

**Design, Construction,**

**and Modification Guidelines**

for Single Family Homes

Effective 05.2018

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**New Construction**

**INTRODUCTION**

**For New Home Construction**

The River Reserve is a planned, gated community located on beautiful rolling hills overlooking the South Saluda River. Community members aspire to maintain this setting by protecting natural areas and ensuring that new homes are built and maintained to complement the established architecture and character of the community.

Design and construction guidelines have been established to help ensure these goals are met. The guidelines are intended to serve as an aid in the often complex process of planning a new home. While this document can prove to be a helpful tool, it does not provide answers for every situation. Nevertheless, as questions arise concerning your plans, the Architectural Review Committee (ARC) will be most happy to assist you. We encourage you to participate in presentations to the ARC as they are made by your architect, designer or builder.

We hope you, your designer and builder will find these guidelines helpful and we encourage your questions and comments. If you need assistance, please do not hesitate to call the ARC.

**ARCHITECTURAL REVIEW COMMITTEE**

**For New Home Construction**

The River Reserve ARC is tasked by the Declaration of Covenants, Conditions and Restrictions (CCRs) for The River Reserve community with approving all plans and specifications for new construction. To assist both the ARC and lot owners, guidelines have been established to enable systematic and uniform reviews for all activities requiring ARC approval. The guidelines may be amended from time to time as deemed necessary.

The guidelines aim to promote excellence in architectural design and construction in a manner consistent with the architectural themes and the natural surroundings of The River Reserve. The ARC shall at all times work to enhance, promote and protect the value, desirability and attractiveness of the River Reserve community.

The processes for submitting requests and working to gain ARC approval for new home construction are contained in the guidelines. In considering plans for approval, the ARC will evaluate whether the design plans maintain harmony with the neighborhood and whether the quality of the proposed materials meets community standards.

Any work done in violations of these guidelines or the CCRs is prohibited. With a written request from the ARC, the Owner, at Owner’s sole cost and expense, shall bring all such work into conformance. If the Owner chooses not to correct such issues, the ARC may enter the property and take corrective action at Owner’s expense. The Homeowners Association shall pursue all legal and equitable remedies to enforce these provisions, including, but not limited to, placing a lien on a Lot for payment of delinquent fines and assessments. Such charges may include fines imposed by the ARC for violations as stated on the Schedule of Fines (Exhibit E) or costs related to any corrective actions required.

The South Carolina Department of Health and Environment Control (“DHEC”) and Anderson County have jurisdiction over some elements of the building process at The River Reserve. The owner and his builder are solely responsible for compliance with DHEC and Anderson County rules and regulations. DHEC and Anderson County drainage requirements can be found on The River Reserve Website (www.[riverreservehomeowners.com](http://riverreservehomeowners.com)).

**ARCHITECTURAL REVIEW APPROVAL**

**SUMMARY of the PROCESS**

**For New Home Construction**

For lot owners wishing to obtain approval to construct a new home, follow the steps listed below.

1. Read the Design, Construction, and Modification Guidelines
2. Prepare a package of information to be submitted to the ARC which includes:
   * + - 1. A completed Architectural Review Submittal Form (Exhibit B).
         2. Site plans (proposed location of house, driveways, out buildings and septic system).
         3. A Tree Survey (may be incorporated into the Site plan above).
         4. A complete set of full size construction drawings including plans and elevations.
         5. Landscape plans which include drainage effects.
         6. A check payable to the River Reserve HOA for $500 for the ARC review fee.
         7. A check payable to the River Reserve HOA for $1500 for the Road Impact fee.

(note: these checks can be combined).

1. With your builder, complete the Contractor Construction Agreement (Exhibit C). For new construction your builder must be on The River Reserve Approved Builders list. The list of approved builders is available on the website or can be obtained from NHE.
2. Submit the items in Steps 2) and 3) above to:

The River Reserve Architectural Review Committee

C/o NHE Inc.

5 Legacy Park Rd

Suite A

Greenville, SC 29607

Note that most information submitted to NHE and the ARC will not be returned, however sample boards and/or other samples of materials can be picked up after 30 days at the NHE office.

1. The package will be reviewed within 30 days of submittal. Incomplete submittals will not be accepted for further action. You will be notified if this is the case and asked to supply the missing information. The timing for review does not start until a complete package is submitted.
2. The ARC may conduct a site inspection prior to approval. The builder and/or owner are encouraged to attend but scheduling is at the discretion of the ARC. This inspection will be used, if necessary to:
   1. mark trees that may need to be removed in the construction process.
   2. determine if plan modifications are required.
3. The ARC will inform you of the date of their preliminary review if you desire attend the meeting.
4. If necessary, incorporate into the appropriate plans any changes or modifications requested by the ARC after its preliminary review and resubmit the revised plans for final approval.
5. Receive an Architectural Review Approval Form back from the ARC (Exhibit D). Note that this will not be issued until all fees have been paid. All plans approved by the ARC are valid for one (1) year from the date of approval. No plans will be approved if the time table is longer than one year. If construction is not completed by the expiration date, plans must be reapproved or a Request for Extension (Exhibit G) must be submitted. The approval of the extension is at the discretion of the ARC.
6. Secure an Anderson County building permit.
7. Install the required construction site amenities – dumpster, silt fence and erosion control measures, builder’s sign, temporary sanitary facilities, and an area for contractor parking on your lot. Contractor parking on the street or on a neighbor’s property is not permitted. Inform the ARC when this is complete.
8. Commence construction.
9. Inform the ARC when the project is complete. The ARC will conduct an on-site inspection to assure conformance with the previously submitted plans and materials and if there are no irregularities will issue the Final Compliance Letter (Exhibit F) and refund any remaining Construction Compliance Bond to the builder (See Exhibit E for a list of fines).

**DESIGN CRITERIA**

**For New Home Construction**

The unique topography and natural setting found on nearly every building lot at The River Reserve demands special attention to home design and site integration. Many historically popular home models do not adapt well to sites in The River Reserve, nor do the more modern imitators which affect a suburban tract look.

To ensure a satisfactory experience in planning and building a home, it is strongly recommended that both an architect and a landscape architect be involved in the process. Builders, however qualified and successful, can’t always offer design services that include expertise in site planning, superior architectural appearance and quality of detail.

The ARC does not recommend or take responsibility for any of the terms and conditions of any arrangements between the property owner and contractor selected for construction of the home, notwithstanding the approvals that are necessary from ARC. The ARC does, however, recommend that:

1. The property owner establish a contract with the builder, defining the terms and conditions for construction of the home on the owner’s property, as well as seek advice of counsel in the preparation of the contract. Although not required, consulting an architect is recommended.
2. The property owner should seek the advice of an insurance agent to protect all interests adequately and to cover the home during construction and subsequent to completion of construction, so that the property owner will be adequately covered for all types of contingencies and liabilities.

Please remember that no lot clearing of any type may be commenced without having received final approval to proceed from the ARC. The ARC encourages your participation in the process, and urges you to engage qualified professionals in the survey, architectural, construction and landscape disciplines.

**DESIGN DETAILS**

**For New Home Construction**

STYLES

The architectural design concept for The River Reserve is to maintain its established character. Therefore, several styles - log homes/log cabins, Victorian homes, and contemporary style homes are not permitted. Styles such as Georgian, Federal, and Southern Colonial also do not adapt well to The River Reserve community, but some elements of these designs are permitted with ARC approval.

DWELLING SIZE

No home shall be erected, altered, placed or permitted to remain on any lot other than one (1) single-family detached dwelling with a minimum requirement of at least a two (2) car garage.

The Covenants stipulate that the residence shall contain a minimum of 2,300 square feet living space. In computing the square footage for any residence containing a basement which is finished and heated, one-half (½) credit shall be given. However at the ARC’s sole discretion, due to specific site conditions or other considerations, the ARC may allow for some portion of decks, porches or other unheated and unair-conditioned exterior elements to be credited toward the minimum calculation. Garages, greenhouses or other areas, unfinished basements or cellars shall not be considered floor space in meeting the above requirements. Only interior air-conditioned and heated space in areas higher than six (6) feet will be considered in this calculation, except by special exception as mentioned above.

The ARC, based upon lot location, tree cover, neighboring homes and other factors affecting the site shall determine building heights. Homes shall not exceed two (2) stories above a basement, and in any case shall not exceed 2 ½ stories above natural grade.

While there is no specified maximum building size, the ARC may, at its discretion, disapprove a submittal that is inappropriate for the site due to size. The ARC may disapprove any submittal, which crowds the site and/or is out of context with other structures in the area.

BUILDING SETBACKS

The buildable area of every lot must be delineated to determine the portion of the lot upon which the house may be constructed. This area is specified by any easements and/or setbacks recorded on the subdivision plat or in the legal description of the lot. In the absences of setbacks specified on the subdivision plat and/or in the covenants, the setbacks required by the ARC are:

Front Yard – 20 feet

Side Yard, adjoining a street – 20 feet

Side Yard – 10 feet

Rear Yard – 10 feet

Rear Yard, River and Lake Front – 35 feet with natural vegetation growing on the site maintained.

Variances may be permitted by the ARC to save prominent trees, minimize disruption to unusual topographic features, to accommodate an irregularly shaped lot or when the ARC determines in its sole discretion, that a variance is otherwise appropriate to the site.

However to assure that 1) the location of houses will be staggered where practical and appropriate so that the maximum view~~s~~ and privacy will be available to each house, and 2) that the structure will be located with regard to the ecological constraints of each lot, taking into consideration topography, the location of large trees and similar considerations, the ARC reserves the right to control absolutely the precise site and location of any residential unit or other structure upon all lots.

GARAGES

Every home must have a minimum of a two-car garage containing at least 400 square feet, which is to be maintained as a permanently functioning garage. The garage must be attached and the garage doors shall not face the street. Detached garages may be approved by the ARC but must be of similar construction and appearance as the dwelling.

DRIVEWAYS

All driveways and parking areas must be paved with concrete and shall be able to accommodate two (2) full-sized cars parked side by side in the parking area of the driveway (minimum of 20 feet). The width of the entrance to the driveway from the street shall be designed so that only one car can enter or exit at a time. However semicircular driveways which have multiple entrances are permitted.

FENCES

Fences must harmonize in character and color with the house and the landscape design. Wood or metal fences shall be no higher than six (6’) feet above the ground. Chain link fences are not permitted. No wall or fence that parallels the street shall be erected closer to the street than the rear corner of the main body of the house. Fences on the sides of the property must start no closer to the street than the middle of the house and extend towards the rear property line. Fence posts must be set in concrete or equivalent. Fences must be installed by a fence contractor and all work shall be completed in a neat, plumb and workmanlike manner.

Landscape fences are allowed. Natural fences can be used to provide privacy, enclose service areas and HVAC units, and to reduce the scale of large masses.

POOLS

Only in-ground pools are permitted. No above ground pools or inflatable bubble covers will be allowed. The size, shape and sitting of pools must be carefully designed to achieve a feeling of compatibility with the surrounding natural and man-made environment. The location of swimming pools should consider many factors including indoor and outdoor relationships, setbacks, views to and from the pool area, wind, sun topography (grading and evacuation), and fencing. Pool and equipment enclosures must relate architecturally to the home and other structures in their placement, materials and detailing.

ROOFS

Roof pitches are required to be a minimum of 4/12 and a maximum of 14/12 for functional and aesthetic reasons. The aesthetic appearance of a residence roof-scape depends greatly upon the articulation of the siding, roofing, details, windows, walls and fences.

Roofing materials shall be wood shakes, wood shingles, engineered cementitious aggregate products, fiberglass shingles or slate. In case of fiberglass shingles these shall be of an architectural grade and have at least a 25-year warranty. Roof vents and accessories should be located away from the front elevation and painted to match the roof color. Standing seam or other metal type roofing materials are permitted, but must be approved by the ARC.

EXTERIOR SURFACES

Stone, wood, brick, and stucco are permitted for exterior surfaces. Some styles might include a combination of brick and neatly cut stone together with Quoins, stone, swags, arches, columns and keystones. The use of high-quality exterior engineered wood-like aggregate products, natural woods, stucco, brick, and stone is encouraged while the use of imitation or less than high quality materials is strongly discouraged and may be grounds for rejection.

The use of vinyl and plywood siding is not permitted except for use on the underside of a soffit.

Exposed concrete blocks are not permitted.

The proper application, use and combination of the materials are crucial for the success of a beautiful home. This is why it is very important to select an architect that understands how some of these elements can be used.

COLORS

All exterior materials and colors must be in keeping with the natural surroundings and existing homes and complement the specific architecture and details used in the design. Color samples must be submitted to the ARC for approval.

SHUTTERS

Top opening shutters, side opening shutters, and blinds of paneled or beaded boards are permitted but must be in keeping with the overall design of the house. Non-working shutters must be of a size and shape that if closed would fit the window frame properly.

TREES

Trees six (6”) inches or more in diameter will be maintained and protected within reasonable lot constraints as much as possible. No tree six (6”) inches or more in diameter at a height of forty-eight (48”) above ground level is to be removed without ARC approval.

The cutting of the forest canopy is strictly prohibited unless approved by the ARC

SEWAGE/POTABLE WATER

Prior to the occupancy of any family dwelling unit, proper and suitable provisions shall be made for the disposal of sewage by means of a septic system, and no sewage shall be emptied or discharged into any creek, lake or shoreline thereof, or upon the open ground. No sewage disposal system shall be used unless such system is designed, located, constructed and maintained in accordance with the requirements, standards and recommendations of the State Board of Health or its successor governmental authority. Each septic system shall be maintained in good condition so that its use and existence shall not constitute a nuisance to any other lot owner. Approval of such system shall be obtained from the health authority having jurisdiction. In the event that the HOA, its successors or assigns, provides a public sewage disposal system available to the subdivision’s lots, any lot owner whose lot has such service available shall be required to hook up to said system on the terms generally arranged for said system.

Every family dwelling unit shall have permanent plumbing and running water and a permanent sewage disposal system. No temporary plumbing, water, or sewage systems are allowed. No private wells may be drilled or maintained on any residential lot without the prior written approval of the ARC.

MAILBOXES

The mailbox must be mounted so that face of the mailbox is 15” to 18” off the edge of pavement and conform to a standard design. To determine the source of the mailbox contact the HOA management company (currently NHE).

TRASH CONTAINERS

Each lot owner shall provide sanitary containers for garbage. These receptacles, and all tools, and equipment used in dealing with garbage and trash shall be placed in a fenced enclosure to shield same from visibility from roads abutting the lot owner’s property, and also from neighboring properties.

UTILITIES

All utilities, wires, cables, and the like must be placed underground. Installation of satellite dishes, television and radio antennas must be approved by the ARC. Satellite dishes shall not exceed 33” in diameter.

All A/C compressor units shall be ground mounted. Compressor units shall be screened from the street by approved fencing or planting

STORAGE TANKS

Fuel storage receptacles may not be exposed and must be installed in accordance with all applicable guidelines and regulations.

TEMPORARY STRUCTURES

No structure of a temporary nature shall be placed upon any portion of the subdivision at any time for any reason. Temporary shelters, including mobile homes, trailers, recreational vehicles, and tents, may not, at any time, be used as temporary or permanent residences or be permitted to remain on any portion of the subdivision. Trailers for contractors, builders or others normally placed at construction sites are not allowed unless specifically approved by the ARC. Partially complete houses will be considered temporary and may not be inhabited.

OTHER EXTERIOR ELEMENTS

Exterior lighting must be installed so as not to disturb either neighbors or nearby traffic. Exterior floodlights must use hooded fixtures to minimize direct visual access.

Outside clotheslines are not permitted.

All play equipment shall be placed so that it is within setback lines and best efforts shall be made to place such equipment so as to minimize visibility from any street.

Signs are not permitted with the exception that a single sign offering the property for sale. The sign shall be no larger than eighteen (18”) inches by twenty-four (24”) inches.

WATER COURSES/DRAINAGE

No lake shall be constructed, nor shall the course of any stream be changed, nor any culverts installed in any stream without approval from the ARC.

Private docks, dams, or similar structures on lots fronting a lake, stream, or other waterway are not permitted.

Any deck or bridge across any natural or man-made water body or wetland area must be approved by the ARC.

Storm drainage systems on the site shall be integrated into the overall landscape design, but shall not cause any change to the original drainage parameters approved by DHEC for River Reserve.

RIGHT-OF-WAY RESTRICTIONS

The right-of-way consists of the road adjacent to your property, and the strip of land on each side of the road that lies between the edge of the road and the property line. A property owner does not own any portion of the right-of-way. The River Reserve owns the right-of-way, and has the responsibility of maintaining it.

Owners may not build or place any structure in the right-of-way, remove any trees or other vegetation from the right-of-way, or undertake any projects in the right-of-way that would affect drainage, safety, or aesthetics without obtaining prior written approval from the ARC. Proceeding with a project in the right-of-way without written approval will incur the peril of having to restore the right-of-way to its original condition at Owner’s expense.

If an Owner proceeds with a project in the right-of-way after obtaining approval, (such as planting grass on the shoulder of the road, or installing a curb across a driveway entrance). Owner will be solely responsible for all maintenance and damage associated with that project.

**PROPERTY IMPROVEMENTS and MODIFICATIONS**

**INTRODUCTION**

**For Property Improvements**

The River Reserve is a planned, gated community located on beautiful rolling hills overlooking the South Saluda River. Community members aspire to maintain this setting by protecting natural areas and ensuring that modifications to existing homes complement the established architecture and character of the community. Design and construction guidelines have been established to help ensure these goals are met.

**No alteration, including painting or staining, affecting the exterior appearance of any building, structure or landscaping shall be made without prior approval of the ARC. In evaluating proposals for property improvements, the ARC will utilize same guidelines as those used for new construction.**

In addition, the ARC will determine whether the proposal constitutes a major or minor modification. A major modification is defined as a project which will have significant impact on property aesthetics.  Proposals considered major modifications require construction compliance bonds and architectural review fees similar to new construction projects.

While this document can prove to be a helpful tool, it does not provide answers for every situation. Nevertheless, as questions arise concerning your plans, the Architectural Review Committee (ARC) will be most happy to assist you. We encourage you to participate in presentations to the ARC as they are made by your architect, designer or builder.

**ARCHITECTURAL REVIEW COMMITTEE**

**For Property Improvements**

The River Reserve ARC is tasked by the Declaration of Covenants, Conditions and Restrictions (CCRs) for The River Reserve community with approving all plans and specifications for construction improvements and landscaping. To assist both the ARC and lot owners, these guidelines have been established to enable systematic and uniform reviews for all activities requiring ARC approval. The guidelines may be amended from time to time as deemed necessary.

The guidelines aim to promote excellence in architectural design and construction in a manner consistent with the architectural themes and the natural surroundings of The River Reserve. The ARC shall at all times work to enhance, promote and protect the value, desirability and attractiveness of the River Reserve community.

In considering plans for approval, the ARC will evaluate whether the design plans maintain harmony with the neighborhood and whether the quality of the proposed materials meets community standards.

Any work done in violations of these guidelines or the Declaration of Restrictive Covenants is prohibited. With a written request from the ARC, the Owner, at his sole cost and expense, shall bring all such work into conformance. If the Owner chooses not to correct such issues, the ARC may enter the property and take corrective action at Owner’s expense. The Homeowners Association shall pursue all legal and equitable remedies to enforce these provisions, including, but not limited to, placing a lien on a Lot for payment of delinquent fines and assessments. Such charges may include fines imposed by the ARC for violations as stated on the Schedule of Fines (Exhibit A) or costs related to any corrective actions required.

The South Carolina Department of Health and Environment Control (“DHEC”) and Anderson County have jurisdiction over some elements of the building process at The River Reserve. The owner and his builder are solely responsible for compliance with DHEC and Anderson County rules and regulations. (See DHEC and Anderson County drainage requirements at www.[riverreservehomeowners.com](http://riverreservehomeowners.com))

**ARCHITECTURAL REVIEW APPROVAL**

**SUMMARY of the PROCESS**

**For Property Improvements**

For owners wishing to obtain approval for property improvements and/or modifications to an existing home, follow the steps listed below.

1. Read the Design, Construction, and Modification Guidelines
2. Prepare a package of information to be submitted to the Architectural Review Committee (ARC) which includes:
   1. A completed Review Submittal Form (Exhibit B).
   2. Site Plan (as applicable).
   3. Construction Plans, including plan and elevation view (as applicable).
   4. Landscape Plan, including drainage impacts (as applicable)
   5. A check for $250 for the ARC review fee. This fee is refundable if no professional review is required.
3. Submit this package to:

The River Reserve Architectural Review Committee

C/o NHE Inc.

5 Legacy Park Rd

Suite A

Greenville, SC 29607

Note that all information submitted to NHE and the ARC will not be returned.

1. The package will be reviewed within 30 days of submittal. Incomplete submittals will not be accepted for further action. You will be notified if this is the case and asked to supply the missing information. The timing for approval does not start until a complete package is submitted.
2. The ARC will conduct a site inspection prior to approval. The builder/contractor and/or owner are encouraged to attend but scheduling is at the discretion of the ARC. This inspection will be used, if necessary to:
   1. mark trees that may need to be removed in the construction process
   2. determine if plan modifications are required
   3. determine whether a construction compliance bond is required
3. The ARC will inform you of the date of the preliminary review if you desire to attend the meeting.
4. Submit a signed Construction Agreement Permit, (Exhibit C), along with a check for the $1500 Compliance Bond, if requested by the ARC.
5. If necessary, incorporate into the appropriate plans any changes or modifications requested by the ARC after its preliminary review and resubmit the revised plans for final approval.
6. Receive an Architectural Review Approval Form back from the ARC. All plans approved by the ARC are valid for one (1) year from the date of approval. No plans will be approved if the time table is longer than one year. If construction is not completed by the expiration date, plans must be reapproved or a Request for Extension (Exhibit G) must be submitted. The approval of the extension is at the discretion of the ARC.
7. Secure an Anderson County building permit (if necessary).
8. Install the appropriate construction site amenities which depending on the nature of the project may include a dumpster, silt fence and erosion control measures, builder’s sign, temporary sanitary facilities, and an area for contractor parking. Contractor parking on the street or on a neighbor’s property is not permitted. Inform the ARC when this is complete.
9. Commence construction.
10. Inform the ARC when the project is complete. The ARC will conduct an on-site inspection to assure conformance with the previously submitted plans and materials and if there are no irregularities will issue the Final Compliance Letter (Exhibit F) and refund any remaining Construction Compliance Bond (See Exhibit E for a list of fines).

**DESIGN CRITERIA & GUIDELINES**

**For Property Improvements**

Structural Additions or Modifications

1. No additional structures shall be constructed or installed without ARC approval. Examples include, but are not necessarily limited to:
   1. garages
   2. storage buildings
   3. playground equipment
   4. satellite dishes
2. No structural building additions may be made without ARC approval
3. No alteration affecting the exterior appearance of any existing structure shall be made without ARC approval. Examples include, but are not necessarily limited to:
   1. changing paint or stain colors on any part of the exterior, including doors and decks
   2. changing roof shingle type or color
   3. changing doors
   4. changing windows
4. Like for like replacement of doors, windows, shingles or similar accouterments does not require ARC approval

Landscaping

Homeowners are required to maintain their lawns, landscape beds and natural areas to preserve the beauty of the neighborhood.

No ARC approval is required for:

* 1. adding, removing or pruning small numbers of flowers, shrubs or trees less than 6 inches in diameter at a height of 48”
  2. removing or modifying existing flower beds

ARC approval is required for landscaping modifications including, but not necessarily limited to:

* + - 1. Fence construction or alteration
      2. Removal of trees more than 6 inches in diameter at a height of 48”
      3. Plantings within 10 feet of roadways
      4. Fountains
      5. Lighting
      6. Driveways or walkways

Other

Drainage - Any activity by builders, contractors or lot owners which alters existing drainage patterns must conform to DHEC requirements. Please see the River Reserve website for additional details on the current drainage plans.

For any proposed property improvements, the ARC has the authority to

* + - 1. require lot owners to submit plans
      2. require lot owners to submit a construction bond

Note

For guidelines on items not mentioned above, refer to the DESIGN DETAILs section for new home construction.

**EXHIBITS**

EXHIBIT A

**SCHEDULE of FEES**

The River Reserve Architectural Review Committee

For all New Construction:

1. A Construction Compliance Bond of $4000 shall be submitted by the builder.

The Bond will be held in a non-interest bearing escrow account. Any fines imposed will be deducted from this Bond. The Bond must be replenished to the aforementioned balance, when as a result of fines the Bond totals less than 50% of its original value.

Upon completion of the project the remainder of the Bond, if any, will be refunded to the entity submitting the funds.

1. A nonrefundable Architectural Review Fee of $500 shall be submitted by the owner.
2. A nonrefundable Road Impact Fee of $1500 shall be submitted by the owner.

For Major modifications:

1. A Construction Compliance Bond of $1500 shall be submitted by the owner or the contractor. The Bond will be held in a non-interest bearing escrow account. Any fines imposed will be deducted from this Bond. The Bond must be replenished to the aforementioned balance, when as a result of fines the Bond totals less than 50% of its original value.

Upon completion of the project the remainder of the Bond, if any, will be refunded to the entity submitting the funds.

1. An architectural review fee of $250 shall be submitted by the owner. Note this will be refunded if an architect is not required.

For Minor Modifications there are no fees.

All checks should be made payable to: The River Reserve Homeowners’ Association, Inc.

EXHIBIT B

**ARCHITECTURAL REVIEW SUBMITTAL FORM**

The River Reserve Architectural Review Committee

Lot Owner Name: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lot Number (If building in phase 4, please add a 400 to your lot number, i.e. lot 1 is 401): \_\_\_ \_\_\_\_\_\_\_

Contractor: License #:\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is House Staked Out on Lot Ready for Inspection? Yes No NA

Is the Road Impact Fee Submitted? Yes No NA

Is the Architectural Review Fee Submitted? Yes No

Has the Contractor Builder Bond been paid? Yes No

Site plans showing house included? (circle one) Yes No NA

Tree Survey included? Yes No NA

Complete set of full size Construction Plans included? Yes No

Landscape Plans Included? Yes No NA

For the following provide details as to names and manufacturers and supply samples. If no sample is supplied for an item, the ARC may ask for a sample if additional detail is required. Use a separate page if necessary.

Exterior Siding Material \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(brick, stone, stucco, wood, etc.)

If brick or stone, mortar color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exterior Trim Colors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(supply color chips)

Shutter Colors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(supply color chips)

Front Door Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(supply color chips)

Roofing Material \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driveway Surface Material \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(include photo if other than concrete

Fencing Material \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(inc. drawing or photo)

Other Proposed Materials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(as applicable)

Estimated finished sq. footage

Heated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXHIBIT B (cont.)

**ARCHITECTURAL REVIEW SUBMITTAL FORM**

**GUIDANCE DETAILS**

The River Reserve Architectural Review Committee

**Stake-Out:** The stake out must reflect the location of the house and driveway and any trees to be removed. No trees over six (6”) inches at a height of forty-eight (48”) inches above ground may be removed or limbed at any time without prior Committee approval. A tree protection plan showing trees to protect and method of protection should be included.

**Site Plans**: Site plans must include:

1. Tree/Site plan showing the location and type of all trees on the lot.
2. Footprint of all proposed structures, walks, drives, outbuildings, and any other items pertinent to the approval process.
3. Complete landscape plans with material specifications.
4. Drainage plan, fencing plan, gazebo, exterior lighting plans and/or plans for any special features.
5. Location of septic drain field.

**Foundation and Framing Plans**: Should show locations and sizes of foundations and framing elements and how they relate to nearby trees, rock outcroppings or other topographical features and should include sufficient elevation and construction details to clearly illustrate the intent of the plan.

**Floor Plans**: Should contain all information necessary for construction and provide sufficient details and material specifications to clearly illustrate the intent of the plan and construction methods to be employed.

**Elevations**: Should accurately represent the view of all sides of the house. Floor elevations must be delineated and existing and proposed grade levels must be shown. All exterior materials must be defined.

**Building Sections**: Should contain enough detail necessary for clarification or construction. Additional details would include typical wall sections, exterior trim, window and door details, exterior walls, fences, or screens, railings and/or seating, and screen porch sections.

**Landscape Plans**: Must convey a representation of all planting material, identified as to size, common name, and variety. Plans shall also show the location of landscaping lighting, walks, fences, pools, decks, patios, play structures and mailboxes. Adequate plant screening shall be provided for HVAC units, service yards, trash enclosures and electrical meters. The contractor shall be responsible for locating existing utilities before excavating.

**Color Samples**: Proposed colors and samples of all exterior materials including siding, trim, brick, roofing, stucco, stone and lattice shall be submitted or actual samples of materials proposed for use. These sample submissions are most important to the Committee in evaluating the final appearance of the house as color chips often vary greatly from actual applications on varying materials.

EXHIBIT C

**Construction Agreement**

The River Reserve Architectural Review Committee

Lot Owner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact name if different from above:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Email:\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check one of the following:

A check for the $4000 Construction Bond is attached.

The Construction Bond is already on deposit with NHE.

Owner and contractor have read and agree to abide by the terms and provisions of the General Regulations for Construction attached to this form as well as the River Reserve Covenants, Conditions, and Restrictions (which are on the River Reserve website or are available from NHE). Failure to comply may result in a cease-and-desist order and/or fines by the ARC. Any fines imposed will be deducted from the Construction Compliance Bond.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXHIBIT C (cont.)

**CONSTRUCTION AGREEMENT**

**GENERAL REGULATIONS for CONTRACTORS**

There is no public property in The River Reserve. All property including the roads and rights of way are private property.

All construction shall conform to the latest requirements of the South Carolina State Building Code, South Carolina Plumbing Code, the National Electric Code and any pertinent local codes.

The maximum hours allowed for construction personnel will be from 7:00 a.m. to 7:00 p.m., Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday. No residential construction work will be performed on Sundays or national holidays.

The conduct of all workmen is the responsibility of the General Contractor. Workmen are not allowed to ride about or use development facilities. Loud cars and speeding (speed limit is 25 mph) are not permitted. Loud music from radios which disturbs property owners or guest will not be permitted at any time. Any dogs or pets brought to the construction site must be leashed or contained within the property boundaries.

The ARC, at its sole discretion, may bar or restrict any contractor, builder or subcontractor from (a) entering The River Reserve and/or (b) constructing or building any building or improvement in The River Reserve. A Contractor who repeatedly violates either the letter or “spirit” of these guidelines may be required to post a larger construction deposit or, in the extreme, be prohibited from working in The River Reserve.

An approved Architectural Review Approval Form must be obtained from the ARC prior to all renovations and new construction. Construction must be completed within twelve (12) months of receiving this approval. Any clearing, grading or building without approval of the ARC will result in suspension of work and denial of builder and/or subcontractor access to project. The receipt of the ARC approval does not preclude the necessity of also obtaining a County Building Permit. Both are required for construction along with any additional permits that may be required from other agencies.

Sedimentation, silt, and erosion control measures must be employed during the construction process as required by the state of South Carolina and DHEC and installed in accordance with the approved site plan. These erosion and silt control measures must be maintained during the entire construction process. Mud should be prevented from entering roadways and if it does; it should be removed frequently. Fines may result if these requirements are not met.

Surface drainage must be collected on-site and shall not impact adjacent properties. Flooding from large storms is sometimes a temporary problem in some areas and particular attention should be paid to grading to avoid standing water.

All lots that slope toward the road shall have an ARC approved drainage ditch established by the contractor along the front of the property line to allow water from the road to drain off of the right of way.

Every job site must contain an approved sign identifying the Contractor. No other signs shall be placed on the job site. The job site sign shall be erected no closer than fifteen (15) feet to the edge of the street and must be in place with the Permits posted on the rear of the Contractor’s sign before clearing or construction may begin or materials be delivered. At no time shall a sign or permit be nailed to any tree. No additional sub-contractor signs shall be displayed on the construction site.

EXHIBIT C (cont.)

**CONSTRUCTION AGREEMENT**

**GENERAL REGULATIONS for CONTRACTORS**

Each construction site is required to have a job toilet for the use of workers. It must be placed with the door facing away from the street and neighboring homes.

Temporary utilities should be installed in a neat manner. The temporary power pole must be installed plumb and should not be used for the placement of signs. A temporary water hook-up may be provided. No other temporary structures are permitted.

Access to the site should be limited to the proposed driveway location. An area for contractor parking must be established on the site. All construction vehicles must be parked on the construction site. Contractor parking on the street or on neighboring properties is not allowed. Access over/through adjoining properties is expressly prohibited. Restoration of damage to adjoining properties shall be the sole responsibility of contractor or builder.

Site cleanliness shall at all times be maintained at an acceptable level. If not so maintained, the ARC will issue a “Stop Work” order. A commercial dumpster shall be placed on each job site and shall be dumped when necessary. At the end of each workday, materials must be stored neatly and all trash placed in the dumpster. No trash shall be strewn about the lot or piled openly. No material or debris shall be dumped on adjacent or nearby lots. Should the ARC determine, in its sole discretion, that a site is not being maintained properly, it may undertake to have it maintained properly and will deduct the cost from the Construction Compliance Bond. Care should be taken when loading trucks hauling trash so as not to have it spill over while in transit. Contractors shall be held responsible for trash and debris falling from construction and/or disposal vehicles.

No burning is permitted within the development

The home and site will be completed as described and approved by the ARC. Any changes from the originally submitted plans affecting the exterior of the home must be submitted to and approved by the ARC prior to implementation. The Covenants grant the ARC power to employ workers to correct any exterior changes made without approval. These charges will be deducted from the Construction Compliance Bond.

Upon completion of construction and landscaping, all building debris shall be removed from the site and the surrounding area. The construction site sign and the temporary power pole shall be removed. At this time, the Contractor should notify the ARC that the project is ready for Final Inspection. Any unauthorized changes must be corrected before Final Compliance Letter will be issued. Upon approval, a completed Final Compliance Letter will be issued and any remaining Construction Compliance Bond refunded.

As a checklist, the following items shall be completed prior to issuance of Final Compliance Letter.

1. Complete construction
2. Install landscaping and mailbox
3. Remove construction debris
4. Remove temporary facilities, utilities and signs
5. Pay an appropriate utility tap fee (if not already paid)
6. Notify ARC for Final Inspection.

EXHIBIT D

**ARCHITECTURAL REVIEW APPROVAL FORM**

The River Reserve Architectural Review Committee

Lot Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lot: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$4000 Compliance Bond Rec’v’d $1500 RIF Rec’v’d $500/$250 ARC Review Fee Rec’v’d

Your submittal to the ARC has been:

Approved (See remarks below) Disapproved (See remarks below)

0000

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Architectural Review Committee Member

**Note that plans are good for 1 year from date of approval.** Approval Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks:

Copies to: Lot Owner, Contractor and Original to File

EXHIBIT E

**SCHEDULE OF FINES**

The River Reserve Architectural Review Committee

The following is a schedule of fines that may be imposed on a daily basis. Fines are legally assessable and collectable. Liens may be filed and enforced. Fine amounts are subject to change at the sole discretion of the ARC. Contractors will have 48 business hours to correct a violation before a fine will be assessed.

No dumpster…………………………………………………………………………………………………………………….. $50

Burning without permission..……………………………………………………………………………………………. $200

Littered site……………………………………………………………………………………………………………………….. $100

No erosion control……………………………………………………………………………………………….……………. $100

No temporary sanitation (Job Toilet)….……………………………………………………………………………… $50

Non-conforming Job Sign…………………………………………………………………………………………………… $100

Damage to small trees, vegetation or natural areas………………………………………………………….. $100

Unauthorized removal or destruction of trees six inches and larger in diameter per tree…. $500

Unauthorized Plan Change…………………………………………………………………………………………………. $500

Landscaping not completed within six (6) months of completion of the house….……………… $300/month

Not funding the Construction Compliance Bond within 10 days of written notice…….………. $200/month\*\*

Starting any new construction without ARC approval………………………………………………………… $2000 initial charge

$100/day until construction activity ceases

Starting any structural or landscaping improvements without ARC approval……………..$500 initial charge

$50 per day until improvement activity ceases

Failure to complete construction within 1 year of approval without an extension…………….$1000/month

Unauthorized Finishes (paint, stain, roof) ………………………………………………………………………….. See Note ‘A’

Damage to Right-of-way or adjacent property……. Contractor to repair to ARC approval or fined $400 plus the cost of repair

\*-- The ARC reserves the right to direct the installation of Erosion Control measures, including silt fence, at Owner’s expense, if such measures are not properly installed and maintained.

\*\*-- Should the Construction Compliance Bond be depleted and not fully funded, construction must stop immediately. Additionally the ARC will not approve additional plans until all fines are paid and the Construction Compliance Bond is funded and maintained at 200% of the amounts in Exhibit B. For silt fence installation the cost shall be $200.00 plus the cost per linear foot of the fence installed. Failure to control mud on the roadways is grounds for fines as may be determined by the ARC.

‘A’ --If an owner is not compliant with approve finishes their entire construction compliance bond amount will be held until finishes are brought into compliance. All construction on the home must stop and the owner must comply within thirty days or additional action will be taken.

EXHIBIT F

**FINAL COMPLIANCE LETTER**

The River Reserve Architectural Review Committee

To: (Lot Owner or Builder)

From: Architectural Review Committee Member

Date:

Subject: Final Acceptance and Refund of Construction Compliance Bond

Lot No. or /Address:

A final inspection has been completed at the above site and it is in compliance with ARC requirements. The Construction Compliance Bond will be refunded, less any fines incurred.

Refund to be in the amount of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The fines incurred were as follows:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_

CC: NHE Inc.

EXHIBIT G

**REQUEST for EXTENSION**

The River Reserve Architectural Review Committee

Lot Owner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Extension: (Provide as much detail as possible as why the extension is necessary):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Not Approved Approved for an Additional \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARC Member signature Date