

PALMETTO DUNES PROPERTY OWNERS ASSOCIATION

Construction & Maintenance Rules

Approved December 16, 2025

Effective January 1, 2026

PALMETTO DUNES PROPERTY OWNERS ASSOCIATION
16 Queen's Folly Road | Hilton Head Island, SC | 29928 | 843.785.1109

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1 APPLICABILITY

These *Construction & Maintenance Rules* apply to all entities carrying out construction projects on residential structures belonging to Members of the Palmetto Dunes Property Owners Association (PDPOA), including all single-family and multi-family residences and surrounding property subject to the either set of covenants.

If you are contracted to carryout projects for any Member or sub-regime of the PDPOA, you should read these *Construction & Maintenance Rules* to ensure you do not take action that may result in a violation, including potential fines.

1.1 INQUIRIES / CONTACT INFORMATION

Should you have questions regarding the applicability to your project, you may contact:

ARB Manager

Palmetto Dunes POA ARB

16 Queen’s Folly Drive | Hilton Head, SC 29928

Phone: (843) 785-1109 | Fax: (843) 785-3589

Web: <https://pdpoa.org/contact/admin/> | Email: ARB@PDPOA.ORG

2 AUTHORITY

The PDPOA Board of Directors (Board) has “ultimate authority for decisions and actions made pursuant to Article III [of both sets of covenants] pertaining to architectural, siting, landscaping, vegetation and building controls” (Multi-family, Sec. 8-9; Limited Residential, Sec. 9-9). The PDPOA Board also has authority to establish and enforce rules under other sections of the covenants.

3 BACKGROUND

3.1 COVENANTS REQUIREMENTS

The covenants provide limited restrictions for carrying out construction. The PDPOA Board has supplemented those restrictions through approval of this document. In cases where the PDPOA covenants do not directly address a topic, local, State, and Federal standards apply.

3.2 ADHERENCE TO CONSTRUCTION & MAINTENANCE RULES

You, as an owner and Member of the PDPOA, are the ultimate responsible party for compliance with the *Construction & Maintenance Rules*. By extension, your contractor(s), are also responsible for adhering to these rules. You should work closely with your Contractor(s) to ensure they have read and understand the applicable standards and rules, and have access to all applicable ARB documents for the project. Throughout this document, “you” refers to the person taking the action. Where the responsibility is specific to the property owner or the contractor, the rule cites the specific party.

3.3 AMENDMENTS TO CONSTRUCTION & MAINTENANCE RULES

The PDPOA may review, revise, and modify these *Construction & Maintenance Rules* at its sole discretion.

3.4 RESOURCES

Property owners and their Contractor(s) may access the PDPOA covenants, these Construction Rules, and all supporting documents, checklists, examples, resources, and applications via the website at <https://pdpoa.org/service-providers/construction-landscape/>.

4 CONSTRUCTION RULES AND GUIDELINES

4.1 PROJECT START AND COMPLETION

- A. **Exterior work:** You must begin all approved exterior construction work within 12 months of the date on the ARB approval notice. For houses, you must complete all exterior work within 12 months of the start of construction. For a multi-family villa re-build, you have 18 months. The clock starts with the beginning of the first activity, e.g. clearing, dumpster arrival, sign installation, etc.
- B. **Interior renovation:** You must complete the work within 12 months of the date on the ARB approval notice.
- C. **All other projects:** Painting/staining, roofing, tree removal/trimming (trees that are 5 inches in diameter or greater at 4 feet above ground level), pool structural maintenance (not operational maintenance), or similar: You must complete all work within 90 days of the date on the PDPOA permit.
- D. **Extensions:** The owner may request an extension in writing for new construction, no later than two weeks prior to the expiration of the permit. The PDPOA may grant the extension at its sole discretion.

4.2 CONSTRUCTION REGULATIONS

4.2.1 Emergency Preparedness

- E. The owner and the contractor(s) shall have a plan to secure and shutdown the site in the event of severe weather or mandatory evacuation.
- F. In the case of mandatory evacuation, you shall notify PDPOA Security when you have completed securing the worksite and your workers have left the community.

4.2.2 Signage

- A. You shall post the HHI Building Permit and all ARB permits on either a builder's sign, a window or door closest to the street, or in another suitable area where it is visible from the street or, for villas, from another common area. You shall not post anything to trees or mailboxes unless the PDPOA specifically instructs you to do so.
- B. The PDPOA covenants allow a single sign preceding or during construction. The sign shall be in harmony with good graphic design standards and may identify the various sponsors, designers, builders, etc. of the project. You shall not erect, or include on any sign, advertising of a commercial product (e.g., glass, paint, building materials, furniture or furnishing, roofing, or equipment, etc.) (Sec. 3-7)
- C. You must remove all construction-related signs promptly upon completion of construction, prior to the final inspection.

4.2.3 Site Usage & Maintenance

- A. The owner or contractor shall provide a temporary entrance driveway or a designated access path with an appropriate mulch or stone connecting the property to the street at one point, to not track dirt into the street or interfere with drainage along the street.
- B. The owner is responsible for providing water and electrical service at the job site prior to beginning any work that requires their use. You shall not use water or electricity from neighboring properties.
- C. You must flag all underground utility locations prior to any clearing, grading or digging.
- D. You must store building materials outside tree canopy driplines.
- E. You must use wood barricades and mulch to avoid root compaction within the dripline of trees. The PDPOA encourages tree wells.
- F. If you damage or destroy a tree not scheduled for removal, the ARB may require a replacement.
- G. You must store supplies and materials on the building lot and nowhere else. You must keep supplies and materials stored in a neat and orderly fashion.
- H. You must use wet-saw techniques to minimize/eliminate dust when cutting any material that creates significant dust, such as masonry or tile.
- I. You may only access the site by means of the adjacent roadway. PDPOA prohibits access from any other property.
- J. You may use posts and ropes on the site to keep workers, vehicles, and machinery from going onto adjacent properties.
- K. You must keep the site clean, uncluttered, and free of debris at the end of each day. Please remove any food waste from the site each day to help control pests.
- L. If you damage PDPOA common areas, you must alert the PDPOA the same day. You must obtain PDPOA approval before you make any repairs.
- M. You must keep streets, rights of way, bike paths, and leisure paths clean throughout construction.
- N. If the site has an approved portable toilet, you must place it at least 15 feet from the street with the door facing away from the street and adjoining houses. You shall remove it promptly at the completion of construction, prior to final inspection.
- O. If the site has an approved dumpster on the site plan, you must place it at least 15 feet from the street. You shall cover it at the end of each workday. You must not overfill the dumpster and empty it timely. The PDPOA recommends that you take a picture of the covered dumpster at the end of each workday should any third-party dumping occur while you are away from the site. You shall remove the dumpster upon project completion, prior to final inspection.
- P. On-site storm water must remain on the subject property. You shall not discharge it into any body of water; the Palmetto Dunes storm drainage system or common areas, including streets; or adjacent properties.
- Q. You must retain on site any pool water backwash and/or well point discharges from the construction process for homes or pools. You shall not discharge it into any body of water; the PD storm drainage system or common areas including streets; or adjacent properties.

4.2.4 Licenses, Permits, & Work Hours

- A. The owner's contractor(s) must hold the proper licenses, permits, and insurance associated with the work outlined in the approved submittal and shall be responsible for the workers on the job

site.

- B. Your contractor vehicles shall have the required registrations and permits, including PDPOA commercial vehicle permits.
- C. Your contractor(s) may only perform exterior work Monday through Friday between 7:00 AM and 7:00 PM, excluding national holidays as posted on the PDPOA website. Town of HHI ordinance currently sets the daily time, thus not allowing the extended hours allowed by the covenants in some cases. Should you seek and receive Town of HHI approval for extended hours, you must comply with the covenant limitations not to exceed 10% of the construction days or 20 days per year if located within 500 feet of any occupied residential dwelling. (Sec. 3-5)
- D. Your contractor(s) may perform only interior work which may include reasonable use of an on-site dumpster Saturday between 8:00 AM and 5:00 PM, so long as the work does not create a noise nuisance.
- E. The contractor is responsible for ensuring that all of their employees, including sub-contractors, are obeying the *Construction & Maintenance Rules*.
- F. The contractor and workers shall not create excessive noise or unacceptable behavior. The PDPOA covenants prohibit exterior sound devices except those exclusively for safety or security.
- G. The contractor(s) must park construction vehicles on the property; not on the street, or on adjacent or common property. The contractor(s) shall not obstruct Palmetto Dunes roadways or common property with construction vehicles except while actively loading or unloading a vehicle that cannot otherwise fit on the property. The contractor(s) shall not obstruct adjacent private property without the express consent of that property's owner.
- H. The contractor(s) shall not allow building materials, equipment, vehicular traffic or parked vehicles to make contact with trees on the site, under any circumstances.
- I. The owner or Contractor(s) shall not burn or dump in Palmetto Dunes, including in a dumpster on another site.
- J. Project workers shall abide by PDPOA Resort Rules while within Palmetto Dunes.
- K. Contractor(s) or their workers may not bring pets to Palmetto Dunes.

4.3 DEMOLITION REQUIREMENTS

- A. A contractor should not undertake any demolition activities prior to permit approval. If there is an imminent threat to life or further property damage, the owner should contact the ARB Manager directly to discuss an emergency permit approval, or if unavailable, the GM/COO/CEO.
- B. If you conduct demolition within the 20-foot wetland buffer on a lagoon/lake lot, you must remove any grass in the 20-foot wetland buffer, install a silt fence, and mulch.
- C. You must use techniques to minimize/eliminate dust.
- D. Once you complete demolition, you must clear the lot of debris and weeds, mulch to prevent erosion, and maintain the lot until approved construction starts.

4.4 EXISTING VEGETATION REMOVAL

4.4.1 Underbrush Removal and Bush Hogging

- A. If you clear a property, you must remove all debris within 24 hours of clearing.
- B. You shall not disturb earth or remove native vegetation within 20 feet of wetlands, lakes, or lagoons.

4.5 TREE MAINTENANCE, REMOVAL & REPLACEMENT

- A. All tree work must comply with HHI guidelines available online at <https://hiltonheadislandsc.gov/trees/>
- B. During construction, you must preserve trees, buffers, and natural areas by installing 4-foot to 6-foot orange fencing on sturdy posts before site work begins and retain it until final inspection.
- C. If pruning, you shall follow ANSI A300 standards.
- D. You shall not use climbing spurs, except when pruning sabal palmettos.
- E. You shall mark trees to be removed with a red ribbon prior to any site work starting.

4.6 OCEANFRONT & DUNES

- A. The owner must obtain OCRM and ARB approval for pruning, clearing or construction of any kind in an oceanfront or dune area and provide the ARB Manager with a copy of the approval notice.
- B. You shall protect any dune(s) during construction.
- C. You must obtain Town of HHI approval, in conjunction with the OCRM/DPH requirements, prior to the ARB approval, for any construction and major clearing of trees and underbrush in the 30-foot restricted zone.

4.7 WETLANDS, LAGOONS & LAKES

- A. During construction or renovation, you must protect nearby water bodies using silt fences and best practices to minimize erosion, sediment, and vegetation damage.
- B. You must keep erosion controls in place until the area is stabilized with permanent vegetation to prevent sediment from entering the water.