

# Ashford on the Water Home Owners Association

2764 Pleasant Road #10255  
Fort Mill, SC 29708

## Request for Architectural Approval

Information							
Name:						Date:	
Address:							
Phone:				Email:			
Estimated Start Date:			Estimated Completion Date:				
<b>Type of Modification / Change / Addition:</b>							
<input type="checkbox"/>	Fence	<input type="checkbox"/>	Porch	<input type="checkbox"/>	Deck / Patio	<input type="checkbox"/>	Satellite Dish
<input type="checkbox"/>	Pool / Hot Tub	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Exterior Painting	<input type="checkbox"/>	Other
<b>Detailed Description and Drawings to Include:</b>							
Location on lot, Elevation, Dimensions, Color, Materials, Contractor (if applicable):							
Homeowner must comply with all local and state building codes and obtain permits as required.							
<b>Additional Comments:</b>							
Architectural Review Committee Use Only							
Date Received:		Date Denied:		Date Approved:			
Explanation:							
Signed:						Date:	

## **Request for Architectural Approval**

Please read and follow these instructions carefully:

- A. Complete the Request for Architectural Approval Form.**
- B. Attach Plans, Drawings, Product brochures etc.**
- C. Attach a property survey/drawing showing the location of the proposed changes/additions.**
- D. Send one (1) copy of the completed Architectural Approval Form and all related drawings and information.**

**BY EMAIL (preferred):** [info@ashfordPOA.org](mailto:info@ashfordPOA.org)

**BY HAND DELIVERY (second option):** To any ARC member (see below)

**BY MAIL (third option):**

**Ashford On The Water  
Architectural Review Committee  
2764 Pleasant Road #10255  
Fort Mill SC 29708-7299**

IMPORTANT: For mailed submissions, please contact an ARC member or email [info@ashfordPOA.org](mailto:info@ashfordPOA.org) so we know to expect it. Allow at least two additional weeks processing time for mailed submissions.

- E. Please Note:**
  - **Complete one form per change (example, one request for landscaping and one request for a fence).**
  - **Submission of this form authorizes the HOA Board of Directors and the ARC to visually inspect your property and take pictures for its own use.**
  - **The ARC reserves the right to request more information to clarify the request.**

**QUESTIONS?** – email them to [info@AshfordPOA.org](mailto:info@AshfordPOA.org) or contact any current HOA Board member.

# Ashford On The Water Home Owners Association

## Architectural and Landscape Guidelines

### Section 1.0 Introduction

These Architectural and Landscape Guidelines are adopted pursuant to the Articles of Incorporation and the Declarations of Restrictive Covenants for the Ashford On The Water subdivision.

The term Architectural Review Committee (ARC) shall mean and refer to the governing body which reviews all construction, development, landscaping and other plans for improvements to the Property.

These Architectural and Landscape Guidelines provide for the establishment of reasonable rules and regulations concerning the use of individual lots and common areas. The Architectural Review Committee (ARC) serves as the representatives of the Board of Directors (Board) while enforcing the Guide. Compliance with this guide is required, but is not the sole basis for review or approval, nor does it guaranty approval of any application. Decisions may be based purely on aesthetic and/or architectural considerations. Each owner acknowledges that determinations as to such matters are purely subjective in nature and that opinions vary as to the desirability and attractiveness of a proposed addition or modification.

This document is not intended to replace the Declaration, but to clarify the process by which homeowners may customize and modify the exterior presentations of their homes, and/or lots. The intent is to provide consistent guidance to owners regarding requirements for additions and modifications to property in the community, and matters of particular concern to the ARC when considering applications for approval of such conditions and modifications. Additionally, the Guide sets forth various restrictions on other matters relating to community standards and overall appearance of the property in the community.

### Application and Review Process

Unless otherwise specifically exempted by the Declaration or the Guide, each and every proposed exterior modification/addition to residential units or lots requires prior approval of the Architectural Review Committee. Submit one copy of the *Request for Architectural Approval Form* (attached) by either hand delivering to an ARC member or mail to:

**Ashford On The Water  
Architectural Review Committee  
2764 Pleasant Road #10255  
Fort Mill, SC 29708-7299**

Each application must include a copy of the lot survey showing the size and location of the proposed modification/addition as well as a list of the materials to be used. Modification and/or additions should be compatible with existing architectural features, roof lines, elevations and materials. Color samples, as well as product illustrations, product brochures or pictures of similar projects may assist the ARC in rendering its decision and expedite the review process.

The ARC may require submission of such additional information as may be reasonably necessary to consider any application. Review of the application and notification to the applicant shall be conducted within 10 days of receipt of the request unless otherwise advised.

The ARC is not responsible for ensuring structural integrity or compliance with state and local building codes. Homeowners must obtain all necessary building permits and other government approval that may be required for the proposed modification or addition.

## **Section 2.0 General Architectural and Landscape Standards**

### **Section 2.1 Antennas, Satellite Dishes**

Homeowners who wish to place a satellite dish with on the exterior must submit a *Request for Architectural Approval* to the ARC if not in a preapproved location. Standard approved placement of an antenna/satellite dish is:

- Attached to or mounted on a deck or patio in the rear of the residence so as to extend no higher than the eaves of that portion of the roof of the dwelling directly in front of such antenna/satellite dish; or
- Attached to or mounted on the rear wall or roof of the residence so as to extend no higher than the ridge line of the residence at a point directly above the position where attached or mounted.
- The front yard is NEVER approved.

### **Section 2.2 Backyard Play Equipment, Basket ball Goals etc.**

Swing sets in the back yard are pre-approved provided they are well-maintained (wood painted/stained). No play structures may be erected on the side or front of any residence. Play equipment, other than pre-assembled models, must have ARC approval.

### **Section 2.3 Statues.**

Statues must have ARC approval prior to installation. Statues and figurine planters are not permitted in the front yard. Statues are limited to no more than 4 feet tall and a total number not to exceed five.

### **Section 2.4 Clotheslines, Fuel Tanks, Outside**

Clotheslines, above ground fuel storage tanks, and similar items are not permitted. Storage of any material (such as, but not limited to, lawnmowers, landscaping materials, and lumber) outside an enclosed structure is not permitted. Do not place furniture intended for indoor use on any outside area, including porches.

### **Section 2.5 Decks, Patios, Screened Porches, Driveways.**

ARC approval is required prior to construction, modification or extension of decks, patios, screened porches, walkways and driveways. Deck footings and patios must stay within the minimum building line (MBL) of any lot. No deck or patio shall extend into the side yard beyond the side plane of the residence unless approved by the ARC. Sun/Florida Rooms, screen porches must conform to the existing architectural features, form and function of the existing home, including but not limited to roof pitch, design of the eaves and overhangs, windows and color of window trim. Deck waterproofing, sealing and staining is pre-approved. No “low” roof lines or flat roof lines will be approved.

### **Section 2.6 Dog Pens, Runs, and Dog Houses.**

Dog pens and runs are not permitted. Doghouses are permitted provided an ARC approval form is submitted and the following criteria are met: the doghouse must be in the backyard and not more than four feet high. (Location will be approved by the county.) Pets must be on a leash or restrained in the backyard by use of chain, invisible fencing or an approved fence.

### **Section 2.7 Exterior Colors, Shutters, Doors.**

Exterior color change is permitted provided an ARC approval form is submitted, and approved, prior to the change. Exterior colors must conform to the original scheme designed by the builder. Shutters and doors will compliment the exterior color scheme, and maintain the original colors intended by the builder. When submitting a request for a color change, color chips or siding samples should be attached to the standard ARC request form.

## **Section 2.8 Exterior Lighting, Seasonal Decorations**

Low voltage ground landscaping lights are pre-approved provided they are conservative in design, use white lights and are directed towards the house, tree or ground. High Voltage lighting (greater than 24 Volts DC/AC) require ARC approval and must be located within the flower beds. Seasonal lights, wreaths and decorations are permitted 30 days prior and 10 following the date of the holiday.

## **Section 2.9 Fences.**

No chain link fences shall be allowed on any lot. No fences of any kind shall be allowed closer to the street than the front of the house and any and all fences must be approved by the Architectural Review Committee prior to erection. No brick wall or stone wall may be erected nearer the front lot line of a lot than the front of the Dwelling located on such lot unless otherwise approved in advance writing by the ARC. In the case of a corner lot, no side yard fences shall be located nearer than the side of the house facing the side street line, unless otherwise approved in advance in writing by the ARC. The ARC has sole authority to either approve or disapprove a fence or fences, brick wall or stone wall, at its discretion.

## **Section 2.10 Flagpoles, Flags.**

Freestanding flagpoles are only permitted for American Flags at a max height of 20' (twenty feet). Flags which, in the Board's judgment, tend to incite or antagonize are not permitted. Flags meeting the following criteria are pre-approved:

- Two flagpoles, not to exceed two inches in diameter and sixty (60) inches in length, may be mounted on the front of a dwelling or at the garage entrance of a dwelling...
- Flags shall not exceed 4' x 8' in size. Flags must be maintained in good condition and shall not be displayed if mildewed, tattered, or faded.

## **Section 2.11 Garage Sales, Garage Sale Signs, Items for Sale (must comply with local and county regulations).**

Each garage sale may last a maximum of 24 hours. Sale items must be kept in the immediate area of the garage area. Advertising signs may be placed at the residence 48 hours in advance, and must be removed within 12 hours after the conclusion of the sale. One sign maybe placed at the main entrance 48 hours in advance, and must be removed within 12 hours after the conclusion of the sale. No other signs are permitted. Other than garage sales, items for sale such as cars, boats, lawnmowers, may not be displayed in front of the residence.

## **Section 2.12 Garbage Containers, Recycle Containers, Garbage**

It is recommended that garbage containers and recycle bins be stored inside your garage. Garbage containers and recycle bins may be stored outside at the rear of the house or to the side when enclosed by a garbage enclosure as described below. Garbage containers may be placed at the street the evening prior to next day pick-up and must be returned to the Garbage enclosure or garage prior to midnight on the day of pick-up.

### **Section 2.12 a. Garbage Enclosures:**

A garbage enclosure is defined as screening which conceals the garbage container and recycle bins from the street, sidewalk, adjacent homes or rear neighbors. Garbage enclosures are permitted to allow for outside storage of two garbage containers and no more than two recycle bins. Only one garbage enclosure per lot is permitted. Enclosures may be located at the rear or sides of the home and must be of sufficient height to conceal the trash container(s). Placement, type and size of the enclosure will be considered on a case by case basis. All trash enclosures require ARC approval.

## **Section 2.13 Gardens. Landscaping:**

Landscaping beds must be kept weeded and well maintained. Any vegetable gardens must be in the back yard.

The only exception to the fore-going is that plantings placed in the areas adjacent to the residence originally mulched (with pine needles) by the builder are pre-approved provided:

1. They are of a color and material complementary to the residence exterior.
2. They are maintained in a neat and attractive manner. Dead and diseased plants and all weeds are promptly removed.
3. Bushes and/or shrubbery that were originally planted by the builder or with prior ARC approval may be replaced with bushes and/or shrubbery that are the same size and similar color and shape.

Front Yard Tree Rings or Landscape Edging surrounding planting or mulched beds are pre-approved provided:

1. They are either earth tone colors (grey, muted red or brown) or white, complementary to the residence exterior.
2. They are constructed of commercially available landscaping blocks, stacked stone, field stone or scalloped concrete edging materials that are curved to form a radius.
3. The top surface of the ring/edging is no more than 8 inches higher than the adjoining, undisturbed ground or stacked the height of no more than two (2) approved landscaping blocks.
4. They are installed so that the top surface of all installation materials are flush (same height) with the adjacent "element" (block, edging material, etc). The top surface of the ring or edging as a whole shall be as close to level as is practical considering the natural slope of the adjacent ground.
5. Tree Rings and Landscape Edging shall not interfere with existing swales or water drainage.
6. Tree rings and edged areas shall be completed by installing pine needles or a complimentary mulch within the boundary of the tree ring or edging.
7. Tree Rings and Landscape Edging need to be maintained to insure they look attractive and do not fall into a state of disrepair.

#### **Section 2.14 Outdoor Hot Tubs, Spas, Saunas and Pools.**

Hot tubs and spas require prior approval using the standard ARC request form prior to installation. These items must be located in the rear of the residence, screened from view from the street and neighboring properties. Owners are required to install safety features such as locks or covers and comply with all applicable state and local codes. Outdoor saunas are not permitted.

#### **Section 2.15 Mailboxes**

Only the original black mailbox, with black ornamental base is permitted. If replacement or repair is required, the mailbox must be restored to the original design specification. The residence address must be clearly visible on the mailbox, using white or gold colored numbers. Contact the ARC for the approved vendor.

#### **Section 2.16 Outdoor Furniture**

No furniture shall be used, stored or kept on the exterior of any residence except for furniture designed and intended for use outdoors on porches, patios, and decks. Furniture not enclosed in a room shall be limited to such types as it designed for outdoor use. This restriction does not apply to furniture used within an enclosed sunroom/Florida room.

#### **Section 2.17 Parking, Cars, Trucks, Recreational Vehicles, Campers, Boats, Trailers, Motorcycles, ATV's.**

No vehicle, including recreational, camper, boat, trailer, car, or truck, will be parked on the grass or sidewalk of any lot. Except for occasional overflow parking, curbside parking is not permitted. Recreational vehicles, campers, boats and trailers must be kept in the garage except temporarily in preparation for use or repair, if such period does not exceed 48 hours.

#### **Section 2.18 Roof Accessories**

Modification to a rooftop requires an approved Request for Architectural Approval prior to modification. Approved rooftop accessories or equipment must match the existing roof colors, compliment the residence, and be as inconspicuous as possible. The following restrictions must also be met:

- Exposed flashing, gutters and downspouts must match the existing color scheme of the residence.
- Skylights shall be mounted on the backside of the roof so as not to be seen from the street unless approved by the ARC.
- Solar energy equipment will have the appearance of a skylight, have finished trim, and shall not be visible from the street. They must also be approved by the ARC before installation.

### **Section 2.19 Storage Sheds, Outdoor Accessory Buildings**

In an effort to maintain a high quality, consistent look and feel throughout the neighborhood Outdoor Storage Structures are not permitted.

### **Section 2.20 Window Boxes, Planters**

Window Boxes, Planters Window boxes and planters are pre-approved provided:

They are of a color and material complimentary to the residence exterior and shall be maintained in a neat and attractive manner. Statues and figurine planters are not permitted in the front yard.

Dead and diseased plants and all weeds shall be promptly removed.

### **Section 2.21 Yard Maintenance**

Residents are required to mow and weed their yard as necessary to present a neat and uniform look to the neighborhood. This includes periods of low rainfall. Grass will not be permitted to grow over curbs, sidewalks, or driveways. Regular watering to present a lush, green lawn is recommended. Do not leave hose extended through the yard after watering.

### **Section 2.22 Temporary moving equipment**

All moving equipment used for storage and moving is allowed for up to 7 days. Any longer requires prior board approval.

### **Section 2.23 Window Air Conditioners**

Window air conditioning units are not permitted.

### **Section 2.24 Storm Doors**

Storm doors are permitted using the standard Request for Architectural Approval form.

### **Section 2.25 Fines and Penalties**

Any lot improvements conducted against these guidelines without submitting a *Request for Architectural Approval* and receiving approval of the ARC are subject to fines imposed by the Ashford Homeowners Association, Board of Directors as defined in Article 11 Section 11, Fines Designated as Assessments, of the Bylaws Of the Ashford On The Water Homeowners Association. Residents in violation of these guidelines will receive a written notice from the ARC committee and be given 30 days to remedy the situation or create an agreed upon plan with the ARC. If after that time, the Lot has not been brought up to standards, the HOA will access the fine as stated in the letter of notification. This process is repeated until the Improvement is brought up to these standards.