

DESIGN GUIDELINES

FOR

SEA PALMS NORTH COTTAGES

ST. SIMONS ISLAND, GEORGIA

APRIL 22, 2000

DESIGN GUIDELINES – SEA PALMS NORTH COTTAGES

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1. LIMITING CONDITIONS

The preparation of these Design Guidelines is intended for the mutual benefit and protection of Sea Palms North Cottages purchasers.

It is essential that each purchaser carefully read these Design Guidelines. These Guidelines, as they may be revised from time to time, shall be applicable to every sale and resale of the lots within Sea Palms North Cottages Subdivision. They are applicable to all lots and shall be passed to each successive owner upon resale of a lot.

2. DEFINITIONS

Accessory Building – Shall be any roofed structure excluding the main Building which may be located within the Building Envelope.

Architectural Review Board (ARB) – Shall mean the committee appointed by the Sea Palms North Cottages Association that retains the power to review and approve all new construction within the jurisdiction of the Association.

Board of Directors (Board) – Shall mean the body responsible for administration to the Sea Palms North Cottages Association, Inc.

Building(s) – Shall mean any roofed structure including the main house, garage and any roofed Accessory Building.

Building Envelope – Shall mean the area within the setback limitations of the lot that is available for building development.

Declarations of Covenants, Conditions, Restrictions, and Limitations for Sea Palms North Cottages – Shall mean the document that describes the powers and limitations of Sea Palms North Cottages Association, Inc.

Developer – Shall mean Singleton Properties, Inc.

Subdivision Regulations – Shall mean the legal document that describes the current minimum standards for subdivision development in Glynn County, Georgia.

Sea Palms North Cottages – Shall mean the development containing 23 single-family lots.

Zoning Ordinance – Shall mean the current document that defines the restrictions and limitations of development within Glynn County, Georgia.

3. COMMUNITY ASSOCIATION

All property owners within Sea Palms North Cottages automatically become members of the Sea Palms North Cottages Association, Inc. The powers and limitations of the Association are described in the Declaration of Covenants, Conditions, Restrictions, and Limitations for Sea Palms North Cottages. The documents are recorded in the Glynn County Courthouse.

4. DESIGN REVIEW PROCEDURES

The following is an outline of the procedures for plan submission for single family homes. All drawings submitted for review are required to be prepared by a licensed architect. All plans are to be submitted to the Architectural Review Board for Sea Palms North Cottages, 5445 Frederica Road, St. Simons Island, Georgia 31522.

4.1 Conceptual Review

In order to expedite approval, property owners are strongly encouraged to provide Conceptual Review information to the ARB in order that any potential problems may be addressed as early in the design as possible.

*Minimum Drawings Required for Conceptual Review

- Conceptual Site Plan showing the following:
 - -Property lines/setbacks/adjacent land uses
 - -Easements, Right-of-Ways
 - -Proposed driveways, walkways, fences, walls, parking
 - -Building footprint
 - -Proposed ancillary buildings and spaces
 - -Grading concept
 - -Existing trees with at least a six (6") caliper
- Preliminary Floor Plans
- Preliminary Exterior Elevations

The ARB will review the drawings and return one (1) set to the owner within fifteen days with the appropriate comments.

4.5 Final Review

The Owner must submit two (2) sets of the final construction plans certified by the design architect.

*Minimum Drawings & Submittals Required for Final Review

- Site Plan (1"=10' - 0" minimum size) including:
 - -All data required for the conceptual site plan above
 - -Building footprint
 - -Garages, drive, walkways, fences, walls, parking
 - -Patios, decks, pools, outbuildings, mailbox
 - -Existing trees to remain and to be removed
 - -Preliminary landscaping
- Floor Plan (1/4" = 1' 0") including:
 - Interior and exterior walls
 - Decks, porches, garages, carports
 - Stairs and steps
- Exterior Elevations (1/4" = 1' 0")
 - Front, rear and side elevations with roof lines and pitches
 - Doors, windows, fences, porches, and mechanical equipment
- Wall Sections
 - Foundation/crawl space conditions
 - Detail roof sections, pitch, type
 - Building profile conditions not shown in the elevations
- Exterior Colors/Finishes/Materials
 - Specifications and color chips
 - Manufacturers/models (if applicable)

The ARB will review all final review documents and return one (1) set to the Owner within thirty (30) days with the appropriate response. If the ARB fails to respond within 30 days after the submission of the final review documents, the plans shall be deemed approved. The ARB reserves the right to require a field inspection of a rough stakeout showing the building and driveway prior to granting approvals.

4.6 Submission of Plans to the Building Department

Following the Final Review and Approval by the ARB, the Owner may then submit approved plans to Glynn County, or the other such agencies having jurisdiction for required permits. Property Owners should receive ARB approval first.

Approval by the ARB in no way relieves the Owner from complying with applicable codes, ordinances, regulations, and the Declarations.

4.7 Construction Commencement/Completion

Upon receipt of Final Review approval, and securing the building permit, the Owner can commence construction. Construction should be completed within twelve (12) months from the construction commencement.

4.8 Construction Reviews

The ARB's Administrator will perform periodic field inspections in an effort to ensure compliance with the design standards and criteria and the ARB approved plans. A set of approved construction plans shall be kept at the job site and made available to the administrator upon request.

Prior to any clearing, excavating or filling on a Lot for construction, the ARB may request the Owner to provide a string stake-out of the Lot lines and Building lines. All trees to be removed must be clearly indicated. The administrator will review the string stake-out for conformity to ARB approved plans and will approve or disprove the commencement of construction.

The following are some specific guidelines which the Developer will consider in reviewing plans for approval.

5. SITE PREPARATION GUIDELINES:

5.1 CLEARING:

5.1.1 There shall be no clearing nor earth moved without the prior approval of the Developer.

5.2 TREE REMOVAL:

5.2.1 All specimen trees (those with a diameter at 4 feet from ground level in excess of 6 inches) require the Developer's approval before removal.

5.3 FILL MATERIAL:

5.3.1 When placing fill material on the individual lot, care should be taken to confine the spreading of fill material to the area of the building envelope (as detailed on the final plat), as well as off of the root system of significant trees located within the building envelope.

6. ARCHITECTURAL GUIDELINES:

6.1 WINDOWS

6.1.1 All doors and windows should have as a minimum 3 inches of exterior wood or masonry trim.

6.1.2 No builder grade aluminum windows will be permitted.

6.1.3 No aluminum exterior window trim will be permitted.

6.2 PERMITTED EXTERIOR MATERIALS:

6.2.1 In no event may the following be visible as an exterior material:

- a) vinyl; except as vinyl clad windows or vinyl soffits; or vinyl windows;
- b) aluminum; except as soffit material;
- c) asbestos;
- d) cement or concrete block;
- e) concrete;

6.3 MINIMUM HOME SQUARE FOOTAGE:

6.3.1 All homes should have as a minimum 1600 square feet of heated and cooled living area.

6.4 EXTERIOR COLUMNS:

6.4.1 All exterior columns should be turned columns, architectural grade columns, or minimum 6 x 6 posts trimmed at both top and bottom.

6.5 PORCHES:

6.5.1 All porches which are visible from the street should have a minimum depth of 6 feet.

6.6 EXTERIOR HOME COLORS:

6.6.1 Though no colors are specifically prohibited, the predominant exterior home colors should be of lighter tones.

6.7 ROOF MATERIAL:

6.7.1 The Developer should be consulted for preapproved list of roof material colors. However, specifically not permitted are brown, white, and cedar color asphalt shingles, and tin roofs (not including standing seam colored galvalume).

6.8 ROOF PITCH:

6.8.1 All roofs, not including porch roofs, must have a minimum pitch of 6 and 12.

6.8.2 Porch roofs must have a minimum pitch of 3 and 12.

6.9 GARAGES:

6.9.1 Two car enclosed garage required.

6.9.2 Garage must be located under house structure.

6.10 DRIVEWAYS:

6.10.1 Driveways should not be wider than 18 feet.

6.10.2 A minimum of (2) off-street parking space should be provided.

6.10.3 Permitted driveway materials include,

- a. asphalt;
- b. concrete;
- c. pavers; or,
- d. bordered shell or stone.

6.11 FENCES:

6.11.1 All fences visible from the street should be of wood construction.

6.11.2 There will be a maximum fence height of 8 feet for all fences.

6.12 SIDE AND REAR SET BACKS:

6.12.1 Front-----20 feet

Side-----7 feet

Rear-----7 feet

6.13 LANDSCAPE PLAN:

6.13.1 All homes are required to submit a landscape plan for approval by the Developer.

6.13.2 Landscaping on a front street or side street must be installed within 30 days following the issuance of the Certificate of Occupancy.

6.14 MAILBOX:

6.14.1 Large monumental mailbox structure are not permitted.

6.14.2 Single metal pole mailbox posts are not permitted.

6.15 MISCELLANEOUS:

6.15.1 No clothes lines will be permitted if visible from the street.

6.16 OUTBUILDINGS:

6.16.1 No outbuildings will be approved on any lot.

7. HOMES UNDER CONSTRUCTION:

It is important to remember that the Declaration of Sea Palms North Cottages Subdivision requires that once construction starts, all work must be completed within one year.

7.1 PRE-CONSTRUCTION ACTIVITIES:

7.1.1 Except for underbrushing, no work may be done on a Lot prior to receiving approval of the Developer. In no event may trees be removed or earth moved prior to Developer's approval.

7.2 DURING CONSTRUCTION:

- 7.2.1 A portable toilet must be provided for workers and it must be maintained during the entire construction process.
- 7.2.2 Any damage to the street, curbs, common areas or adjoining lots will be repaired and/or replaced at the expense of the Owner.
- 7.2.3 No materials may be placed in the right-of-way or on adjacent property.
- 7.2.4 All utility services at Sea Palms North Cottages Subdivision are buried in the street right-of-way. Before digging in a right-of-way it is important that you request each utility company to identify the location of their lines to prevent damage. The various utility companies and their telephone numbers are:

- (1) Electric: Georgia Power Company
265-3440
- (2) Telephone: Southern Bell
780-2355
- (3) Cable TV: Adelphia
264-2288
- (4) Water/Sewer St. Simons Water/Sewer
638-8415
- (5) Natural Gas: Georgia Natural Gas
265-1020

- 7.2.5 No burning of any kind will be permitted.
- 7.2.6 The storage of materials should be in an inconspicuous area of the site, and Contractors are required to make frequent clean-ups of surplus materials, trash, wrapper, etc. A trash barrel must be maintained on each site for the disposal of small trash and litter.
- 7.2.7 Radio Playing and Other Nuisances:

The playing of radios, tapes, etc. at volume levels that disturb surrounding neighbors will not be permitted.

7.3 Irrigation/Water Source

All irrigation systems shall utilize potable water. No wells are permitted. Planting beds should be designed with drip irrigation whenever feasible. The Community Association reserves the right to restrict irrigation on any or all Lots. Systems shall comply with all local and state codes.

8. ARCHITECTURAL REVIEW BOARD POLICIES

8.1 Criteria for Approval

The ARB shall approve any proposed improvement only if the ARB, in its reasonable discretion, deems that: (a) the proposed improvement in the location indicated will not be detrimental to the appearance of the surrounding areas; (b) the appearance of the proposed improvement will be in harmony with the surrounding areas; (c) the proposed improvement will not detract from the beauty, wholesomeness or attractiveness of Sea Palms North Cottages or the enjoyment of it by Owners; (d) the proposed improvement is in compliance with the provisions of these Design Guidelines and all applicable restrictive covenants. The ARB may condition its approval upon making changes the ARB may deem appropriate.

8.2 Variances

The ARB may authorize reasonable variances from strict compliance with any of the provisions of these Design Guidelines when circumstances such as topography, natural obstructions, aesthetic or environmental considerations may require, or when strict application would be unreasonable or unduly harsh under the circumstances; provided, however, that no such variance shall materially adversely affect the value of any portion of Sea Palms North Cottages. Such variances must be in writing and shall become effective when signed by a majority of the members of the ARB. The granting of a variance shall not operate to waive any of the provisions of these Design Guidelines for any purpose except as to the particular provision of these Design Guidelines covered by the variance.

9. REVIEW PROCESS OF THE ARCHITECTURAL REVIEW BOARD

9.1 Decisions of ARB

Decisions of the ARB shall be made by the affirmative vote of a majority of its members. The decision of the ARB shall be in writing. If the

decision is not to approve a proposed improvement, the reason therefore shall be stated, and upon request of the Owner, the ARB shall suggest revisions that meet the ARB's requirements and shall otherwise make reasonable efforts (at no cost to the ARB) to aid the Owner in preparing a proposal that would be acceptable.

9.2 Notice of Noncompliance

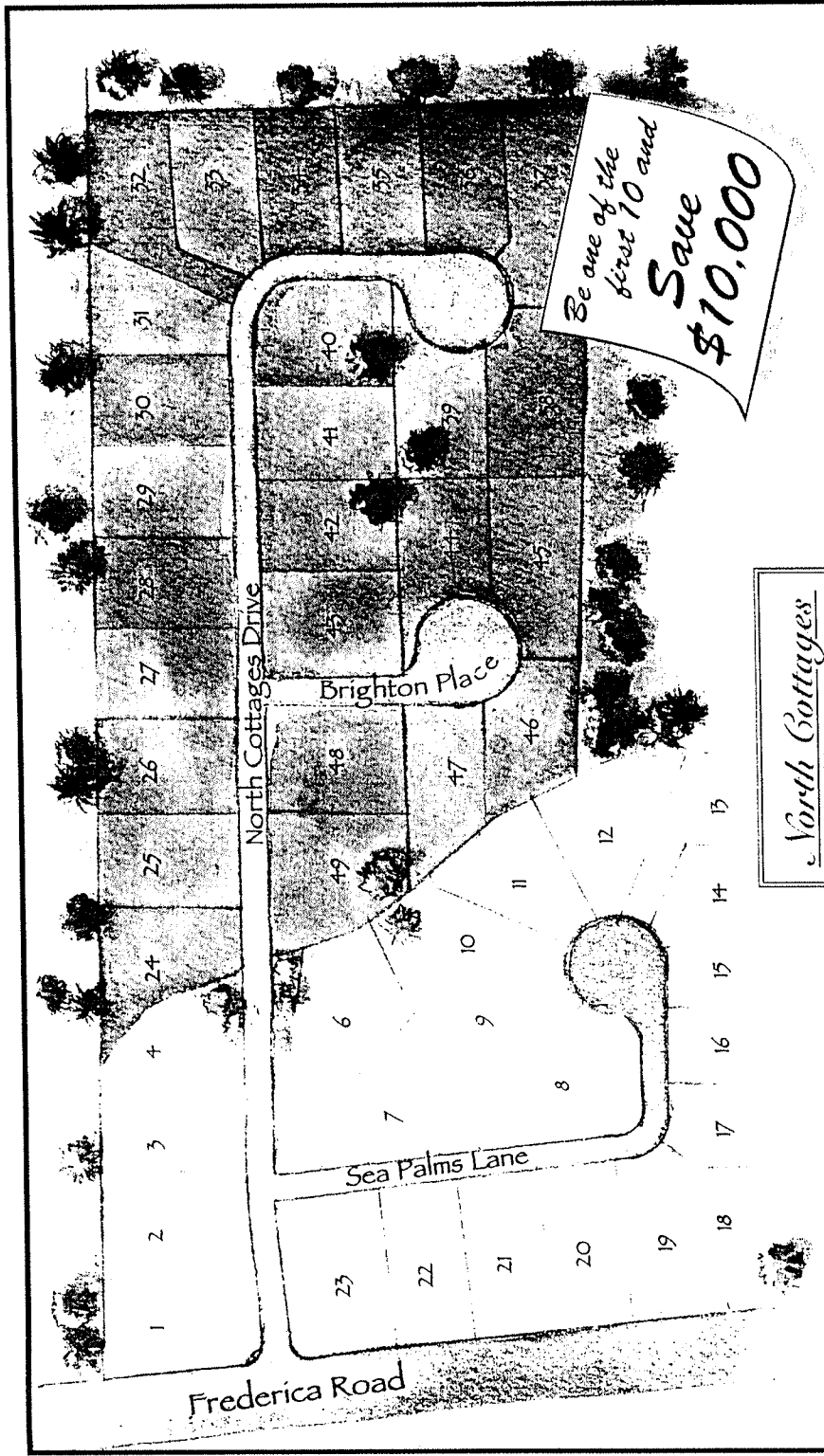
If, as a result of inspections or otherwise, the ARB finds that any improvement has been made without obtaining the approval of the ARB or was not done in substantial compliance with the description and materials furnished to, and any conditions imposed by the ARB, or was not complete within one year after the date of approval by the ARB, the ARB shall notify the Owner in writing of such noncompliance. Such notice of noncompliance shall specify the particulars of noncompliance and shall require the Owner to take such action as may be necessary to remedy the noncompliance, including removal of any portion of the improvement which is not in compliance.

9.3 Correction of Noncompliance

If the ARB determines that a circumstance of noncompliance exists, the Owner shall remedy or remove such circumstance within a period of not more than 45 days from the date the ARB gives the Owner notice of such determination. If the Owner does not comply with the ruling within such period, the ARB may, at its option, take any action available to it under the law or any applicable restrictive covenants, and the Owner shall reimburse the ARB, upon demand, for all expenses incurred in connection therewith, including without limitation reasonable attorney's fees.

9.4 Appeal to Court of Law

No provision of these Design Guidelines shall preclude the right of an aggrieved Owner to appeal any decision of the ARB to a court of law for a final decision; provided, however, that such aggrieved Owner must first have exhausted all of his or her remedies and appeal procedures, if any, as are authorized under these Design Guidelines and any applicable restrictive covenants.



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