.
- (l) Overgrown, unkept natural areas are not allowed. These areas may be selectively pruned to present a neat appearance.
- (m) It is the responsibility of the contractor to contain erosion within the boundaries of the property during construction. The contractor must keep erosion from entering the street, adjacent property, parks drainage systems and lakes. Failure to do so will result in appropriate penalties as determined by the cost of restoring the damaged area and/or punitive assessment to the contractor. When a site adjacent to a lake is to be built on, a plan to prevent erosion into the lake must be included at the time the request for approval of construction is submitted.

### **3. Hardscape**

- (a) Driveways, where entering upon a paved roadway, must be paved from the roadway to the front line of the house. Asphalt is preferred but dyed or stamped concrete, or concrete with oyster shell impregnated in its surface is acceptable. The remainder of the drive can be pea-gravel (stone size #789) oyster shell, brick pavers or other suitable material. Drives of a loose material are to have a metal, brick or wooden edge to define the drive from the landscaped spaces. Concrete will be allowed with a brick edging.
- (b) Drives should be a minimum of 12' on curves and 10' for straight drives. Driveways may be within 1' of the property line. A drive should have a 10' radius where entering the road.

- (c) Homes with rear drives should have walkways from the front entry to the paved road in order to show relationship and continuity with the neighborhood. A walkway should be relative to the size of the home, typically 36" to 48" wide and made of brick or other suitable material. If a loose, permeable material is approved by the ARB, it should have a metal or wood edge to contain it. Plain concrete will not be allowed.
- (d) Landscape and/or house plans should indicate proposed exterior lighting. The use of exposed, non-hooded spotlights or floodlights will not be approved.
- (e) All walls or fencing must be approved by the ARB. Drawings showing the height, material, color, location and detail of the fence or wall to be constructed must be submitted to the ARB. No wall, fence or similar structure may be constructed on the side property line that is more than 6 feet in height or nearer the street property line than the front line of the main residential building as extended to the side property line (the front line of the house). Low, decorative fences or walls may be erected beyond the front line of the main residential structure with written approval from the ARB. The ARB may require certain neighborhoods, such as the Horseshoe, to have taller privacy fencing designed to fit a neighborhood scheme. Both faces of privacy walls or fences must be identical or, if not identical, the side toward adjoining property must be equally as attractive as the side facing the property of the owner building the fence. The ARB will make this decision. A good place to look at fence design would be the Old Point in Beaufort.
- (f) Below ground pools, will be allowed on certain lots with ARB approval.
- (g) "Yard Art" must be in good taste and approved by the ARB. (ie. No Pink Flamingos)
- (h) The initial landscaping is to be installed by a professional landscaper and completed prior to occupancy.
- (i) Walkway elevation must flow with the contour of the roadside swale.

Recommended Resource Book:           The Southern Living Garden Book  
Copyright 1998, Oxmoor House  
Edited by Steve Bender  
Hardcover or Softcover  
Issue – 08 87-2017-2

## **THE RIVER CLUB RULES AND REGULATIONS**

We believe the Property Owners at Coosaw Point will soon find that The River Club is becoming one of the most prestigious clubs in Beaufort. The impressive architecture and stunning decor, the adjacent swimming pool, pool house and pergolas overlooking the Coosaw River, the protected boat basin, and tennis courts come together to provide superb recreation for those who live at Coosaw Point.

The almost nine thousand square foot River Club accommodates three separate functions vital to the overall success of Coosaw Point. The ground floor is dedicated to the use and social activities of the Property Owners. It includes a beautiful salon with fireplace and large HDTV, an adjacent cocktail bar and lounge, and a well-equipped fitness room. In addition, there is a large screened porch overlooking the adult and children's pools that provides parents a comfortable and shady prospect out over the pools. And, to top off this amenity, there is a long riverfront verandah, well-furnished with rockers and wicker, where Coosaw Point residents can relax while looking out over the river that gives the community its name.

The sales office of Coosaw Point occupies the second floor of The River Club. In addition to the sales offices, the Developer of Coosaw Point has incorporated into this floor a commercial kitchen, buffet, dining room and screened dining porch that will be available for use by the Property Owners by special arrangement. Because of the business climate necessary for meeting with prospective Coosaw Point buyers, residents are asked to confine their main social activities to the ground floor unless they have a Property Owner issue that needs to be discussed with management. Property Owners are free to conduct a visitor through The River Room, and out to sit on the second floor verandah, but we do ask that the busy sales staff not be interrupted by "visiting" ....unless, of course, your visitor is interested in becoming a member of the Coosaw Point community.

The third floor of The Coosaw Point River Club is reserved for the activities of the Architectural Review Board, for planning meetings of the Developers, and for use by members of the development LLC.

## **GENERAL POLICIES**

- The Property Owner's first floor lounge, bar and cocktail lounge, fitness room and riverfront verandah will be open 6am-9pm. Property Owners are asked to respect the closing hour and clean up and remove trash prior to leaving the clubhouse.
- Children should not be allowed to use the club faculty as a place to play.
- The hours of operation of the Club facilities will be as determined by the Board of Directors and appropriate notices will be issued.
- All members and guests are expected to observe the Club rules and regulations. Unseemly behavior and/or violation of Club rules may result in membership suspension.
- No notice or solicitation, unless it relates to Coosaw Point or the Club is to be initiated, posted or circulated without the prior approval of the Coosaw Point Property Owners Association Board of Directors or its representative. This policy includes the use of the member roster and bulletin board.
- The addresses and telephone numbers of members are not to be used for solicitation or other business purposes.
- We do not allow pets inside the Clubhouse or around the pool. Seeing Eye dogs are accepted.
- Members shall be liable to the Club for the value of all Club property that the member or the member's guest damages or removes.
- Members desiring to use the Club facilities for private purposes should contact Karen Thompson at the office.
- All requests or complaints are to be in writing to the Coosaw Point Board of Directors or its representative.

Coosaw Point Property Owners Association  
20 The Horseshoe  
Beaufort, SC 29907  
ATTN: Karen Thompson

- The developer shall have the right to reserve the pool and clubhouse for community events, charitable events, marketing or as the developer in his/her sole discretion determines is appropriate.

## **Guests**

A guest is as an individual not owning property in Coosaw Point.

- A guest must be accompanied by a member. Guests of members must comply with the By-Laws and all rules and regulations adopted from time to time by the Board of Directors. Members will be held responsible for their guest's behavior, appearance, applicable guest fees and any other charges. The member will be billed once a month for all guest fees.
- All guests must sign in and register prior to using the pool.
- A guest of an owner member staying at Coosaw Point while the member is absent may be allowed use of the Club's facilities as long as the member is in good standing with the Coosaw Point Property Owners Association and pays all applicable guest fees. Your guest may obtain a temporary guest card; however, a deposit will be required.

## **Babysitters**

- An exception to the guest policy will be made for babysitters and nannies. A babysitter/nanny is defined as an individual whose sole purpose at the Pool is to care for a Member's child/children. The babysitter or nanny will not be allowed to bring his/her own children, spouse, friend, or significant other. There is no guest fee for the babysitter. A seasonal pass for a babysitter or a nanny may be obtained from the Board's representative.

## **Pool Parties**

- **Adult Pool Parties**

Any property owner wishing to reserve the pool (or any other club facilities) should contact the POA Office as far in advance as possible.

- **Children's Pool Parties**

Due to the growing number of children in Coosaw Point and for the convenience of all our property owners, the pool will not be available for children's private pool parties. Pool parties will be allowed, just not private; the pool will not be closed for these parties. Reservations for these parties are required. A parent is required to attend and a certified lifeguard is recommended.

### **Long Term Renters**

- Homeowners must provide the Board's Secretary with written notification of a rental prior to the granting of any Coosaw Point amenity or club privileges. Renters of a garage apartment or guest cottage may apply for an Associate Membership. Renters must have an Associate Membership and pay all applicable fees to have use of any of the River Club amenities, including the pool or use of the boat basin and tennis courts. Renters of a primary residence, taking the place of property owners who are absent for an extended period during the rental, benefit from the Property Owner's membership dues and are not required to purchase an Associate Membership.
- A member or guest is not to loan their Membership card to any person, inclusive of renter. If any member loans their Membership card to any person their Membership card will be suspended.

### **Club Smoking Policy**

Cigarette, pipe or cigar smoking or any use of tobacco is not permitted in any building or club facility.

### **Dress Code**

Compliance with the Dress Code is the responsibility of the member. Members are responsible for advising guests, including children, of the dress code regulations. The Board will enforce the Dress Code Policy, which is as follows

- Relaxed, causal attire is permitted at all times in the clubhouse, with the exception of a special event requesting different attire.
- Shirt and shoes are required in the clubhouse at all times.

## **The River Club and Fitness Center**

The goal of our fitness facility is to enable members to achieve their fitness goals in a congenial, relaxed atmosphere. The key card will admit Property Owners to the first floor at 6am. This facility will close at 9PM.

### **General Rules**

- Appropriate attire, including shirts and shoes, are required.
- Use of the facility and equipment is restricted to individuals 14 years of age or older unless accompanied by an adult member or parent.
- Members and guests using the River Club are required to complete an orientation and sign a consent and release form.
- Any potentially dangerous condition or situation should be reported to the Board's representative immediately.
- Please read any posted instructions or ask if you are unsure of the proper use of any of the equipment. This will help prevent injuries.
- The office or staff is not responsible for users' lost/stolen items.
- Please clean the equipment after use and replace it to its proper position.
- Showers are available in the Men's and Women's locker rooms on the same floor. Property Owner's must furnish their own towels, ect.



**Pool Policies and Hours of Operation**  
**2007**

**Pool Rules and Information** – *Rules are subject to change at the sole discretion of the Coosaw Point's Property Owners Association Board of Directors.*

1. The pool is generally open from May through September (Labor Day weekend). The hours of operation are posted at the pool entrance.
2. Members are responsible for their guests and for their compliance with all applicable club rules and regulations.
3. Guests must register. Failure to register may result in suspension of membership card.
4. Regular Pool Hours – Monday through Sunday 10 AM – Dusk. The official time of dusk will be posted at the pool. This closing time is a DHEC requirement Closed for the season as posted.
5. Adult Swim Only  
Every morning except Saturday      6 AM- 10 AM
6. No diving
7. No running, jumping, boisterous or rough play permitted in the pool or pool area.
8. No glass allowed in the pool.
9. No person under the influence of alcohol or drugs should use the pool.
10. There is to be no spitting or blowing your nose in the pool.
11. Persons with skin, eye, ear or respiratory infections should not enter the pool.
12. Children who are not potty trained must wear swim diapers.
13. Bathing attire must be tasteful.
14. An adult must accompany all children under the age of 12.
15. When the pool, pool area and/or clubhouse are closed, it is not accessible to any member except for developer personnel.
16. No loud playing of radios/tapes/CD's etc. are allowed in the pool area.

17. Pool usage may be restricted to adults during certain periods. Solo swimming is strongly discouraged.
18. Golf Carts and bicycles are not permitted on walkways, patios or decks. Please park carts and bicycles in designated parking areas.
19. No pets allowed at the pool.
20. Private adult pool parties will be on a reservation and first come basis. The pool may occasionally close for special events, just check on the bulletin board for upcoming scheduled events.
21. Keys to the pool will be available through the Office. Releases must be signed prior to the issuance of a key
22. There is a telephone available at the pool house; please take the time to familiarize yourself and your family with its location.
23. Each member or guest must register when arriving and again when leaving.
24. All persons must shower prior to entering pool.
25. Members are responsible for their guests and for their compliance with all applicable club rules and regulations.

26. Fees and Fines

1. Fees

- Guest Fees \$5 per visit/per guest  
 Guest fees do not apply to any out of town visiting family members. This applies only to **family members who live outside of Beaufort County**. A family member includes persons closely related by blood, such as parents, grandparents, grandchildren, children, brothers, sisters and their children.
- 1<sup>st</sup> Key card Free
- 2<sup>nd</sup> and all other key card \$25

2. Fines

- Loaning your key out to a non-member Membership revoked
- In the Swimming Pool after hours - 1<sup>st</sup> offense \$100  
2<sup>nd</sup> offense \$200
- Children under 12 not accompanied by an adult \$100 per child and  
suspended from use of pool  
two weeks
- Pets in the Pool area \$100
- Improper cleaning after pool gatherings \$100 + cost to clean

We appreciate your cooperation with the rules and policies for the River Club and the pool area. We hope you enjoy the pool and all of Coosaw Point's amenities. We are very proud of our community and want everyone to enjoy being a part of it. It takes

working together to protect our values, our investments, and the harmony of our community. Following these guidelines will help us achieve these goals.

If you have any questions, please feel free to call Robert or Karen at the sales office, 843-522-0041.

### **Coosaw Point Boat Basin**

The Boat Basin is for the use of any member in good standing of the Coosaw Point River Club. We are very fortunate to have the availability of not only day dockage, but also a boat ramp. Due to limited space and the growing number of boaters, we ask for everyone to abide by the following guidelines.

- The boat basin facilities are for the use of members and authorized guests only. Members must accompany all guests.
- Discharge of oil, fuel and other refuse and human waste at the dock or in the channel is prohibited.
- Dockage is on a first come first serve basis.
- Boats should not be left in the water for an extended period; this is only a day dock.
- Please remove all your trash and debris when you leave.
  
- Boats in Resident's yard
  - a. Warning letter giving 5 business days to remove
  - b. After 5 business days and the boat is still not removed - \$100 fine; then \$100 fine for each additional week boat is not removed.
  - c. Second offense \$200 fines per schedule b. above
  - d. Third offense \$300 fines per schedule b. above
  
- Boats in Boat Basin for extended periods over 24 hours
  - a. First offense warning letter
  - a. Second offense \$50 fine
  - b. Third offense \$100 fine

### **The Tennis Center**

The tennis courts are for the use of our members and invited guest. We appreciate your cooperation with the following rules:

- No children under the age of 12 are allowed on the courts without an adult.
- No pets are allowed on the tennis courts.
- A member must accompany all guests.

- Please turn off all lights prior to leaving.
- Proper tennis attire should be worn when playing tennis. Only tennis shoes are allowed on the courts.
- No bikes, skateboards, roller blades, roller skates, etc. are not allowed on the tennis courts.

*The rules and regulations are subject to change at the sole discretion of the Coosaw Point's Property Owners Association Board of Directors.*

### **MISCELLANEOUS**

- Pets – If you have a problem with your neighbors dog(s) please just call you neighbor and try and work it out.
- Golf Carts – It is the responsibility of parents to control the use and safety of golf carts operated by children.
- Children under the age of 13 are not to operate golf carts without an adult. Gas powered scooters, golf carts or four wheelers are not allowed on the roads of Coosaw Point.
- Guns- BB and pellet guns are not permitted in the developed areas of Coosaw Point. The discharge of firearms are also prohibited except for animal control by the Developer.

**Coosaw Point River Club  
Membership and Rental Fees  
2007**

1. Coosaw Point Association Dues Determined by annual budgets

2. River Club Rental –Property Owners

	Property Owners	Non-Property Owners
Pool	\$ 250	\$ 500*
Gazebo	\$ 150	\$1,500
Ground Floor	\$ 750	\$2,000
Second Floor	<u>\$ 2,500 to \$3,500**</u>	<u>\$5,000**</u>
Everything	\$3,500 to \$4,500	\$7,500

\* When rented with the ground and/or second floor.

\*\* Fee is based on number of persons invited. Fee for second floor includes kitchen

Deposit: 50% of total fee at time of scheduling

Cleaning Fees (Non-refundable)

- First Floor of Clubhouse \$ 250
- Second Floor \$ 250
- Pool area \$ 150

The cleaning charges are for the thorough cleaning after the use of the club. The renting party is to leave the club facilities clean and in the same order as it was found to recover all deposits. The party renting the club will be obligated to pay all repairs and/or replacement cost of any items damaged. All parties that are renting the River Club or any part of it will be responsible for removing all their trash and debris. All parties must sign a rental and release of liability agreement prior to the use of the Club facilities.

3. Associate Memberships are currently available only for families renting a garage apartment in Coosaw Point. \$1500

4. Boat Storage \$ 75 per month  
     Early pay discount \$ 25

*Membership, fees and rules are subject to change at the sole discretion of the Coosaw Point's Property Owners Association Board of Directors.*

**Pool Policies and Hours of Operation  
2007**

**Pool Rules and Information** – *Rules are subject to change at the sole discretion of the Coosaw Point's Property Owners Association Board of Directors.*

1. The pool is generally open from May through September (Labor Day weekend). The hours of operation are posted at the pool entrance.
2. Members are responsible for their guests and for their compliance with all applicable club rules and regulations.
3. Guests must register. Failure to register may result in suspension of membership card.
4. Regular Pool Hours – Monday through Sunday 10 AM – Dusk. The official time of dusk will be posted at the pool. This closing time is a DHEC requirement Closed for the season as posted.
5. Adult Swim Only  
Every morning except Saturday      6 AM- 10 AM
6. No diving
7. No running, jumping, boisterous or rough play permitted in the pool or pool area.
8. No glass allowed in the pool.
9. No person under the influence of alcohol or drugs should use the pool.
10. There is to be no spitting or blowing your nose in the pool.
11. Persons with skin, eye, ear or respiratory infections should not enter the pool.
12. Children who are not potty trained must wear swim diapers.
13. Bathing attire must be tasteful.
14. An adult must accompany all children under the age of 12.
15. When the pool, pool area and/or clubhouse are closed, it is not accessible to any member except for developer personnel.
16. No loud playing of radios/tapes/CD's etc. are allowed in the pool area.

17. Pool usage may be restricted to adults during certain periods. Solo swimming is strongly discouraged.
18. Golf Carts and bicycles are not permitted on walkways, patios or decks. Please park carts and bicycles in designated parking areas.
19. No pets allowed at the pool.
20. Private adult pool parties will be on a reservation and first come basis. The pool may occasionally close for special events, just check on the bulletin board for upcoming scheduled events.
21. Keys to the pool will be available through the Office. Releases must be signed prior to the issuance of a key
22. There is a telephone available at the pool house; please take the time to familiarize yourself and your family with its location.
23. Each member or guest must register when arriving and again when leaving.
24. All persons must shower prior to entering pool.
25. Members are responsible for their guests and for their compliance with all applicable club rules and regulations.

26. Fees and Fines

1. Fees

- Guest Fees \$5 per visit/per guest  
 Guest fees do not apply to any out of town visiting family members. This applies only to **family members who live outside of Beaufort County**. A family member includes persons closely related by blood, such as parents, grandparents, grandchildren, children, brothers, sisters and their children.
- 1<sup>st</sup> Key card Free
- 2<sup>nd</sup> and all other key card \$25

2. Fines

- Loaning your key out to a non-member Membership revoked
- In the Swimming Pool after hours - 1<sup>st</sup> offense \$100  
2<sup>nd</sup> offense \$200
- Children under 12 not accompanied by an adult \$100 per child and  
suspended from use of pool  
two weeks
- Pets in the Pool area \$100
- Improper cleaning after pool gatherings \$100 + cost to clean

We appreciate your cooperation with the rules and policies for the River Club and the pool area. We hope you enjoy the pool and all of Coosaw Point's amenities. We are very proud of our community and want everyone to enjoy being a part of it. It takes

- Please turn off all lights prior to leaving.
- Proper tennis attire should be worn when playing tennis. Only tennis shoes are allowed on the courts.
- No bikes, skateboards, roller blades, roller skates, etc. are not allowed on the tennis courts.

*The rules and regulations are subject to change at the sole discretion of the Coosaw Point's Property Owners Association Board of Directors.*

### **MISCELLANEOUS**

- Pets – If you have a problem with your neighbors dog(s) please just call you neighbor and try and work it out.
- Golf Carts – It is the responsibility of parents to control the use and safety of golf carts operated by children.
- Children under the age of 13 are not to operate golf carts without an adult. Gas powered scooters, golf carts or four wheelers are not allowed on the roads of Coosaw Point.
- Guns- BB and pellet guns are not permitted in the developed areas of Coosaw Point. The discharge of firearms are also prohibited except for animal control by the Developer.



**Coosaw Point River Club  
Membership and Rental Fees  
2007**

1. Coosaw Point Association Dues Determined by annual budgets

2. River Club Rental –Property Owners

	Property Owners	Non-Property Owners
Pool	\$ 250	\$ 500*
Gazebo	\$ 150	\$1,500
Ground Floor	\$ 750	\$2,000
Second Floor	<u>\$ 2,500 to \$3,500**</u>	<u>\$5,000**</u>
Everything	\$3,500 to \$4,500	\$7,500

\* When rented with the ground and/or second floor.

\*\* Fee is based on number of persons invited. Fee for second floor includes kitchen

Deposit: 50% of total fee at time of scheduling

Cleaning Fees (Non-refundable)

- First Floor of Clubhouse \$ 250
- Second Floor \$ 250
- Pool area \$ 150

The cleaning charges are for the thorough cleaning after the use of the club. The renting party is to leave the club facilities clean and in the same order as it was found to recover all deposits. The party renting the club will be obligated to pay all repairs and/or replacement cost of any items damaged. All parties that are renting the River Club or any part of it will be responsible for removing all their trash and debris. All parties must sign a rental and release of liability agreement prior to the use of the Club facilities.

3. Associate Memberships are currently available only for families renting a garage apartment in Coosaw Point. \$1500

4. Boat Storage \$ 75 per month  
     Early pay discount \$ 25

*Membership, fees and rules are subject to change at the sole discretion of the Coosaw Point's Property Owners Association Board of Directors.*