



1 Overview

These guidelines, as adopted by the Board of Directors for The Woodbury Park, govern all exterior modifications within the Community and no exterior modification other than those listed herein may be made without approval.

While it is difficult to anticipate every possible modification request that will be received, this document is meant to be a comprehensive guide. That being said, the key component of the Declaration and any amendments applicable to exterior modifications is that none may be made without approval unless stated otherwise by the Board of Directors. If a prospective modification is not addressed herein, that does not mean it is approved without application.

Certain modifications are given express approval herein, no application required. These are indicated throughout this document. Adherence to the terms under which they are approved is mandatory. Any deviation from these terms must be approved before any work may begin and failure to adhere to the listed terms may result in fines and a requirement to correct the violation as prescribed in the uniform policy for enforcement.

Modification Requests will be considered according to the terms prescribed in the Declaration. The timeframe within which a decision must be rendered for each request is based on the date of receipt of complete, accurate information. Incomplete or inaccurate requests are deemed to be automatically denied unless and until the corrected and or

additional information to consider the application is received. Owners who submit an incomplete application will be contacted with a request to provide the necessary information to render a decision. **Requests submitted without the signature of the Owner of Record are deemed incomplete.** Only when a complete and accurate application has been submitted by the Owner will the review process begin and the Board of Directors will exercise diligence to communicate a decision within

45 days

Owners with delinquent account balances are required to bring their balance into current status before submitting a modification request. **Requests submitted by Owners with delinquent balances are deemed to be automatically denied unless specifically stated otherwise, in writing, by the Board of Directors.** As defined in the Declaration, any account balance 15 or more days past due is considered delinquent.

A written statement from the Woodbury Park Board of Directors is the only permissible authorization from the Association to begin work.

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

The Woodbury Park ACC will render a decision based on criteria within its authority only. As such, approval from the Board / ARC does not necessarily constitute all of the approvals, licenses or permits required to complete the project.

It is each Owner's sole responsibility to discover which agencies have authority over the proposed modification and to obtain all of the necessary approvals from each before beginning work.

2 Prohibited Items

These items are prohibited in The Woodbury Park. Applications to construct or place any of these in The Woodbury Park are automatically denied without any requirement for review or notification to applicant. This list may be expanded upon by the Board of Directors.

- Pet Houses / Runs
- No more than one flag pole allowed. If freestanding, the American Flag must be illuminated at night.
- Skylights visible from the street
- Statues, Yard Globes, Bird Baths and other Yard Art in front and side yards
- Above ground swimming pools
- Common Area Modifications
- Awnings visible from the street

3 Swimming Pools

- Swimming pools must be located entirely behind the home within an enclosed fence approved by the ACC
- In no case will an above ground swimming pool be allowed

4 Basketball Hoops / Sport Nets

No volleyball nets, badminton nets or similar additions may be permanently installed in front of any home. Temporary hoops and nets may be placed outside while in active use but must

be removed immediately following. None such shall be allowed to remain outdoors overnight. Permanent basketball hoops must be approved by the ARB.

5 Exterior Colors

Approval is not required to repaint or put new siding on your home in the exact same materials and exact colors as the originally constructed or previously approved. **Color or material changes require approval.**

6 Exterior Lighting

✓ *Approval is Required*

Owners should keep in mind the impact to neighbors when considering exterior lighting. Powerful up-lights, overly intrusive security lights and such will likely be denied. Exterior lighting should be limited in purpose to providing light on walkways and, whenever possible, they should be set to turn off when not in use.

7 Fences

Fences are allowed within the community.

- The height of the fence must be either 4, or 6ft. 4ft backing up to or on any ponds. The height must be consistent on all sides of the fence; unless approved by the ARB
- The fence materials allowed are wood, privacy or picket, dog-eared, flat top. Natural colored stain or painted Charleston Green is allowed. Black Aluminum is also allowed. Living fences require approval but may be allowed.
- No fences are permitted to be installed on the front of any property. All fences may only be installed within four feet of the rear corners of your main house unless otherwise approved by the ARB

- All fences are required to be installed within or on the owner's property line.
- No fences are permitted to be installed on any easement due to the possible need for access for maintenance.
- Residents are required to locate ALL PROPERTY MARKERS before proceeding with installation

8 Gutters

- The replacement of existing gutter systems using substantially similar specifications including size, materials and colors does not require approval. **ANY change to the existing specifications requires approval.**
- Downspouts must match the gutter color
- Outflows should be buried whenever possible and directed away from homes to an acceptable area for dispersion of water
- Splash guards must be installed where buried outflow is not possible. These must be of a similar color to blend with the surrounding area where they are placed.
- Owners are not permitted to install guttering that will redirect outflow onto neighboring properties, potentially creating drainage or other issues for the neighbor.

9 House Numbers

- ✓ **Approval is Required**
- House numbers may be placed on the riser steps of the front entrance, on entry columns, on the door, or on the top of the door frame
- Decorative numbers including painted tile, wrought iron and such are permitted
- Numbering may not be painted on the home itself
- Numbers should not be of a size disproportionate to others in the community
- Numbers may not protrude onto the step area so as to create a potential hazard to anyone entering or exiting the home

10 Landscaping

This section will be broken into parts with separate requirements for each. The Board of Directors encourages owners to enjoy their property and plant as they see fit within these guidelines. All planted material must be maintained to promote optimal health and aesthetic appeal. Dead plant material or that exhibiting disease or condition that may affect other like kind material in the community must be removed immediately.

Window Box Planters

✓ **Window Box Planters may be installed on any window without application so long as they meet the following requirements**

- Must be approximately the same width as the window under which they are hung
- May not protrude more than 12 inches from the exterior surface of the home
- May be constructed of wood, painted to match the existing trim color or painted with an acceptable accent color that compliments the existing home
- Black, iron or other metal, lined with moss is permissible
- Boxes must be removable. In no case, may any owner construct a permanent planting structure from the ground to the window base

Established Planting Beds

- ✓ **No Approval Required**
- ✓ **Owners assume responsibility for the care and replacement of any planted material.**
- No approval is necessary if planting annual flowers, replacing existing plants, or adding plant material that compliments the overall aesthetic.
- Planting any material larger than the existing landscape requires approval.

➤ Invasive species, plants that do not typically thrive in the climate and soil conditions on the property, those that risk uncontrolled reproduction beyond your planting area and those that otherwise jeopardize the existing ecosystem are not permitted.

Trees and Large Shrubs

- ✓ **Approval is Required**
- ✓ **Owner assumes responsibility to replace newly planted material**

Trees and shrubs should be of a variety and size suitable for their location and the existing environment. Owners should take care to consider the mature size of the trees and shrubs and what impact they may have on nearby homes, other landscape features, nearby sidewalks, pipes and other utilities, property lines, easements etc. Owners may not plant trees and shrubs that are likely to cause increased maintenance responsibilities and / or increase the likelihood of damage to a neighboring property. Examples include leaf accumulation on rooftops and in gutters, increased risk of damage from falling limbs and increased risk of damage to driveways, foundation slabs or other areas of a home from root growth. Owners may not plant trees and shrubs that are likely to change the landscape characteristics of neighboring homes. For example, no owner may plant a tree that risks turning a neighbor's 'full sun' planting bed into a 'partial shade' planting bed, thereby compromising the use and enjoyment of the existing planting bed.

Hardscapes

- ✓ **Approval is Required**
- ✓ **Owner assumes maintenance of the modification**

The installation of hardscapes such as patios, walkways, planting beds, landscape walls, and similar items must be carefully considered before a Modification Request is submitted.

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

To ensure that no consequential damages to neighboring or Association property occur, owners may be required to contact various regulatory agencies with permitting authority and / or utility location services. Hardscapes should complement and improve upon the existing landscape. They should blend into the area to maintain harmony with neighboring landscapes.

Landscape Summary:

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

11 Exterior Additions

- ✓ **Approval is required**

Structure: *Structure shall mean and refer to any temporary or permanent improvement upon the Property, including, without limitation, any building or part thereof garage, shed, covered or uncovered patio, swimming pool, fence, curbing, paving, wall, tree, shrub, sign, paint color, shutters or any other items attached to the exterior, grading, fill, ditch, diversion dam or other thing which affects the natural flow or alters the flow of any waters in any natural or artificial creek, stream wash or drainage channel from, upon, or across any portion of Property.*

No proposed addition to any home may begin until approval has been given by the ARB. Owners requesting such must submit full plans of the proposal including:

- Grading and drainage plans where applicable.
- Exterior perspectives of the proposed addition.
- A plat showing the proposed addition along with the original footprint of the home.
- A complete list of all materials, colors and exterior features to be used including windows, door and storm doors, railings, hardware, shutters, supporting equipment such as additional HVAC units and any other items as may be required by the ARB.
- A landscape plan showing additional planting beds, plant lists, proposed irrigation and any other items as may be required by the ARB.

12. Storage Sheds & Garages

Construction, installation or placement of storage shed, garage, play house, or a building separate from the main house must be submitted to the ARB for approval

- ALL PLANS (which must include the length, width, height, materials, colors and Location) must be submitted to the ARB for written approval prior to obtaining County/Town building permits or starting construction
- Storage shed must be installed in an inconspicuous location.
- The installation of a storage shed must comply with the Charleston County Ordinances.
- Sheds/structures under 120 sq ft. have no building code requirements, but are subject to the Association's rules
- If larger than 120 sq ft. the structure must follow the standard building codes and have the same relevant inspections
- The side setback is 5 feet and the rear setback is 10 ft.

12 Replacements and Repairs

Replacement and repair of exterior elements of the homes in The Woodbury Park does not require approval **unless materials and colors differ from the original construction or previously approved modification**. Repairs and replacements of items under the Owner's responsibility such as HVAC systems and utility lines do not require approval so long as the materials, specification and location do not change.

13 Satellite Dishes

✓ **Approval is required**

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

14 Signs

✓ **Approval is required**

- **Political** - No rule shall regulate the content of political signs. One political sign, not to exceed 2 square feet in size may be placed on a Lot no sooner than 30 days prior to an election, primary, runoff etc. and each must be removed within 7 days of said event.
- **For Sale Signs** – Signs are not permitted for vehicles or merchandise for sale by owners.
- **Announcements** – One, small, security monitoring company sign may be placed on any Lot.
- **Real Estate** – Real estate agents must contact the Community Manager to obtain specifications for 'for lease' signs.