

# Design, Construction, and Modification Guidelines for Single Family Homes

## ARCHITECTURAL REVIEW COMMITTEE

The Highgrove Architectural Committee (ARC) is tasked by the Declaration of Covenants, Conditions and Restrictions (CCRs) for the Highgrove community with approving all plans and specifications for new construction. To assist both the ARC and Lot Owners, guidelines have been established by the Property Owners Association, Inc. (POA), 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 CCRs of Highgrove. 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 Lot and take corrective action at Owner's expense. The POA 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 POA for violations as stated on page 15 of this document or costs related to any corrective actions required.

The South Carolina Department of Health and Environment Control ("DHEC") and Greenville County have jurisdiction over some elements of the building process at Highgrove. The Lot Owner and his builder are solely responsible for compliance with DHEC and Greenville County rules and regulations.

# **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) Review the CCRs and read the Design, Construction, and Modification Guidelines
- 2) Prepare a package of information to be submitted to the ARC which includes:
  - a) A completed Architectural Review Submittal Form (page 9).
  - b) Site plans (proposed location of house and driveways).
  - c) A complete set of full size construction drawings including plans and elevations.
  - d) Landscape plans which include drainage effects.
  - e) A check payable to Highgrove Property Owners Association for \$500 for the ARC review fee.
  - f) A Construction Compliance Bond of \$4000 submitted by the builder.
- 3) With your builder, complete the Contractor Construction Agreement (page 13).
- 4) Submit the items in Steps 2) and 3) above to:

The Highgrove 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.
- 5) 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.
- 6) 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:
  - a) mark trees that may need to be removed in the construction process.
  - b) determine if plan modifications are required.
- 7) 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.
- 8) Receive an Architectural Review Approval Form back from the ARC (page 14). 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 (page 17) must be submitted. The approval of the extension is at the discretion of the ARC.

- 9) Secure a Greenville County building permit.
- 10) 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 Lot is not permitted. Inform the ARC when this is complete.
- 11) Commence construction.
- 12) 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 (page 16) and refund any remaining Construction Compliance Bond to the builder (page 15 for the Schedule of Fines).

# DESIGN CRITERIA

## For New Home Construction

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 Lot Owner and contractor selected for construction of the home, notwithstanding the approvals that are necessary from ARC. The ARC does, however, recommend that:

- a) The Lot Owner establish a contract with the builder, defining the terms and conditions for construction of the home on the Owner's Lot, as well as seek advice of counsel in the preparation of the contract. Although not required, consulting an architect is recommended.
- b) The Lot 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 Lot 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 Highgrove is to maintain its established character. Therefore, several styles—log homes, Victorian homes, craftsman and contemporary style homes—are not permitted.

### 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 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.

### 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 must be side entrance. Detached garages will not be approved by the ARC. Door color should be white to match all Highgrove garage doors.

### DRIVEWAYS

All driveways and parking areas must be paved with concrete.

### FENCES

Be sure to review the Highgrove Architectural Standards for fences prior to constructing a fence on any Lot. All fences must be approved by the ARC.

### POOLS

Only in-ground pools are permitted and must be approved by the ARC. No above ground pools or inflatable bubble covers will be allowed.

### ROOFS

Roof shingles must be Tamko, Rustic Black, 30 Year Architectural.

### EXTERIOR SURFACES

Only natural, unpainted brick is permitted for exterior surfaces. Color/style must be similar to, but cannot match, neighboring homes. Highgrove bricks were provided by McGee Brothers, Greer, SC 29651.

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 existing homes and complement the specific architecture and details used in the design. Color samples must be submitted to the ARC for approval.

#### SHUTTERS

Must be in keeping with the existing homes. Style and color must be approved by the ARC. Color of shutters should match color of entrance doors.

#### TREES

No tree six (6") inches or more in diameter is to be removed without ARC approval.

#### MAILBOXES

Mailboxes must match neighboring mailboxes. Highgrove uses mailboxes from Better Box Mailbox, which can be obtained here: <https://betterboxmailboxes.com/mailbox/better-box-mailbox-black-decorative-cast-aluminum-classic-residential-curb-side-high-quality-upscale-mailboxes/>

#### 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.

# **SCHEDULE of FEES**

## The Highgrove 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.

2. A nonrefundable Architectural Review Fee of \$500 shall be submitted by the Owner.

All checks should be made payable to: The Highgrove Property Owners Association.

# ARCHITECTURAL REVIEW SUBMITTAL FORM

The Highgrove Architectural Review Committee

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Lot Number \_\_\_\_\_

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

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

Is House Staked Out on Lot Ready for Inspection?	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
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 type, color, manufacturer)

Garage Doors Material & Color \_\_\_\_\_  
(must match neighboring homes)

Exterior Trim Colors \_\_\_\_\_  
(supply color chips)

Shutter Colors \_\_\_\_\_  
(supply color chips)

Front Door Color \_\_\_\_\_  
(supply color chips)

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

Estimated finished sq. footage  
Heated \_\_\_\_\_ Total: \_\_\_\_\_



# ARCHITECTURAL REVIEW SUBMITTAL FORM

## GUIDANCE DETAILS

The Highgrove Architectural Review Committee

**Stake-Out:** The stake out must reflect the location of the house and driveway and any trees to be removed.

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

- A. Footprint of proposed structure, walks, drives, and any other items pertinent to the approval process.
- B. Complete landscape plans with material specifications.
- C. Drainage plan, fencing plan, gazebo, exterior lighting plans and/or plans for any special features.

**Foundation and Framing Plans:** Should show locations and sizes of foundation and framing elements 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. The contractor shall be responsible for locating existing utilities before excavating.

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

# Construction Agreement

The Highgrove 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 Highgrove Covenants, Conditions, and Restrictions (which are on the Highgrove website or are available from NHE). Failure to comply may result in a cease-and-desist order and/or fines by the Property Owners Association. Any fines imposed will be deducted from the Construction Compliance Bond.

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

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

# **CONSTRUCTION AGREEMENT**

## **GENERAL REGULATIONS for CONTRACTORS**

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 6:00 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 20 mph) are not permitted. Loud music from radios which disturbs Lot Owners or guests will not be permitted at any time. Any dogs or pets brought to the construction site must be leashed or contained within the Lot boundaries.

The POA, at its sole discretion, may bar or restrict any contractor, builder or subcontractor from (a) entering Highgrove and/or (b) constructing or building any building or improvement in Highgrove. 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 Highgrove.

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 must 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.

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.

# **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 or adjacent roadways. 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 POA 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 a 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.

- a) Complete construction
- b) Install landscaping and mailbox
- c) Remove construction debris
- d) Remove temporary facilities, utilities and signs
- e) Pay an appropriate utility tap fee (if not already paid)
- f) Notify ARC for Final Inspection.

# ARCHITECTURAL REVIEW APPROVAL FORM

The Highgrove Architectural Review Committee

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

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

\$4000 Compliance Bond Received     \$500 Review Fee Received

Your submittal to the ARC has been:

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

\_\_\_\_\_  
Architectural Review Committee Member

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

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

Remarks:

Copies to: Lot Owner, Contractor and Original to File

# SCHEDULE OF FINES

## The Highgrove 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 POA. 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 Lot.....	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 original amount. 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 approved 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.

# FINAL COMPLIANCE LETTER

The Highgrove 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.

# REQUEST for EXTENSION

The Highgrove 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):

\_\_\_\_\_

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

\_\_\_\_\_  
ARC Member signature

\_\_\_\_\_  
Date