

# Carolina Isles, POA

## Architectural Guidelines

### Approved October 25, 2023

## 1 Overview

Section 6.4 of the Covenants, Conditions and Restrictions for Carolina Isles POA, Inc. provide mechanisms by which the Association may protect the Community Wide Standard and overall aesthetic appeal within Carolina Isles POA, Inc.

The Article provides that the Board and / or Architectural Review Board may publish guidelines to govern modification requests within the community and that these guidelines may be amended from time to time to adapt to the changing needs of the community.

These guidelines then, as adopted by the Board of Directors for Carolina Isles POA, Inc., govern all exterior modifications within the Community and no exterior modification other than those listed herein may be made without approval.

While it is difficult to anticipate every possible modification request that will be received, this documents is meant to be a comprehensive guide. The key component of Section 6.4 and Exhibit C is that no modification may be made without approval. If a prospective modification is not addressed herein, that does not mean it is approved without application.

**Certain modifications are given express approval herein. These are indicated throughout this document. Adherence to the terms under which they are approved is mandatory. Any deviation from these terms must be approved before any work may begin and failure to adhere to the listed terms may result in fines and a requirement to correct the**

**violation as prescribed in the uniform policy for enforcement.**

Modification Requests will be considered according to the terms prescribed in Section 6.4 of the Covenants, Conditions and Restrictions for Carolina Isles POA, Inc. The timeframe within which a decision must be rendered for each request is based on the date of receipt of complete, accurate modification requests. Incomplete or inaccurate requests will not be submitted for review until a complete request is submitted. Owners who submit an incomplete request will be contacted with a request to provide the necessary information to render a decision. **Requests submitted without the signature of the Owner of Record are deemed incomplete.** Only when a complete and accurate request has been submitted by the Owner will the review process begin and the Board of Directors will communicate a decision within 30 days.

Owners with delinquent account balances are required to bring their balance into current status before submitting a modification request.

**Requests submitted by Owners with delinquent balances will automatically be denied unless specifically stated otherwise in writing, by the Board of Directors. As defined in the recorded Declaration of Covenants, Conditions and Restrictions, a delinquent balance is defined as any account balance more than 30 days past due.**

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In certain cases, where extensive review is required and / or where professional services

are needed to render a decision, fees may be required to gain approval. **In no case will any Owner be subject to additional fees without their prior, written consent.**

**A written statement from the Carolina Isles POA, Inc. Board of Directors is the only permissible authorization to begin work.**

Neither the Board of Directors nor any other agent of the Association may grant verbal approval at any time. An indication that a proposed project will likely be approved does not constitute permission to begin work. As well, approval from any applicable regulatory agency does not constitute approval to begin work if approval has not been granted by the Board of Directors.

The Carolina Isles POA, Inc. Board of Directors and / or Architectural Review Board will render a decision based on criteria within its authority only. As such, approval from the Board / ARB does not necessarily constitute all of the approvals, licenses or permits required to complete the project. **It is each Owner's sole responsibility to discover which agencies have authority over the proposed modification and to obtain all of the necessary approvals from each before beginning work.**

## 2 Fences

Fences must be 6' white or tan vinyl fence in the design shown in picture (top, right). Fences may only come up to the rear of the home from the backyard and extend directly out to the adjacent property lines. They shall

extend straight out to the sides of the side property line. The sides are to extend straight back to the rear property line. Fence must be installed directly on property line or butt up to a pre-existing fence on the shared property line. Placement may need to be adjusted for any existing easements and to ensure proper drainage in accordance to the community drainage plan.



## 3 Landscaping

Trees and shrubs should be of a variety and size suitable for their location and the existing environment. Owners should take care to consider the mature size of the trees and shrubs and what impact they may have on nearby homes, other landscape features, nearby sidewalks, pipes and other utilities, property lines, easements, etc.

Owners may not plant trees and shrubs that are likely to cause increased maintenance responsibilities and / or increase the likelihood of damage to a neighboring property. Examples include leaf accumulation on rooftops and in gutters, increased risk of damage from falling limbs and increased risk

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of damage to driveways, foundation slabs or other areas of a home from root growth.

Tree removal is not permitted without written approval from the Board of Directors. Requests to remove trees must be accompanied by a letter from a certified arborist stating the reason for the removal (dead/dying/diseased, etc). Owners are required to obtain proper permits from local ordinances prior to removing any trees from their property. replacement tree must be minimum 8' height at time of planting or 30 gallons, or what is required by the Town regulations.

Hardscapes such as patios, walkways, planting beds, landscape walls, planter boxes and similar items must be applied for and approved prior to installation.

These often require light grading, the use of power equipment and / or professional installation.

To ensure that no consequential damages to neighboring or Association property occur, owners may be required to contact various regulatory agencies with permitting authority and / or utility location services.

Hardscapes should complement and improve upon the existing landscape. They should blend into the area to maintain harmony with neighboring landscapes.

#### **Landscape Summary:**

It is impossible to list and describe a steadfast guideline for each and every property. Often times, a suitable solution for one property may not be such for another. Because of this, the guidelines for installation of landscape and features are written to encourage Owners to consult with professionals in order to design

harmonious modifications, choose complimentary materials and ensure proper installation.

## 4 Replacements and Repairs

Replacement and repair of roof or siding elements where there is a change in materials used must be first approved by the Board of Directors.

Repairs and replacements of items under the Owner's responsibility such as HVAC systems and utility lines do not require approval so long as the materials, specification and location do not change.

## 5 Satellite Dishes

**Satellite dishes must be located on the rear of the home, out of sight of the front of the home and in the least conspicuous location**

Dishes must be 18" or less in diameter. The dish must be dark gray, dark green or black in color and reasonably compatible with others in the community. Dishes may not be installed in front yards. Dishes must be screened from view to a suitable degree as determined by the Board of Directors. Each owner is responsible for making sure their installer buries all cables associated with the installation.

## 6 Signs & Flags

No sign of any kind shall be placed on your property without written consent of the Board of Directors.

**For Sale Signs** – Signs are not permitted for vehicles or merchandise for sale by owners. Exceptions include community-wide yard sales.

**Security Signage** – One, small, security monitoring company sign may be placed in a

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front window or front yard without written approval.

Each home is allowed two flags. They may be attached to the house or mounted on a tree. No flag may be faded, or frayed. In addition, one small decorative flag may also be used in landscape beds or near the mailbox.

application must be submitted to the Board of Directors. Approved colors are listed on the Carolina Isles POA website under “Approved Paint Colors”. These guidelines show which colors are acceptable.

## 7 Miscellaneous

Items listed below may not be installed without prior written approval from the Board. This list may not be all inclusive. Please refer to the Covenants or contact Management to inquire.

Swing set, trampolines, play equipment, basketball goals, clotheslines, pools, spas and hot tubs, vegetable gardens, hammocks, boats or boating equipment, animal runs / pens.

## 8 Street Addresses & Mailboxes

**Mailboxes and posts must be replaced to closely match existing. Mailboxes should not show signs of rust, fading, mildew buildup, etc.**

Mailbox posts should not show signs of splitting, mildew buildup, etc.

The approved color to repaint your mailbox post is Sherwin Williams Downing Sand #2822.

Mailboxes are to be labeled with your house number. Numbers on the house must be readable from the street.

## 9 Painting Your Home

A homeowner may repaint their home the **same color**, without approval, provided a notification-only application is submitted to the Board of Directors for record keeping.

If a change in color is desired, whether on the home, any trim pieces, front doors, etc., an

# CAROLINA ISLES, POA ARCHITECTURAL APPLICATION

## OWNER INFORMATION:

OWNER NAME:	
ADDRESS:	
PHONE:	EMAIL:

## CONTRACTOR INFORMATION:

CONTRACTOR NAME:	S.C. CONTRACTOR LICENSE #:
STREET ADDRESS:	CITY/STATE/ZIP:
PHONE:	EMAIL:

## DESCRIPTION OF REQUEST:

*Please include summary of request with material information and measurements, colors, etc., as applicable.*

**NOTE:** The applicant(s) must thoroughly read and comply with the requirements of the architectural guidelines and any requirements contained in the Covenants, Restrictions and Easements and the architectural approval procedures.

***Submit this form with: as-built survey, drawing(s)/picture(s) of change, color samples and any additional information needed for a decision per the attached checklists. Sixty (60) day completion limit for all projects, except tree(s) replacement which is thirty (30) days.***

***Extensions granted with prior permission only. Contact Management if needed.***

**NO WORK MAY BEGIN WITHOUT PRIOR WRITTEN APPROVAL.**

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE

# Required Documents

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## **Roof Replacement (New material)/Change in Roofline**

- Completed architectural Form
- Drawing from architect or contractor, if changing roofline
- Picture example of style and color selected
- Color photo of existing roof
- Applicable permits, if necessary

## **Swimming Pool/Spa**

- Completed architectural Form
- As-built survey
- Pool design including location of pool and surrounding concrete decking with measurements
- Location of pool equipment and how it will be hidden from view
- Color photo of existing yard
- Proposed landscape treatment, if any, around pool deck and/or equipment

## **Lanai/Screen Porch/Sun Room/Pergola/Gazebo**

- Completed architectural Form
- As-built survey – *see example on final page*
- Drawing from contractor or architect, with measurements
- Picture example of style and color selected
- Color photo of existing area (before project)
- Applicable permits, if necessary

## **Patio Extension/Driveway Extension/Deck/Porch Enclosures/Hot Tub/Spa/Natural Gas Fireplace/Firepit/Pergola/Gazebo 10' x 10' or less**

- Completed architectural Form
- As-built survey showing the changes with measurements
- Picture example of completed project if applicable
- Drawing from contractor or architect
- Picture example of style and color selected/Example of finish
- Color photo of existing area (before project)
- Applicable permits, if necessary

## **Fence Installation**

- Completed architectural Form
- As-built survey with fence line notated with measurements
- Drawing from contractor if available
- Picture example of style selected
- Color photo of existing area (before project)
- If connecting to a neighbor's fence, provide written approval from respective owner.

## **Driveway/Adding Windows/Front Walkway Stamping/Staining/Pavers/Garage Door Screen/Key West hurricane shutters**

- Completed architectural Form
- As-built survey
- Drawing showing additions and changes with measurements
- Color/pattern sample images

# Exterior Painting – New Color

## Exterior Painting (shutters, siding, doors)

- Completed architectural Form
- Color sample
- Color photos of existing color of house (including shutters, siding, and door (as applicable))
- Different front door colors from approved paint colors list must be approved first

## Landscaping

### Tree(s) Removal

- Completed architectural Form
- As-built survey with tree(s) location notated
- Replacement tree(s) to include type of tree and size at planting/gallon size. **Note:** replacement tree must be minimum 8' height at time of planting OR 30 gallons. Receipt of purchase may be requested.
- Color photo of tree(s) to be removed, marked w/red tape or ribbon
- Applicable permits, if necessary

## Notification Only Projects

### Roof Replacement/Siding Replacement/Exterior Painting (same material, same color)

- Completed architectural Form
- Picture of existing AND picture of proposed roof for comparison purposes to include name of color
- Applicable permits, if necessary

### Driveway Replacement (Same material, same color)

- Completed architectural Form
- As-built survey
- Color photo of existing driveway
- Applicable permits, if necessary

### Decorative Colored Glass Entry & Shutter Replacement

- Completed architectural Form
- Photo or picture of selected entry design/shutter style
- Picture of color samples of entry glass design or shutter paint
- Color photo of existing area (before project)

### Satellite Dish

- Completed architectural Form
- As-built survey with location marked
- Picture of shed
- Color photo of existing area (before project)
- Documentation for non-standard location of satellite dish

### Trampoline/Swing Set

- Completed architectural Form
- As-built survey with location marked (must be in rear yard)
- Trampoline must have a safety net and be black, brown or green.
- Picture example of chosen trampoline or swing set

# NO REQUEST PROJECTS

- Adding decorative (beveled or etched) glass – front door, sidelights, palladium
- Updating outdoor lights – carriage lights and landscape lights
- Adding plants or bushes
- Changing garden bed mulch/material
- Adding a trellis, rain barrel, small statuary, fountain to a yard
- Adding small deck boxes in rear of home or rear side of home (26"x28"x55")
- Firepit or chimney pot – wood-burning or propane. *Must have spark suppressor.*
- Invisible fence
- Hanging two flags in front of house and one small banner or flag in garden – *please refer to guidelines.*
- Installing solar attic fans, skylights or light tubes
- Setting up free-standing basketball hoop in driveway

## EXAMPLE OF AN 'AS-BUILT' SURVEY

