



PALMETTO DUNES

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

PALMETTO DUNES PROPERTY OWNERS ASSOCIATION ARCHITECTURAL REVIEW BOARD

(843) 785-1109 | www.pdpoa.org



ARB PRE-CONSTRUCTION MEETING INFORMATION (rev 1.1.22)

Palmetto Dunes Address: _____

1. Emailed .pdf of ARB Design and Construction Guidelines (D&CGs)
2. Builder/Contractor Work Rules
3. New Construction Permit & Survey Procedures
4. Commercial Contractor Pass Office Rules and Regulations
5. Clearing Guidelines/Tree Protection
6. Paver and Concrete Policy
7. Dumpster Policy
8. Inlet Protection Guidelines
9. Policy for Pool Backwash
10. Contractor and Owner Agreement Form
11. Detail for Material and Color Display Board
12. Photo Sample of Material and Color Display Board
13. Requirements for Builder/Contractor Sign and Post
14. Penalty Listing and Fine Schedule
15. Change Request Application (blank form)
16. New Construction Final Inspection Contractor Checklist
17. Discuss protecting 20-foot buffer if applicable

I acknowledge receipt & discussion of listed items numbered 1 – 17.

☐ Owner ☐ Contractor ☐ Management Company

Print Name: _____ **Signature:** _____

Company Name: _____ **Date:** _____



ARB BUILDER/CONTRACTOR WORK RULES

CONTACT INFORMATION:

ARB Manager (843) 785-1109 x104
Palmetto Dunes Security Department (843) 785-1120

A. Builder/Contractor Responsibilities

1. The builder/contractor is responsible for ensuring that all of their employees, including sub-contractors, are obeying the Contractor Work Rules.
2. The builder/contractor shall schedule a meeting with the ARB Manager and/or a representative of the ARB before beginning any clearing or construction on any lot. At this meeting, pictures of the area shall be taken, and a review of the Builder/Contractor Work Rules shall be reviewed for any clarification needed.
3. All permits must be obtained and displayed before clearing any lot or beginning construction.
4. The builder/contractor must ensure that any assessed fine is paid within the designated time period, and any violation has been corrected.

B. Work Times and Days

1. Construction hours are 7 A.M. to 7 P.M., Monday through Friday. Workers must be off the property by 7 P.M.
2. In the case of emergencies, the Security Office must be contacted (843) 785-1120 to gain admittance to the property on Saturday or Sunday.
3. Construction work may not be performed on the following days: Weekends, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. Additional days may be added at the discretion of the ARB Manager.

C. Posting of Permits

1. The builder/contractor must place a Residential Construction Sign before any clearing or construction on a lot begins. All documents shall be placed in plastic covers or laminated and shall be affixed to the Construction Sign so they can be read. All documents shall be on one side of the display board facing the street.
2. The display board shall be placed as shown on the ARB approved site plan.
3. Builders/contractors shall immediately display permits when they are received.

D. Use of Common Property

1. Builders/contractors may not use any Palmetto Dunes common property unless first requesting and receiving written permission from the Palmetto Dunes ARB Manager. The Palmetto Dunes common property shall include but is not limited to roads, bike paths, beach walkways, grass areas, landscaping, golf cart paths, etc.

1. All common property, including roadways, beach walkways, and bike paths, must be restored to the condition that existed before the clearing or construction commenced. If damage to any common property is done due to the construction, repair/replacement must be done immediately by the builder/contractor.
2. Builders/contractors shall reimburse Palmetto Dunes for the cost of repairing or replacing any damaged or destroyed property, equipment, or supplies caused by their employees or subcontractors should the contractor fail to repair/replace in a timely manner. Additional cost shall include labor provided by Palmetto Dunes to repair or replace damaged or destroyed property.

E. Use of Private Property

1. Builders/contractors may not access or use any private property unless first receiving written permission from the property owner. A copy of the written permission shall be provided to the ARB office.
2. Workers may not use the facilities, electricity or water from another construction site or residence unless written permission has been obtained first.
3. Workers shall not access or use private property as a short cut to get to a construction site.
4. All private property must be returned to the condition that existed before the use of such property began unless written permission from the property owner has been obtained stating that returning the property to such condition is not required.

F. Parking

1. Basecoat rock or mulch must be placed on site, in accordance with the approved site plan, to help maintain the edge of the roads and reduce the dirt on the primary roads.
2. Builders/contractors may not park any vehicle, trailer, or equipment on any Palmetto Dunes common property unless written permission has been obtained from the ARB Manager. This includes the shoulder of roadways.
3. Builders/contractors may not park any vehicle, trailer, or equipment on any private property unless written permission has been obtained from the property owner.
4. All vehicles, trailers and equipment must be parked on the construction site unless Palmetto Dunes Security has authorized permission to park on the street.
5. Vehicles that have been authorized to park on the street must be on the side that is designated by Security. One lane for vehicle traffic must be left open at all times. Vehicles from all construction sites that have been authorized to park on the street by security must be parked on the same side. Vehicles shall not block any driveways.
6. Cars, trucks and vans may not be left at a construction site overnight unless approved in advanced by Palmetto Dunes Security.
7. Parking conditions will vary at each work site. The ARB Manager and Palmetto Dunes Security shall work with each builder/contractor to develop a parking solution for each site.

G. Equipment Storage

1. Equipment that is needed on a construction site may be left on the site until no longer needed. Equipment does not include cars, trucks, or vans. Approval for trailers must be granted by the ARB Manager.
2. Equipment shall be placed in the garage (when available) or other location where the

equipment is least visible.

3. If the equipment cannot be placed inside the structure, it is to be parked as close as possible to the structure. It does not have to touch the structure.
4. Equipment is not to be left on a side that faces the lagoon.
5. If one side of the property faces a vacant lot, the equipment is to be stored on that side.
6. Equipment that is no longer required at a construction site must be removed from the property. Equipment shall include trailers, forklifts, backhoes, mixers, etc.
7. Failure to comply with the above rules shall result in a fine of \$250.00 and a requirement to remove the equipment from Palmetto Dunes.

H. Construction Supply Storage

1. Builders/contractors may not store any construction supplies or material on any Palmetto Dunes common property or private property unless written permission has been obtained in advance from the Palmetto Dunes ARB Manager or the property owner.

I. Maintenance of Construction Sites

1. Builders/contractors are required to maintain construction sites in a neat and orderly condition. Before completing work for the day, the builder/contractor is to ensure that the site is cleaned. All trash is to be placed in a dumpster or trashcan. ***Please dispose of all food items off site to assist in controlling small animal infiltration.***
2. When pavers or concrete are installed for driveways/paths, wet-saw techniques must be used to minimize/eliminate dust. This dust is both a nuisance and a health hazard to those on the worksite as well as to neighbors in nearby properties. More information can be found in this statement from OSHA: <https://www.osha.gov/laws-regs/standardinterpretations/2006-07-20>.
3. Construction waste is to be placed in the dumpster. This includes broken bricks or blocks, plastic containers, wood, bags, paper, plastic, etc.
4. For waterfront properties, a debris/silt fence is to be placed at the construction site to prevent waste and trash from getting into the lagoon or waterway.
5. Builders/contractors must place bales of straw around all catch basins to prevent debris from entering the storm sewer system.
6. Any equipment that is left on a construction site must be secured.
7. Any debris that leaves the construction site must be cleaned up immediately.
8. Construction supplies shall be stacked and stored in a neat and orderly fashion.
9. If a construction site requires cleaning by Palmetto Dunes personnel, due to a lack of responsiveness by the builder/contractor, the builder/contractor shall be billed at a rate of \$20.00 per hour for each employee that is required to clean the site in addition to a fine of not less than \$50.00.

J. Placement and Use of Dumpsters and Portable Toilets

1. A dumpster is a requirement for each work site. Builders/contractors must obtain a dumpster that is large enough to handle the expected debris and trash that is produced at the construction site. The dumpster must be located 15' from the road.
2. The dumpster must be covered with a neutral covered tarp at the end of each workday and over the weekend. The dumpster cover must be tightly secured. A fine will be issued if this is

not done.

3. Builders/contractors are not to use the dumpsters that are on Palmetto Dunes common property or on the private property of others.
4. The dumpster must be emptied or replaced when the full line is reached. A fine will be issued if this is not done.
5. A dumpster may not be placed on Palmetto Dunes common property or on the private property of others unless written permission has been received in advance.
6. Any debris that is left on the ground due to a full dumpster must be placed in one pile covered with a tarp. The debris shall immediately be placed in a dumpster when a dumpster is returned. Debris may not be left on the ground for an extended period of time.
7. Builders/contractors are to schedule the removal of a full dumpster to avoid being fined.
8. Builders/contractors shall place at least one portable toilet on each construction site.
9. The portable toilets shall be emptied on a regular basis and must be kept clean and odor free.
10. The portable toilet is to be placed on the construction site that is being worked on.
11. The portable toilet is to be placed 15' away from the street and behind trees or shrubs when possible.
12. The portable toilet must be placed with the door facing away from the street and adjacent homes.
13. If there is a vacant lot on one side of the structure, the toilet is to be placed on that side.

K. Worker Transportation

1. **All vehicles that enter Palmetto Dunes are subject to search.**
2. All drivers must have a valid driver's license in their possession.
3. All vehicles must have current automobile insurance.
4. Vehicles must have a valid commercial decal or daily pass issued by Palmetto Dunes Security to be granted entrance to Palmetto Dunes.
5. Vehicle operators must take the most direct route to the construction/work site.
6. Vehicle operators must comply with all parking rules and all traffic laws.
7. Builders/contractors/workers may not bring bicycles into Palmetto Dunes.
8. Workers may not walk to a construction/work site.
9. Workers may not gather on Palmetto Dunes property to wait for transportation.
10. Workers must notify employers of the need for transportation before arriving.
11. Palmetto Dunes common property and the private property of others may not be used for short cuts or U-turns.
12. Commercial vehicle decals may be removed, and access denied for failure to obey the rules.

L. Use of Plantation Facilities

1. Builders/contractors and their employees may not use any property facilities, equipment, supplies, water, ice, or electricity unless written permission has been received from the General Manager or a Department Manager.
2. Builders/contractors and their employees may purchase food items from the General Store.

M. Removal of Debris

1. Builders/contractors and yard workers are responsible for removing all debris from Palmetto Dunes. Debris shall include lot clearing, yard work and construction material.
2. Yard debris may not be placed on any private property, in the lagoon or on any common

property.

3. Debris may not be burned on Palmetto Dunes Resort.
4. Yard workers may not blow, rake, or shovel yard debris on to any street, cart path, bike path, lagoon, or waterway.

N. Miscellaneous

1. Palmetto Dunes assumes no liability for equipment left on job sites.
2. Builders/contractors may not bring family members or animals to construction sites. This does not apply to property owners that are the builder or contractor or if a family member is employed by the builder or contractor and is working on the construction site.
3. Power cords may not be laid across a roadway unless prior approval has been given by Security. Cords must be covered with a material that prevents the cords from being damaged or cut.
4. Builders/contractors must immediately report to Palmetto Dunes Security any broken water line(s) or cut power line(s), broken streets, cart paths, bike paths or walkways.
5. Workers are not allowed to fish or crab in the lagoon or from the floating dock areas.
6. Music must be played at a level so that it cannot be heard beyond the construction site.
7. Workers may not bring or possess any weapon in Palmetto Dunes.

O. Emergency Preparedness Requirements

1. In the event of an emergency that requires evacuation or closure of the work site, builders/contractors shall: remove all equipment; place all supplies inside the structure or remove from the plantation; take down, remove or secure all scuffling and turn off power and water to the work site. All workers shall leave the property after this has been accomplished.
2. Builder/contractor shall notify Security when the work site has been secured.

P. Removal, Closure or Fines for Failure to Comply with Guidelines/Work Rules

1. The ARB Manager will have the authority to close a construction site and remove the workers for failure to abide by the Palmetto Dunes Contractor Work Rules. Workers may not return to a construction site until assessed fines have been paid and/or a violation has been corrected.
2. All fines must be paid at the Palmetto Dunes Security Office before 10:00 a.m. of the next workday or the construction site may be closed.
3. Construction workers may not remove any tape, signs, Stop Work orders or any other barrier that has been placed there by Palmetto Dunes Security to identify the closure of a construction site. Only Palmetto Dunes Security shall remove all tape, signs or barriers that have been placed on a construction site.
4. Builders, contractors, and their employees shall not engage in arguing or fighting with Palmetto Dunes Security Officers that are enforcing the Contractor Work Rules. Builders, contractors, or their employees may inquire and discuss with the Palmetto Dunes Security Officer the cause of the fine or the closure. A violation of this rule will result in possible permanent removal from Palmetto Dunes and may initiate criminal charges.
5. Fines for violations shall begin at a minimum of \$50.00 per violation per day and may reach a maximum of \$2,500.00 per violation per day.



PALMETTO DUNES

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

NEW CONSTRUCTION PERMIT & SURVEY PROCEDURES

Clearing Permit

1. Put tree protection in place (requirements are outlined in the Pre-Construction Packet)
2. String the foundation including decks, pool and driveway using different colors for different areas. If this cannot be done due to an overgrown lot, please notify the ARB.
3. String the property lines and stake the corners.
4. Only the trees designated for removal should be marked with red tape.
5. Contact the ARB to schedule a site visit once items 1-4 have been met.
6. After a successful site inspection, the Clearing Permit will be issued and is valid for 45 days.

Foundation Permit

1. Once clearing is complete, re-string the foundation, including property lines, and stake the property corners. Please note: footers may be dug prior to a successful ARB site inspection and the stringing of property lines need to remain throughout construction.
2. Ensure all tree protection is in place.
3. Install silt fencing around the entire property (especially for homes on the lagoon/lake) as well as mulch or gravel at the entrance of the jobsite connecting to the street. Nearby drainage inlets should also be protected.
4. Place a 2' x 6' color and materials board on the building site in full view of the street (a sample is included in the Pre-Construction Packet). Proposed colors and materials do not need to be shown on the board yet.
5. Provide a receipt from the Broad Creek PSD and a copy of the Town of HHI Building Permit.
6. Once items 1-5 have been met, contact the ARB to schedule a site visit. Once all has been reviewed and approved by the ARB, the Foundation Permit will be issued and is valid for 45 days.

Building Permit & Roofing Approval

1. Provide a foundation survey and elevation certificate, certified by a registered surveyor, verifying the following: 1) the approved site of the house, 2) that all building setbacks have been met and 3) verifying the first floor elevation.
2. Once those items have been met, reviewed, and approved by the ARB, the Building Permit will be issued and is valid for 12 months.
3. Final approval of colors (including roof color) will be granted following a successful ARB inspection of the on-site color and materials board once the ARB has been notified that the board is ready for review. Final inspection of the approved color board must be requested when colors/materials are up on the house before removing the board from the property.
4. Upon completion of framing and prior to the installation of shingles, provide a height survey, certified by a registered surveyor, for structures with a second floor living space.
5. The height survey must meet or be below the Palmetto Dunes 47 foot above mean sea level height restriction.
6. Once items 3 – 5 have been met, roof shingles may be installed.
7. Driveway must be reviewed by the ARB prior to installation of material. String out the proposed driveway and contact the ARB to schedule a site visit.

Pool Permit

1. Once construction is well under way, string out the proposed pool and pool deck and contact the ARB to schedule a site visit. The stringout of the property lines should still be present and will need to remain throughout construction.
2. Provide a copy of the Town of HHI Pool Permit.
3. Provide samples for all pool material, including decking, to the ARB for approval.
4. Final approval of the pool will be granted after a successful ARB site inspection and approval of material.
5. Once items 1 – 3 have been met the pool permit will be issued and is valid for 4 months.

Final Inspection & Return of Compliance Deposit

1. Provide a written request for final inspection, by the homeowner, within 30 days of completion of the project.
2. Provide a signed Two Habitable Stories Acknowledgement Form
3. Provide a copy of the As-Built Survey (required for new construction, additions, or renovations if the footprint changes).
4. Provide a copy of the completed Elevation Certificate.
5. Provide a copy of the Certificate of Occupancy.
6. Provide photographs of all four sides of the home.
7. Provide a certified drainage plan with written notification by the Professional that it was designed and constructed according to the ARB's Design and Construction Guidelines (D&CGs) standards, as well as per the approved plan, and is in good working order.
8. Confirmation that all landscaping has been completed, as per the approved plans. Landscaping is not given final approval until a successful final inspection.
9. Provide a .pdf of the final construction approved plans, with all approved change requests incorporated in it, in 8 ½ x 11 format.
10. If the project is not completed at the time of the final inspection and subsequent inspections are necessary, they will be assessed at \$50.00 each.
11. Once items 1 – 9 are met, reviewed, and approved, the compliance deposit will be returned to the owner.
12. If a final inspection hasn't been requested by the homeowner after 60 days, then such deposit will be non-refundable and retained by the ARB.
13. If a final inspection hasn't been requested prior to selling of the home, the compliance deposit does not carry over, nor does it get returned, once the name on the deed changes.



COMMERCIAL CONTRACTOR PASS OFFICE RULES & REGULATIONS

Work Hours:	Mon – Fri 7am – 7pm
Saturday Work:	NO SATURDAY WORK is permitted in the Mariners and Inverness unless the work to be done is an emergency, i.e. AC, roof leak, etc. or as necessary to “flip” a rental unit. Approval from Security or the ARB Manager is required.
Utility Digging:	Monday thru Thursday 7am to 2pm and Friday 7am to 12pm.
Daily Passes:	Must be displayed on dashboard of vehicle assigned to, at all times, while on Palmetto Dunes property.
Commercial Decals:	May be purchased and MUST be permanently affixed to vehicle assigned.
Visitors Passes:	NO VISITOR PASSES are allowed for commercial vehicles. Fines start at \$75.00 and work privileges can be revoked.
Replacement Decal:	May be purchased for \$10.00 at the Palmetto Dunes Pass Office, you MUST return the damaged decal or produce a copy of the Police Report for stolen decals.
Refunds:	No refunds will be issued for passes or decals. No Exceptions!
Exceptions:	All Vendors, Estimators, Contractors and Service Technicians are required to purchase a daily pass or yearly decal. No Exceptions!
Weight Limitations:	27 tons or 54,000 lbs. Commercial vehicles are required to display weight ticket upon entrance to Palmetto Dunes.
Debris Removal:	Commercial vehicles MUST remove all yard debris. Debris is not permitted on any vehicle when entering Palmetto Dunes. Debris must be covered when exiting Palmetto Dunes. Dumping debris within the resort and/or not removing the debris will result in fines starting at \$75.00 and work privileges can be revoked.
Parking:	Commercial Vehicles must NOT be parked on roadways, bike paths or vacant lots.
Illegal Discharge:	Water from swimming pools/spas or any other source MAY NOT be emptied into or near lagoons in Palmetto Dunes. Water MUST be emptied onto owner’s property and be absorbed naturally into the soil. Fines start at \$500 and work privileges can be revoked.

Print Name: _____ **Signature:** _____

Company Name: _____ **Date:** _____

Palmetto Dunes Address: _____



ARB CLEARING GUIDELINES/TREE PROTECTION

All trees on the construction site must be protected against damage by orange mesh attached to 2 X 4 frame barricades, as close as possible to the tree's drip line, or a minimum of 5 feet.

Mulch should be placed within the perimeter of the barricades.

Under no circumstances should building materials, dumpsters, equipment, vehicular traffic or parked vehicles come into contact with trees on the site.

Please Note: Clearing only grants permission to remove approved trees on the site plan. If unauthorized trees are removed, a fine will be issued as well as mitigation for the unapproved removal of trees.

No pruning or limbing up can be done at clearing.

If a violation occurs, a fine will be issued and you will risk receiving a Stop Work Order.

PDPOA ARB PAVER AND CONCRETE POLICY

The worksite must maintain a neat and orderly site. When pavers or concrete are being installed for driveways, paths and/or pool decking, wet-saw techniques must be used to minimize/eliminate dust. This dust is both a nuisance and a health hazard to those on the worksite as well as to neighbors in nearby properties. More information can be found in this statement from OSHA: <https://www.osha.gov/laws-regs/standardinterpretations/2006-07-20>. If the excessive dust continues on the jobsite, a citation will be issued for \$100, per occurrence, for failure to comply with ARB requests to clean/clear job site (Violation 06-13).



PDPOA ARB DUMPSTER POLICY

A Palmetto Dunes ARB Permit is required for dumpsters utilized for construction or landscape projects in Palmetto Dunes.

A trash receptacle is to be placed on the lot with a minimum setback of 15 feet from the street. A fine of \$100 will be imposed for improper placement of dumpster on lot.

It is the responsibility of the general contractor to ensure that the dumpster(s) are emptied in a timely fashion and never exceed the full line. A fine of \$100 will be imposed for an overflowing dumpster as well as \$50/day until cured.

The dumpster must be covered with a neutral color tarp at the end of EVERY work day, and over the weekend, to ensure no one uses your dumpster without permission and to keep animals out. The dumpster cover must be tightly secured. A fine of \$100 will be imposed for an uncovered dumpster as well as \$50/day until cured.

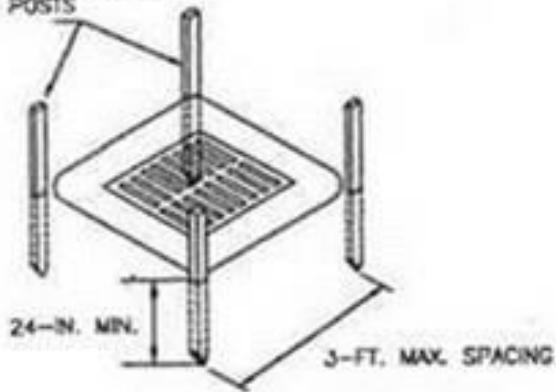
If the dumpster is left overflowing and/or uncovered, or placed on the lot improperly, and a fine is assessed, it must be paid prior to work continuing on the site. These fines will be issued by the Palmetto Dunes Security Department and must be paid within 24 hours at the Pass Office. A Stop Work Order will be issued if the fines are not paid within 24 hours.

NOTE: The ARB has the right to contract for cleanup at the owner's expense should the contractor fail to maintain a neat and orderly work site.



ARB INLET PROTECTION GUIDELINES

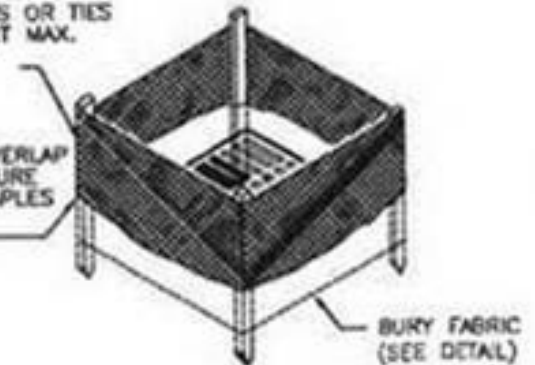
2-IN. X 2-IN. WOOD POSTS
OR
1.25 LB./LINEAR FT.
STEEL POSTS



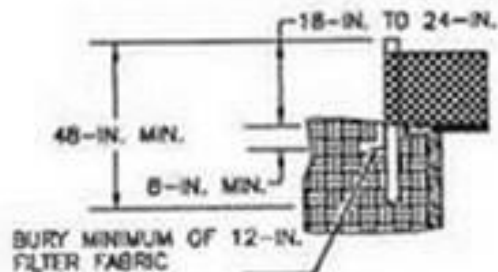
POST INSTALLATION DETAIL

ATTACH FILTER FABRIC TO
POSTS WITH STAPLES OR TIES
SPACED 8-IN. APART MAX.

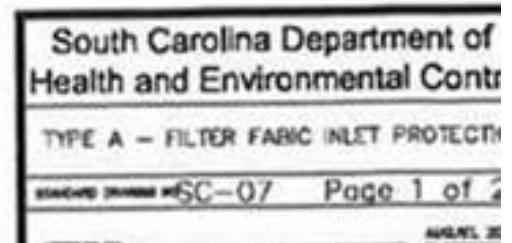
FOLD FABRIC TO OVERLAP
6 INCHES AND SECURE
TO POSTS WITH STAPLES
OR WIRE TIES



FILTER FABRIC INSTALLATION
DETAIL



FILTER FABRIC BURIAL DETAIL





ARB POLICY FOR POOL BACKWASH

The backwash water leaving the pool equipment must leave the system through a rigid underground pipe. This pipe is then brought to the surface in a manner guaranteed to keep the backwash on the owner's property. Hardscape such as gravel or decorative stone must be placed around the outlet to minimize soil erosion. The pipe is to be painted to blend with its surroundings.





PDPOA ARCHITECTURAL REVIEW BOARD CONTRACTOR/OWNER AGREEMENT FORM

Palmetto Dunes Street Address: _____

The purpose of the **Compliance Deposit** is to ensure that new construction or renovations are built according to the approved plans. The ARB has the right to impose penalties for the failure to comply with its Design and Construction Guidelines. The amounts of such penalties are established and modified by the ARB at its sole discretion. Penalties may be deducted from the compliance deposit upon notice to the owner or may be accessed directly to the contractor. The retention of the total compliance deposit shall in no way relieve the owner of further liability.

Penalties will be imposed for, but not limited to, the following:

1. Clearing or building without a posted ARB permit.
2. The absence of tree protection.
3. Unauthorized tree removal or pruning without a posted ARB permit.
4. Painting and/or staining the exterior with the use of unapproved colors and/or without a posted ARB permit.
5. Failure to submit the required surveys prior to vertical construction and again prior to installing roof shingles.
6. Failure to construct in accordance to the approved plans including any exterior change without prior ARB approval.
7. The use of adjacent properties including water and/or electricity without providing the ARB with prior written approval from the current property owner.
8. Failure to complete construction within one year after ARB building permit is issued.
9. Failure to place a dumpster on site, a dumpster exceeding the fill line and/or a dumpster not covered at the end of each work day with a neutral colored tarp.
10. The posting of un-approved signage.
11. The absence of a portable toilet on site.
12. Failure to install approved landscaping / drainage plan.
13. Legal or other expenses incurred.

The Contractor and Owner for the above referenced property acknowledge the Palmetto Dunes Property Owners Architectural Review Board's rights to contract for cleanup should the contractor fail to keep the premises in proper order and retain the cost of such clean up from the Compliance Deposit or assess the contractor directly. The Contractor and Owner further acknowledge that the ARB shall have the right to assess penalties against the owner and/or Contractor for violations as per the list above and as set forth in the ARB's Design and Construction Guidelines.

Any Contractor receiving more than two violations from the ARB is in danger of having the Palmetto Dunes commercial permit suspended indefinitely.

The Agreement is to be signed by the Contractor and Owner prior to the issuance of any Palmetto Dunes ARB Permits. By signing, the Contractor and Owner acknowledge receiving, understanding, and accepting the above terms.

Acknowledged by:

Owner Name: _____ Contractor Name: _____

Owner Address: _____ Contractor Address: _____

City/State/Zip: _____ City/State/Zip: _____

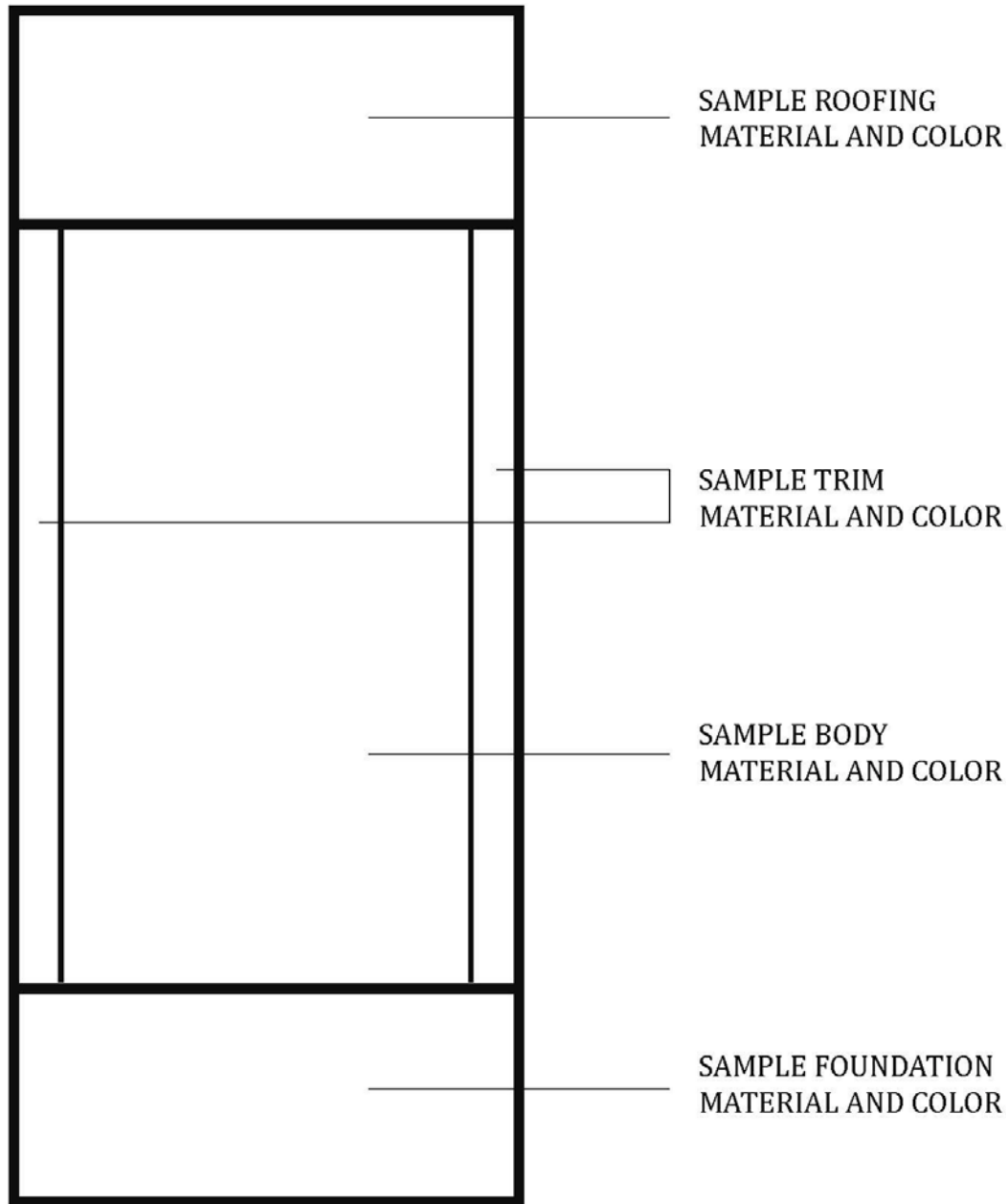
Signature: _____ Signature: _____

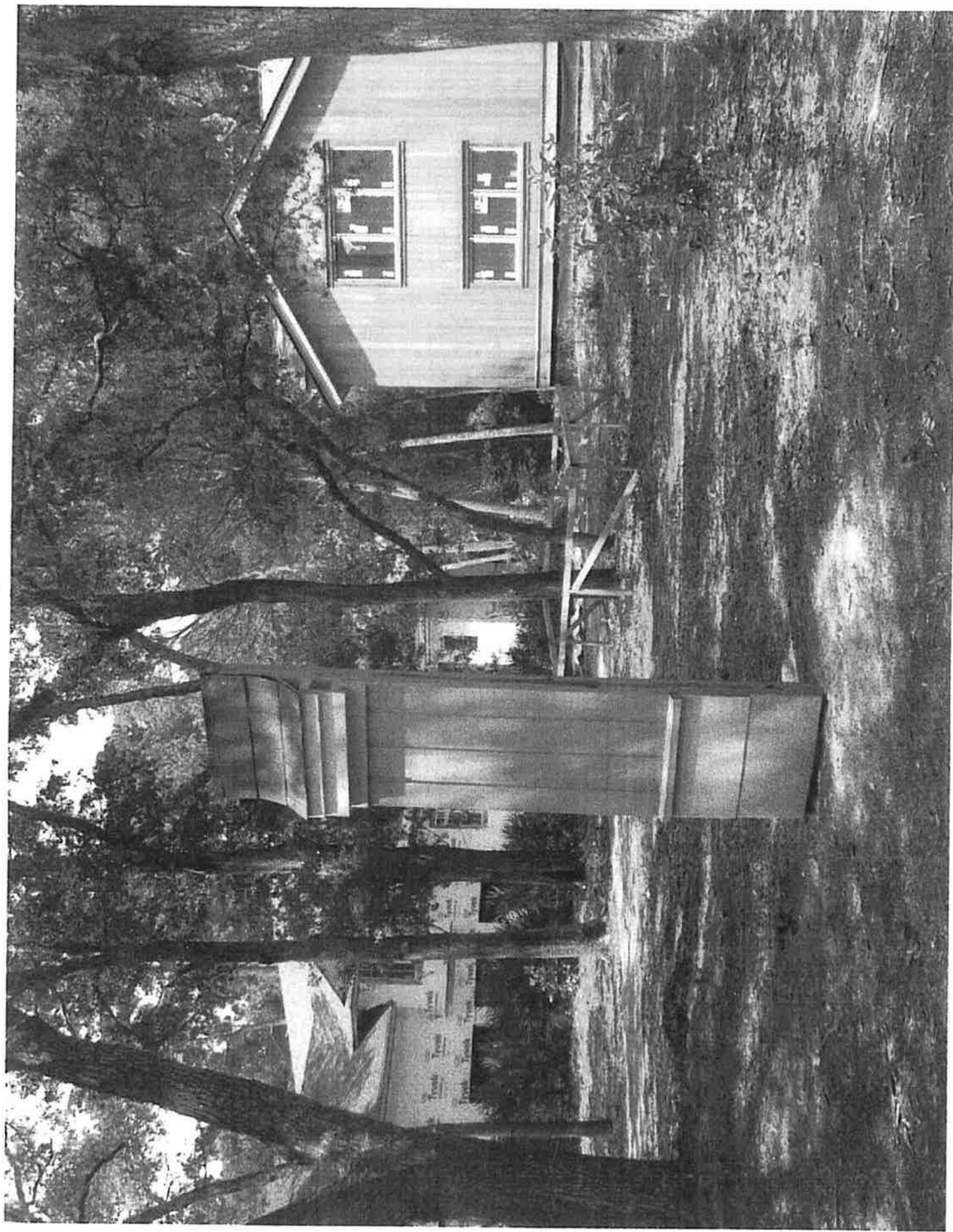
Date: _____ Date: _____



ARB DETAIL FOR MATERIAL AND COLOR DISPLAY BOARD

Sample Display Board should be approximately 2' x 6'. Samples displayed should be proportionate to their use. Display samples on material/finish to be used. Place board in full view of street front.





- Good Color Board - 2 good Lane color board 6 1/2 9/107

PALMETTO DUNES POA | ARB REQUIRED CONTRACTOR SIGN AND POST

POST SPECIFICATIONS

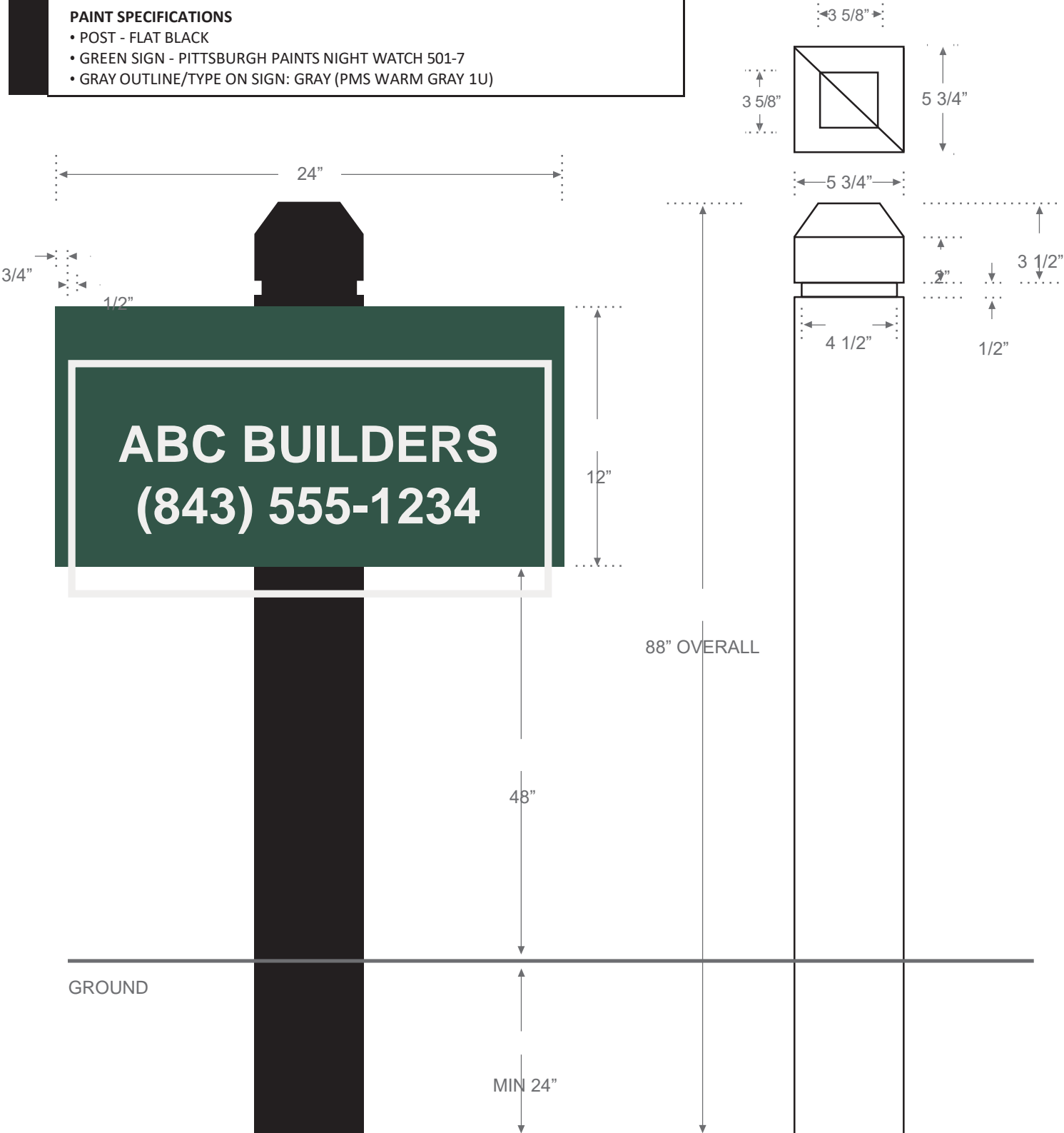
- 6" X 6" PRESSURE TREATED LUMBER; TYPICAL 4-SIDED POST

SIGN SPECIFICATIONS

- 1 - 1.5" THICK PRESSURE TREATED BOARD
- TEXT: ARIAL, UPPERCASE, RAISED LETTERING
- SIGN MUST BE MOUNTED .5" BELOW GROOVE
- PERMIT MUST BE MOUNTED TO POST .5" BELOW SIGN
- SIGN MUST BE BE PLACED AT LEAST 10' FROM THE STREET
- ARCHITECT NAME/PHONE MAY BE ADDED BELOW BUILDER INFO

PAINT SPECIFICATIONS

- POST - FLAT BLACK
- GREEN SIGN - PITTSBURGH PAINTS NIGHT WATCH 501-7
- GRAY OUTLINE/TYPE ON SIGN: GRAY (PMS WARM GRAY 1U)





PALMETTO DUNES

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

ARB VIOLATIONS

- Violation 03-03:** Damage to Property (accidental, unintentional, negligent)
Fine: \$100 per occurrence and 5 days to correct; then
\$50 per day until violation cured
- Violation 06-01:** ARB Permit (working without an ARB permit or working with an expired or unposted ARB permit)
Fine: Stop Work Order will be issued; and up to \$500
- Violation 06-02:** Dumpster Overflowing and/or Uncovered, No Current ARB Permit, Non-Compliant with ARB Policy
Fine: \$100; and
\$50 per day until violation cured
- Violation 06-03:** Removal of Tree Greater Than 6" in Diameter at Breast Height ("DBH") Without Permit
Fine: \$1,000 per tree; and tree mitigation as required by the ARB
- Violation 06-04:** Portable Toilet Non-Compliant with ARB Policy
Fine: \$50; and
\$50 per day until violation cured
- Violation 06-05:** Excessive Pruning of Tree Greater Than 6" in in Diameter at Breast Height ("DBH")
Fine: \$500 per tree; and tree mitigation as required by the ARB
- Violation 06-06:** Clearing Without an ARB Permit, plus all Consecutive Phases for Permitting (Foundation, Building, Pool, etc.)
Fine: Stop Work Order will be issued; and \$2,500
- Violation 06-07:** Failure to Submit Required Surveys Prior to Beginning Vertical Construction
Fine: Stop Work Order will be issued; and \$1,000
- Violation 06-08:** Failure to Use Adequate Tree/Site Protection During Construction
Fine: \$1000 and 5 days to comply; then
\$100 per day thereafter until violation cured
- Violation 06-09:** Failure to Construct the Project in Accordance with Approved Plans
Fine: Minimum \$1,000 plus Up To 10% of Compliance Deposit per Item and 10 business days to correct; then
\$100 per day thereafter until violation cured
- Violation 06-10:** Failure to Install Approved Landscape/Drainage Plan
Fine: \$1,000 and 10 business days to correct; then
\$100 per day thereafter until violation cured
- Violation 06-11:** Use of Unapproved Exterior Colors or Materials
Fine: \$1000 and 10 business days to correct; then
\$100 per day thereafter until violation cured
- Violation 06-12:** Failure to Complete Construction by Completion Date
Fine: 30-day extension upon written request without penalty; then
\$100 per day until project is complete
- Violation 06-13:** Failure to Comply with ARB Requests to Clean/Clear Job Site
Fine: \$100 per occurrence; then
\$50 per day until violation cured
- Violation 06-14:** Use of Adjacent Home Sites without Prior Written Permission (includes parking, electric, and water)
Fine: \$500; and reimbursement of expenses to adjacent owner
- Violation 06-15:** Drainage of Pool, Ground Water, Chemicals into Lagoons, Lakes, Adjacent Properties, PDPOA Common Areas, or Drainage Inlets
Fine: First offense - \$1,000;
Second offense - \$2,000;
Third offense - \$4,000; and for violating commercial vendors, refusal of entry into the Resort for one (1) year



ARB CONTRACTOR CHECKLIST

Prior to requesting a final inspection, please review the list below as these are some of the items that will be checked during the final inspection.

- | | |
|--|--|
| <input type="checkbox"/> Portable Toilet Removed | <input type="checkbox"/> All Landscape Materials/Debris/Equipment Removed |
| <input type="checkbox"/> Builder's/Architect's Sign Removed | <input type="checkbox"/> Fill/Grading Assures no Run Off to Adjoining Properties |
| <input type="checkbox"/> Trash Receptacle Removed | <input type="checkbox"/> Foundation Areas Completely Landscaped |
| <input type="checkbox"/> All Construction Materials/Equipment Removed | <input type="checkbox"/> Foundation Plants are 50% or Greater of Foundation Height |
| <input type="checkbox"/> All Construction Debris Removed | <input type="checkbox"/> Service Yard Walls Landscaped 50% or Greater of Wall Height |
| <input type="checkbox"/> Roof/Color Selections as Approved | <input type="checkbox"/> Site Utility Boxes Screened from Street/Adjoining Properties by Landscaping |
| <input type="checkbox"/> All Vertical Construction Painted | <input type="checkbox"/> Garage Door Openings Visually Screened from Street/Adjoining Properties by Landscaping |
| <input type="checkbox"/> HVAC/Water Heater, Compressed Gas, Etc. | <input type="checkbox"/> Pool Completed Per Plans |
| <input type="checkbox"/> Pipes Same Color as Surroundings | <input type="checkbox"/> Pool Equipment Enclosed in Service Yard/Under Deck or House |
| <input type="checkbox"/> Exhaust Vent Covers Same Color as Surroundings | <input type="checkbox"/> Pool Landscape Per Plans |
| <input type="checkbox"/> Porch/Deck Rails, Posts, Pickets, Etc. | <input type="checkbox"/> Vertical Pool Const. Painted to Match Surroundings |
| <input type="checkbox"/> Stair Risers | <input type="checkbox"/> Pool Backwash is Rigid Underground Pipe to Keep Water on Property and Minimize Soil Erosion |
| <input type="checkbox"/> Chimney Screen Same Color as Chimney | <input type="checkbox"/> Color of Propane Tank Top Blends with Surroundings |
| <input type="checkbox"/> Roof Vents to Match Shingles | <input type="checkbox"/> Outside Shower Screened from Street/Neighboring Properties/Common Areas |
| <input type="checkbox"/> House Completed to Plans/Specs | <input type="checkbox"/> Dock/Bulkhead/Boat Ramp Completed Per Plans |
| <input type="checkbox"/> All Heat Pump Compressors, Trash Cans, Utility Boxes (Electric Meter/Panels, Cable TV, Telephone, Etc.) Enclosed in Service Yards | <input type="checkbox"/> Easement Completed if applicable |
| <input type="checkbox"/> Deck/Stairway Foundation(s) Enclosed | |
| <input type="checkbox"/> No Outside Speakers | |
| <input type="checkbox"/> No Offsite Damage (Street/Adjoining Properties) | |
| <input type="checkbox"/> Landscape Completed per Plans | |
| <input type="checkbox"/> New Mailbox and House Number Sign Installed | |



PALMETTO DUNES

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

ARB CHANGE REQUEST (rev 1.1.22)

Date: _____

Fee: \$100 (waived for 1st change request per project)

Palmetto Dunes Address: _____

Owner Info:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Email: _____

Architect/Designer/Contractor Info:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Email: _____

Date of Plans: _____

ARB Approved Date: _____

Proposed Changes:

Submitted by: (check one) ☐ Owner ☐ Contractor ☐ Management Company

Print Name: _____ **Signature:** _____