

ARCHITECTURAL REVIEW GUIDELINES

FOR

Sandcastles by the Sea

Folly Field Road
Hilton Head Island, SC 29928

Version 1.2 (Revised 08/11/15)



Final 1.1

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TABLE OF CONTENTS

SECTION I – INTRODUCTION	1
A. AIM OF THE DEVELOPMENT	1
B. PURPOSE OF THE ARCHITECTURAL REVIEW COMMITTEE	1
C. ARCHITECTURAL REVIEW GUIDELINES	1
SECTION II – ARCHITECTURAL REVIEW COMMITTEE	1
SECTION III – ARCHITECTURAL DESIGN GUIDELINES	2
A. IN GENERAL.....	2
B. BUILDING SIZES AND SETBACK REQUIREMENTS.....	2
C. DESIGN PARAMETERS	3
SECTION IV – REVIEW PROCESS	4
A. IN GENERAL.....	4
B. APPLICATION REQUIREMENTS	4
C. FEE SCHEDULE.....	5
D. STAGES OF PLAN REVIEW	5
E. ON-SITE STAKE-OUT.....	7
F. ISSUANCE OF PERMIT TO BUILD.....	7
G. PROGRESS INSPECTIONS.....	7
H. REQUEST FOR INSPECTION	8
SECTION V – LANDSCAPING	8
A. IN GENERAL.....	8
B. LANDSCAPING CRITERIA.....	8
C. OBJECTIVES	8
D. PLANS.....	9
E. SUGGESTED PLANT LIST	10
F. INSPECTION	10
G. FENCES.....	10
SECTION VI – CONSTRUCTION RULES AND REGULATIONS	10
A. IN GENERAL.....	10
B. RULES AND REGULATIONS	11
1. Site Clearing.....	11
2. Trash Receptacles	11
3. Portable Toilets	11
4. Compliance with ARC Approvals	11
5. Street Number Identification.....	12
6. Signs.....	12
7. P.O.A. Regulations	12
8. Schedule of Assessments for Violations.....	12
9. Assessment Appeal	13



SECTION I – INTRODUCTION

Sandcastles by the Sea, a private residential community, is located in the Folly Field area of Hilton Head Island, conveniently situated mid-Island near the intersection of William Hilton Parkway (U. S. Highway 278 Business) and Folly Field Road, close to schools, shopping, recreation, medical and professional services, and the beaches of the Atlantic Ocean. Sandcastles by the Sea contains a total of 83 single family residential lots on 10.918 acres.

A. AIM OF THE DEVELOPMENT

The primary aim of the development of Sandcastles by the Sea is the achievement of a high quality, aesthetically pleasing single family residential community which strives to preserve and enhance the value of each property owner's investment.

B. PURPOSE OF THE ARCHITECTURAL REVIEW COMMITTEE

The purpose of the Architectural Review Committee (the "ARC") is to protect the overall quality of the community while enhancing the value of each property owner's investment by guiding both the building design process and the long term aesthetics of the community for the mutual benefit of all property owners. The ARC, in their review process, will not, as a general rule, dictate any particular architectural style or hinder personal design preferences. It will, however, strive to insure a cohesive character in the community. Traditional design details may be incorporated in the design but "pure styles" which tend to create disharmony are discouraged. The general overall architectural theme of this community is a Bermudian/Charleston style, with the use of coastal colors. A palette of these colors is available from the ARC. No two adjacent homes may be of the same color. All homes shall utilize a darker roof shingle colors.

C. ARCHITECTURAL REVIEW GUIDELINES

These Architectural Review Guidelines are intended to provide guidance to applicants for architectural approval for construction or other improvements on a lot in Sandcastles by the Sea. These Guidelines may be amended from time to time by the ARC with the approval of the Board of Directors of Sandcastles by the Sea Owners Association, Inc.

SECTION II – ARCHITECTURAL REVIEW COMMITTEE

All projects reviewed by the ARC are evaluated with consideration of the Covenants, Conditions and Restrictions for Sandcastles by the Sea recorded in the Office of the Register of Deeds for Beaufort County, South Carolina in Record Book 2380 at Page 1162 (the "Covenants"), aesthetics, and current policies of the ARC. The ARC is concerned with all aspects of aesthetics. The ARC is not responsible for the enforcement of building codes, accuracy of plans, specifications, drawings, or structural details, or techniques of construction. Submissions may be disapproved for purely aesthetic reasons deemed contrary to the goals and objectives of the ARC.



Submissions for the final review process must be received before noon on the Monday prior to the ARC meeting at which the application will be reviewed. Submissions for the concept review process or the preliminary review process will be received until 5:00 p.m. on the Wednesday prior to the ARC meeting at which the application will be reviewed. The ARC will meet every other Tuesday at a time determined by the ARC, beginning July 11, 2006; *provided, however,* that the ARC may revise its meeting schedule as it deems appropriate.

The ARC may defer or delay action on any application depending on its complexity; *provided, however,* that no application may be deferred or delayed for more than two meetings of the ARC except for good cause.

In general, the ARC will provide written responses only to applications for final review approval. In an effort to avoid misunderstandings, the ARC prefers to meet with each applicant to review issues in a constructive and positive manner.

The ARC will welcome input and comments on its review process in an effort to improve our methods toward a more “Welcome to Sandcastles by the Sea” attitude without losing sight of the main objective of a pleasing and harmonious community.

There is a non-refundable review fee for all architectural review applications to the ARC. The ARC will review and adjust the review fee schedule as it deems appropriate. The current schedule of review fees is set forth in Section IV below.

Final architectural review approvals granted by the ARC are valid for a period of twelve calendar months from the date of issue. If substantial construction of approved improvements does not begin during this period, the approval shall be void, and a new application conforming to current ARC policies must be submitted to the ARC for review.

SECTION III – ARCHITECTURAL DESIGN GUIDELINES

A. IN GENERAL

The following are Architectural Design Guidelines that will be utilized by the ARC as it reviews applications for construction in Sandcastles by the Sea. The design parameters in these guidelines will provide the common thread to weave the fabric of an aesthetically pleasing residential community. Declarant is exempt from submitting plans and required information herein as long as the Declarant is in charge and performing the duties of the ARC. The Declarant will provide construction information for Property Management to have on file.

B. BUILDING SIZES AND SETBACK REQUIREMENTS

Single family residential structures shall contain a minimum of 1,700 square feet of heated interior space, and a maximum of 4,800 square feet of heated interior space. All homes are to be minimal two living floors over a garage level. All homes must have a two car shielded/



enclosed garage with room for two additional off-street parking spaces in front of the garage. Under no circumstances shall the garage space be converted to any other use.

All vertical construction and improvements shall comply with the minimum building setback lines established on that certain plat of survey entitled "Subdivision Plat of Sandcastles by the Sea" prepared by Surveying Consultants, Terry G. Hatchell, SCRLS 11509, dated June 15, 2005, last revised May 19, 2006, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina in Plat Book 113 at Page 164; *provided, however*, that the ARC may in its discretion require greater setbacks based on aesthetic concerns.

C. DESIGN PARAMETERS

Single family residential structures shall have a minimum heated finished first floor elevation of 14.0' msl. The ground (garage) floor elevation shall be a minimum of 1.0' and a maximum of 1.5' above the top of curb elevation of the adjacent roadway. In addition to a two-car enclosed garage, the ground floor may contain such elements outside and inside entry stairs, elevator foyer, pool cabana, storage and utility rooms as allowed by building codes.

The maximum height of any structure at the highest roof ridge shall be 45.0' above base flood elevation (14.0 msl), not including such accessory architectural elements as chimneys, widow's walk railings, cupolas, etc.

The minimum roof pitch for all single family residences shall be at least 4 to 12 on at least the two (out of 4 sides) larger sides of the roof.

Asphalt drives and parking areas are not permitted.

Flagpoles are not permitted.

Flags are not permitted to be mounted on the front of the homes, rear only.

Covered pools and accessory structures are permitted within setback lines, provided they do not have a material adverse impact on a neighbor's sight lines.

Exterior lighting should not adversely affect neighbors. Lights activated by motion detectors shall not be permitted.

Individual docks in the lagoons in Sandcastles by the Sea are prohibited, bulk heads are permissible.

Individual basketball goals and gym sets (playground equipment) shall not be permitted.

Wood chimney covering is prohibited.

Masonry (stucco) and or cement board (hardy as an example) siding will be the primary exterior finishes and shall appear on all elevations.



Landscape plans shall be sensitive to the natural local conditions, including factors such as water consumption requirements. Irrigation and turf shall be extended to the area along the road. At least two flowering trees are required. A detailed landscape section is found in Section V of these Guidelines. All drainage plans must meet municipal code approvals.

Residences will be reviewed for their compatibility with Town of Hilton Head Island, FEMA, and other applicable governmental laws, ordinances, rules and regulations, although enforcement in these areas is handled by the respective agencies.

Satellite dishes must be reviewed and approved prior to installation. Satellite dishes shall be concealed, and shall not have a dish diameter exceeding 24.0 inches.

Propane tanks must be buried in the rear yard.

Mailboxes shall be of a common design, a copy of which is available from the ARC.

No building or sign may use the Sandcastles by the Sea name without written permission of the Declarant.

SECTION IV – REVIEW PROCESS

A. IN GENERAL

No construction activity of any nature within Sandcastles by the Sea, including, without limitation, tree cutting, lot clearing, or site preparation, may begin before all of the following has been accomplished:

- * Final Plans have been approved by the ARC;
- * Landscape Plan deposit has been paid to the ARC;
- * Receipt by the ARC of a signed Drainage/Compliance Agreement;
- * Receipt by the ARC of a signed Acknowledgement letter;
- * Contractor's deposit for site compliance has been paid to the ARC;
- * Issuance of a Town of Hilton Head Island Building Permit; and
- * Issuance by the ARC of a Sandcastles by the Sea Building Permit

All proposed construction requires the submission to the ARC of a completed, signed and dated application on a form approved by the ARC, with the appropriate fees. Plans will not be reviewed by the ARC without the completed application and fee.

To provide a systematic and uniform review of proposed construction, the ARC has established the following application submission and approval guidelines.

B. APPLICATION REQUIREMENTS



All proposed construction requires the submission to the ARC of a completed application on a form approved by the ARC, signed and dated, and the payment to the ARC of the appropriate fee as set forth below.

C. FEE SCHEDULE

Single Family Residence up to 4,800 heated square feet	\$2,500.00
Covered Additions	\$150.00
Uncovered Additions	\$100.00
Pools, Decks, Fences, Enclosing Covered Areas, etc.	\$100.00
Re-staining or re-painting Residence	No Charge
Replacement of shingles	No Charge
Concept, Concept Site, or Preliminary Approval	No Charge
Re-Inspections, including Stake-out or Compliance Inspection, caused by Owner or Builder	\$50.00

Declarant exempt from all costs in association with building homes.

D. STAGES OF PLAN REVIEW- All requests, reviews, deposits and Fees are handled by the property management company and all fees and deposits are made out to HOA.

1. **Conceptual Review** – No fee is required for this review. This submission shall contain information depicting the exterior of the proposed structure with information as to materials and colors. Two copies of a scale drawing of the site plan with the footprint within setback lines should be included, accompanied by the completed application form and the appropriate review fee.

2. **Preliminary Review** – If conceptual review has not been requested, this submission shall include two copies of a site plan with setbacks lines, preliminary floor plans, and elevations with materials and colors clearly indicated. All plans and drawings shall be to scale. The drawing should be accompanied by the completed application form and the appropriate review fee (unless paid with a conceptual review).

3. **Final Review** – This review assumes that either one or both of the conceptual review or preliminary review has been made. Plans receiving preliminary review and having issues and concerns of the ARC, if any, adequately addressed will likely receive final review approval, with any further issues and concerns of the ARC generally being addressed as conditions to the approval. With a conditional approval, the remainder of this review will be handled in a manner so as to insure compliance with the conditions of approval. A final review submission must contain the following items:

- a. A completed, signed and dated Application form approved by the ARC;
- b. The payment of the required ARC review fee; and
- c. Completed plans, specifications and working drawings, including:



Site Plan at a 1/8" = 1" scale, including:

1. Site survey with property lines and building setback lines, signed and sealed by a South Carolina licensed surveyor.
2. Elevations of property corners, center of building, culvert inlets, edge of roadway and finished floor elevation and top of adjacent curb elevations.
3. Tree and topographic survey signed and sealed by a South Carolina licensed surveyor showing contours at one foot intervals and the location and species of all trees six (6") inches or larger in diameter four feet above grade, with trees proposed to be removed indicated with an (X).
4. Building outline, including service yard, patios, decks, air conditioning compressors, and front and rear corners of adjacent buildings.
5. Driveways, parking areas, walks, patios, etc., including type of material for these items (Note: asphalt driveways and parking areas are not allowed). A common driveway design shall be required within Sandcastles by the Sea consisting of concrete with troweled edges (picture framed on all separation joints and edges). It is the responsibility of each lot owner whose lot is adjacent to sidewalks as shown on the Sandcastles by the Sea Master Plan to construct their portion of the sidewalk as part of their respective lot development.
6. Drainage and grading plan with the existing contours indicated by solid lines. On sites where the finished floor elevation is less than three feet above the center elevation of the lot, the drainage pattern may be indicated by arrows to show that the final grading will not direct drainage unto adjacent properties. It is the responsibility of the Owner and the Owner's agent to insure that drainage is in accord with the approved plans and the master drainage plan of the community. Use of rain gutters is preferred on all homes and required on homes adjacent to lagoons, where they shall be piped into the lagoon to a depth of a minimum of 3' below normal pool water elevation. All such pipes shall have a minimum of 12" cover and be turned up at a 45° angle underwater to minimize erosion.
7. Location and identification of special features such as drainage ditches, lagoons, easements, bulkheads, retaining walls, and so forth.

Floor Plans showing the roof outline, entry steps, service yard details such as screening, and all other architectural features.

Roof Plan indicating the roof pitch, an outline of the building walls below, the roof outline, and any other pertinent features.

Elevation Drawings including all four elevations, with existing grades and finished grades, finished floor elevations above mean sea level, exterior finishes of materials,



roof pitch, window and door designs, service yard enclosure, and any other pertinent information, such as the windscreen for any chimney. The ARC prefers to see a predominant use of masonry on the exteriors.

Color Sample Board containing the actual materials and their colors, mounted on a rigid 8 ½" x 11" board. Any material and color information required in the Application is to be completed in addition to the color sample board.

Detail Drawings showing wall sections, service area enclosure details, and other architectural details, including a schedule of window types and finish colors.

Electrical Plan showing the location of the electric meter setting in the service yard, locations and specifications of exterior lighting, including security lighting, and other electrical equipment for pools or other outdoor facilities.

Landscape Plan showing proposed plantings and landscaping. Changes to landscape plans that meet or exceed the standards approved on the original landscape plan may be approved at on-site field inspections.

Two sets of plans and drawings are required for each submission, one to be returned to the applicant with any comments and one to be retained for ARC records. Declarant exempt from review process.

E. ON-SITE STAKE-OUT

After all conditions for final review approval are met and before lot clearing can commence, a stake-out of the building, drives, and service yard must be installed and approved by an on-site inspection performed by the ARC or its designee. For stake-out review, the property lines and foundation perimeter must be clearly marked on the site by a series of stakes each with a minimum of 3 feet exposed connected by string. Trees to be removed are to be flagged with red flagging ribbon. Under no circumstance may any tree removal or site clearing commence before the issuance of a Sandcastles by the Sea building permit.

F. ISSUANCE OF PERMIT TO BUILD

A Sandcastles by the Sea building permit will be issued after the on-site stake-out inspection has been made and approved, provided that the site conditions comply with the approved status of the final review and that all deposits have been made. A copy of the Town of Hilton Head Island building permit must be on file with the ARC prior to the issuance of a Sandcastles by the Sea building permit.

G. PROGRESS INSPECTIONS

The progress of construction will be monitored by the ARC or its designee to insure compliance with the approved design. An "As-Built" footing/garage level slab survey



confirming that all construction is within appropriate setbacks and elevations must be provided to the ARC prior to the start of vertical construction.

H. REQUEST FOR INSPECTION

A request for inspection of any type shall be made to the ARC.

SECTION V – LANDSCAPING

A. IN GENERAL

In order to assure all residents of Sandcastles by the Sea that our residential community will continue to be an attractive and pleasant place to reside, the ARC requires a landscape plan for all new residential construction. A building permit will not be issued to the contractor until a \$2,500.00 landscape plans deposit is received. The landscape plan must be submitted for review at the same time construction plans are submitted for review. The landscaping work shall be completed within the earlier of one year of the commencement of construction start, or 90 days after occupancy. Upon completion of landscaping work in accordance with approved plan, the landscape plans deposit will be refunded to the owner. Declarant exempt from deposit or plan submittal.

B. LANDSCAPING CRITERIA

A landscape plan shall be prepared according to the following criteria:

1. Preserve existing vegetation within setback/buffer zones to maintain natural buffers and character of the homesite.
2. Provide landscaping to enhance the beauty of the property and the residence while providing continuity between the residence and surrounding vegetation.
3. Minimize the visual intrusion of the built environment by mitigating areas disturbed during construction.

C. OBJECTIVES

All single family residential home sites shall be landscaped immediately after construction. The design of the landscaping will vary, depending on size, shape, topography, location of the property and the design of the structure. It is the intent of the landscaping to accomplish the following objectives:

1. Beautify



- a) Soften the vertical structure from the horizontal ground plane with foundation plantings of sufficient density and size to cover construction scars and screen the foundation.
 - b) Soften the impact of corners and broad wall areas with vertical and spreading foliage.
 - c) To soften and reduce apparent height of house, foundation planting at the front should be layered from the ground plane using small plants towards the front and then transitioning up to larger plants near the foundation. A single row of uniformly spaced plants of equal size arranged in a single row along the foundation is not acceptable. Installing plant material of different sizes and textures in natural groupings is a preferred alternative. Plant selection shall provide for a seasonal color change. A minimum of one canopy/shade tree shall be required in the front and rear yards.
2. Visually screen compressors, propane tanks, service yards, recreation equipment, parking, and other hard or unsightly areas.
 3. Restoration of site due to construction.
 4. It is the responsibility of each property owner to handle surface water on their property to minimize its impact on adjoining lots and insure that water is moved to the appropriate areas to flow into the subdivision's master drainage plan.
 5. A minimum of 40% of non-building/pavement areas shall be sodded (non- Bermuda), extending to the adjacent edge of curbs. Landscaping shall be designed to tie into adjacent existing landscaping in a "seamless" manner.
 6. Owners are encouraged to plan for the conservation of water by planting native and drought resistant flora, and to consider rain seasons, drip irrigation along foundations and two-phase irrigation for watering grass separately.

D. PLANS

1. The landscaping plan must be professionally prepared on a tree and topographic survey indicating the existing and proposed vegetation, drawn at a scale of 1/8 or 1/10 inch equals one foot. The plan must graphically illustrate location, lot number, adjoining lot border lines, sizes of plant material, lawn, mulched areas, and open areas such as lagoons, etc. Plant symbols must represent the mature spread of each proposed plant. A schedule must be included on the planting plan indicating the following specifications for each plant.
 - a) Botanical and common name
 - b) Plant height at time of planting
 - c) Plant spread at time of planting
 - d) Plant quantities



- e) Root specifications
 - f) Square feet of grass and mulched areas.
2. Original drawings are not acceptable for review.
 3. Existing trees six (6”) inches or larger in diameter four feet above grade must be identified as to exact location, size of trunk (diameter four feet above grade), genus name, and where possible, the species.
 4. All existing site features such as roads, walks, bike paths, walls, bulkheads, docks, etc. must to be graphically noted on the landscape plan.
 5. All surfacing materials are to be clearly noted and described. Texturing or other surface treatment of concrete paving is to be indicated, including color presentation.
 6. All planted areas shall be irrigated. All irrigation must be installed by a licensed irrigation contractor in accordance with applicable Town of Hilton Head Island codes.
 7. A minimum of two flowering trees is required, one in the front yard and one in the rear yard. The extent of rear yard landscaping depends upon the exposure of these areas.
 8. The plan shall include all exterior furnishings and lighting.
 9. Sod shall be incorporated along front property line and shall extend to each side property line.

E. SUGGESTED PLANT LIST

A list of suggested planting material is available from the ARC.

F. INSPECTION

All planting is to be completed within the earlier of one year of the commencement of construction start, or 30 days after occupancy. A planting completion is required, and must be scheduled with the ARC. The landscaping deposit will be returned after a satisfactory inspection.

SECTION VI – CONSTRUCTION RULES AND REGULATIONS

A. IN GENERAL

These Construction Rules and Regulations must be complied with by all contractors, subcontractors, material suppliers, maintenance personnel, and any others engaged in construction or related activities in Sandcastles by the Sea. These Construction Rules and Regulations are not intended to restrict, penalize, or impede reasonable construction activity



within Sandcastles by the Sea; rather, they will be enforced fairly to achieve the objectives enumerated below and in the Covenants, and to facilitate orderly and controlled construction activity, thereby preserving the overall quality of the appearance of Sandcastles by the Sea. Violations are subject to assessments and repeated violations may be cause for denial of access to Sandcastles by the Sea.

B. RULES AND REGULATIONS

1. Contractor Surety Deposit.

The contractor, before proceeding with any work on site, is to post a \$7,500.00 cash deposit in order to protect the Association's common grounds, roadways, fencing, gates, landscaping, and other improvements; in the event that the contractor, or any of his subcontractors, service, or delivery men, damages any of same.

2. Site Clearing

Site clearing or construction on any property within Sandcastles by the Sea is not permitted without first obtaining a Sandcastles by the Sea Building Permit (See Section II above). Site clearing material must be transported in a covered truck.

3. Trash Receptacles

Each construction site must have a suitable trash receptacle. Construction sites must be cleared of litter each day, and all litter must be stored in the trash receptacle for removal when full. Dumping of construction trash is not permitted inside Sandcastles by the Sea. Trash containers (dumpsters) shall be emptied on a regular basis. Overflowing dumpsters shall be subject to fines.

4. Portable Toilets

Each construction site must have at least one portable toilet prior to any on-site construction, which shall be placed in an inconspicuous location, not closer than 20' from the street or 5' from any adjoining residential property lots, with the door facing away from any view from any adjacent street or house. All toilets must be kept in a clean and sanitary condition. Portable toilets may not contain phone numbers or advertising, and colors should be nature blending.

5. Compliance with ARC Approvals

All building and landscape plans must be approved in writing by the ARC. Both the property owner and the contractor are jointly and severally responsible for



compliance with approved plans in all respects. All construction must be complete to a point of being granted a Certificate of Occupancy without exception by the Town of Hilton Head Island within one year of commencement. All landscaping is also to be completed within the earlier of one year of the commencement of construction or within thirty (30) days of the issuance of a Certificate of Occupancy without exception by the Town of Hilton Head Island. Any change to the exterior of the house, siting, driveway, garage, etc., must receive prior written approval from the ARC. Failure to strictly comply with approved plans may result in an assessment (See the schedule below).

6. Street Number Identification

The Enhanced 911 system utilized by the Town of Hilton Head Fire and Rescue has specific requirements for the posting of street address along roadways. Sandcastles by the Sea has an approved design for this sign, which must be posted within 20 feet of the road.

7. Signs

No sign of any nature may be erected within Sandcastles by the Sea unless approved by the ARC. To minimize visual clutter, the ARC may establish a job site sign standard to be used on all construction sites. Individual contractors will be responsible for providing their own graphic panels, which must be approved by the ARC. All construction sign stanchions must include a plan holder tube and space on the rear to display building permits.

8. P.O.A. Regulations

Any construction work within Sandcastles by the Sea must comply with the Covenants and all rules, regulations and guidelines of the Sandcastles by the Sea Owners Association.

9. Schedule of Assessments for Violations

The following is a schedule of assessments that will be levied and enforced when a contractor or owner violates any approval by the ARC or any applicable rule, regulation or guideline. The assessments collected will be used for grounds beautification, in common areas, and will not be refunded to the contractor. Any assessment may be appealed as set forth below.

Schedule of Assessments	
Type of Violation	Assessment
Not providing proper trash receptacles for construction or keeping site clean of debris	\$100.00 per violation
Trash fires	\$100.00 per violation
Clearing of site without stake-out approval or obtaining a Sandcastles by the Sea building	\$500.00 per violation. This violation may also result in expulsion of the contractor and denial



permit, including unauthorized tree removal	of further construction within Sandcastles by the Sea.
Improperly hauling trash	\$100.00 per violation. This violation may also result in revocation of vehicle access to Sandcastles by the Sea.
Construction or landscaping that does not conform to plans approved by the ARC	\$500.00 per violation. This violation may also result in expulsion of the contractor and denial of further construction within Sandcastles by the Sea.
Failure to provide properly sited portable toilet.	\$50.00 per violation
Noncompliant sign	\$50.00 per violation
Pets on construction sites.	\$25.00 per violation
Fishing in lagoons.	\$25.00 per violations.
Trespass on, or storage of equipment or materials on, adjoining lots and properties.	\$500.00 per violation.

10. Assessment Appeal

Assessments levied by the ARC may be appealed in writing to the Chairman of the ARC within fifteen days of the assessment.

