The Cliffs Community Association At Glassy

*Design Guidelines and Application Package*

*For New and Remodel Homes*

Revised: December, 2017
Superseding all previous versions
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Dear Property Owner:

These Guidelines outline the design principles, and requirements for building a new home, modifying an existing house or landscaping property within the Cliffs at Glassy Community. We encourage you to review these Guidelines to aid in your understanding of the design and review processes. It can help in the planning discussions with your builder. While this document should prove to be a helpful tool in planning your project at The Cliffs at Glassy, it can neither provide every answer nor guarantee ideal solutions for every situation. As questions arise concerning your building plans, the Architectural Review Committee (ARC) will be happy to assist you. We encourage you, as the property owner, to participate in all presentations to the ARC as they are made by your architect, designer or builder.

We hope you, your designer and builder will find the Guidelines helpful and we encourage your questions and comments.

Sincerely,

The Cliffs at Glassy
Architectural Review Committee

NOTICE: These Guidelines were adopted in December, 2017 and supersede all other versions. Please contact the Mountain Administrator or a member of the ARC to be sure that you are using the latest Guidelines.
Section I - Overview
THE CLIFFS AT GLASSY
ARCHITECTURAL REVIEW PROCESS SUMMARY

These Design and Construction Guidelines and Application Package for The Cliffs at Glassy (Guidelines) were approved as of November 2017. Please contact the Mountain Administrator’s Office (MA) at (864) 895-2829, to assure you have the current Guidelines.

The items below are listed only as a guideline summary of the ARC review process. Each review step is required by the ARC. The complete review requirements are provided in Section V and Section VI of these Guidelines. In all reviews with the ARC, property owner attendance and participation is strongly recommended.

1. Sketch Review – Should be conducted at the very early design stage. The initial architectural sketch or rendering is sufficient.

   **Benefits:**
   - Avoids the property owner incurring unnecessary costs in developing detailed design documents where the proposed design would not be considered compatible in the Glassy Community
   - Provides an opportunity to obtain ARC member input to improve the design in the context of the site and existing topography
   - Serves as early confirmation between the architect, builder and property owner that they have a shared vision of the property owner’s desired home design

2. Preliminary Review – Should be conducted when preliminary drawings are complete

   **Benefits:**
   - In order to fully benefit from this review process, it is highly recommended that the preliminary review be completed PRIOR TO THE INITIATION OF CONSTRUCTION DRAWINGS
   - Potentially save the property owner the expense of unusable and costly construction drawings

3. Final Review/Steps for Final Approval

4. Landscape Review - refer to Section VI in these Guidelines

   **Note:** AN INCOMPLETE SUBMITTAL WILL NOT BE ACCEPTED FOR FURTHER ACTION.

Reference Section V Review and Approval Process for more detail.
DEVELOPMENT, DESIGN, AND BUILDING PHILOSOPHY

The unique topography of each building site at The Cliffs at Glassy demands special attention of design with site integration for a successful project. In an effort to ensure expertise in site planning, it is strongly recommended that a licensed architect or qualified building designer be involved in developing plans submitted to the ARC for review. Builders, however qualified and successful, can’t always offer design services, which include expertise in site planning, architectural appearance, conformity, and quality of detail.

The homes in the Cliffs at Glassy community are to be designed and constructed to satisfy the owner’s desires and at the same time be compatible in architectural style in the mountain environment. The ARC will pay close attention to compatibility issues when a property owner submits plans for approval.

The ARC may disapprove any proposed construction design on purely aesthetic grounds, where, in its sole judgment, such action is required to protect natural beauty and attractiveness of the site and/or the improvements are deemed to be incompatible with the general architecture of the community.

Modular construction, systems built homes or components are permitted provided they comply with the Guidelines requirements. These types of construction must meet aesthetic and architectural standards of the community as determined at the sole discretion of the ARC.

Building contractor must be licensed in the State of South Carolina for residential construction. The ARC does not suggest or recommend the acceptability of any one contractor (builder) over another. The ARC does not recommend or take responsibility for any terms and conditions of arrangements between the property owner and contractor selected for construction of the home, notwithstanding the required approvals from the ARC. The ARC does, however, recommend:

(a) The property owner enters into a contract with the builder, defining the terms and conditions for construction of the home on the owner’s property, as well as seeks advice of counsel in the preparation of the contract.

(b) The property owner seeks 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.

The Cliffs at Glassy is a master planned development intended to blend into its natural mountainous setting rather than contrast or compete with it. The architectural review process has been established to help ensure that each home makes a contribution to this design objective. Although all sites and homes will vary somewhat, a common set of design elements and theme compatibility should be carried throughout.

The intent of these Design Guidelines is to retain the existing, natural terrain and blend new construction into the natural shape of the hills, slopes, banks and ridges in as natural a way as possible by encouraging “site-sensitive” design principles, minimal grading, use of natural drainage patterns, and discouraging cut banks, mass grading, excessive terracing, and altering of existing topography. Minimizing the disturbed area of each site is a goal of good design at The Cliffs at Glassy.

The Cliffs at Glassy is dedicated to preserving a unique and ecologically sensitive community. Our architectural design and construction philosophy is that the form and color of homes should be unobtrusive and complement their natural setting. Home design should adapt to the topography and context of its specific site condition.
REGULATIONS

Construction of the residence must be completed in a timely manner (24 months from Construction Permit) without interruptions. Landscaping must be completed within six (6) months of the completion of construction and/or issuance of the Certificate of Occupancy.

The hours allowed for construction are from 7:00 a.m. to 7:00 p.m., Monday through Friday and 7:00 a.m. to 5:00 p.m. on Saturday. No residential construction work will be performed on Sundays or holidays. See Section IV for observed holidays.

The conduct of all workmen is the responsibility of the General Contractor. All incoming vehicles must be registered with security for identification and to obtain a gate pass. Construction workers are allowed access to and from the construction site only and are strictly forbidden from riding about the community. Vehicles may be periodically searched to protect all contractors from theft of material and equipment. Loud cars and speeding (speed limit is 25 mph in The Cliffs at Glassy) are not permitted in the community. All construction vehicles must be parked either on the construction site or on one side of the road only. Loud music from radios disturbing property owners or guests will not be permitted at any time. Trailers or trucks will not be left for more than a day alongside any road without specific ARC approval.

The Owner or Architect must submit all proposals for exterior changes to the ARC prior to implementation. The Covenants grant the Association power to employ workers to correct any exterior changes made without approval or to employ persons to clean up an unacceptable lot. These charges will be deducted from the Builder Bond or, if exhausted, the Contractor is required to reestablish the bond prior to work continuing on the site.

The above regulations are designed to enhance The Cliffs at Glassy overall appearance to residents and visitors. Repeated violation of these regulations will result in the suspension of the building approval for that residence until corrective action has been taken by the contractor.

A Contractor who repeatedly violates either the “letter” or “spirit” of these Design Guidelines may be required to post a larger construction bond or, in the extreme, be prohibited from working at The Cliffs at Glassy. The Property Owners Association’s Board at its sole discretion may bar or restrict any contractor, builder or subcontractor from (a) entering The Cliffs at Glassy and/or (b) constructing or building any building or improvement in The Cliffs at Glassy.
Section II - Design Considerations & Restrictions
BUILDING SETBACKS

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

**Single Family Lots – All Sections**

- Front or Side Yard – adjoining street – 25 feet
- Side or Rear Yard – adjoining a golf course – 30 feet
- Rear Yard – 30 feet
- Side Yard – 25 feet

COLORS

All exterior materials and colors should complement the surrounding environment. Color samples for new construction and re-coloring of existing buildings shall be submitted to the ARC for approval in advance of painting or staining unless the paint or stain is in accordance of the originally approved color. All exterior colors require a maximum of 43 LRV (light reflective value). The LRV requirement is a component of the color selection.

No white trim of any kind is permitted. A 3’ x 3’ color board (See Section IX) showing materials to be used must be on posts and placed on site directly next to the builder sign so as to be visible from the road prior to roofing or application of exterior materials/colors. The ARC may disapprove any color on purely aesthetic grounds, where in its sole judgment such action is required to protect the natural beauty and attractiveness of the site and the color is deemed to be incompatible with the aesthetic standard of the community.

ENTRANCE COLUMNS, GATES, AND FENCES

Entrance columns, fences and gates are structures requiring pre-approval by the ARC as to design, material and location. Entrance gates are discouraged. Entrance columns must be at least 5 feet away from the road or outside the road easement, whichever is greater. The width between the columns must be at least 12 feet apart to not restrict fire truck access to the house and require pre-approval by the ARC as to need, design, size and location.

Fences are discouraged except where required by building codes such as enclosing a swimming pool. When fences are necessary or desired, they must harmonize in character and color with the house and landscape design. Fences abutting a golf course are not permitted. No fences are permitted in the front yard.

Any proposed fences, gates or columns must be included in the final landscape plan submission. Natural fences and berms are allowed and encouraged, but must be included on the landscape plan.

EXTERIOR LIGHTING

All exterior lighting must be down lighting with low light output to minimize glare and light pollution. The only exceptions are house number lighting to aid first responders and where brighter lighting is needed for safety reasons.

All exterior lighting, including landscape lighting, location, type and direction must be represented on the Final Review Plan and remain consistent in the landscape plan. Spot and flood lights must be hooded to minimize direct visual impact and exterior ground lighting should be directed away from neighboring property. The lighting/washing of exterior house walls is discouraged. Lamp posts and any lighting designed to be highly reflective will be rejected. Exterior light fixtures should be conservative in number and the color of the light housings should be consistent with the color scheme of the house. Globes on house fixtures are to be frosted/non-clear, when possible. White color housings will not be approved.

Location, placement and direction of lighting should enhance the landscape and residence and must not infringe upon adjacent property owners. Colored lights are prohibited except during certain holiday seasons such as Christmas; but must be removed when the holiday passes.
GARAGES

Every home must have a minimum of a two-car garage of at least 400 square feet. The garage must be attached unless otherwise approved by the ARC, and in that case must be of similar construction and appearance as the home. No carports are allowed. Each family dwelling unit must have sufficient enclosed garage space for any and all family cars. Garage doors must be located so as to not face the street, unless by ARC variance and as permitted by covenant statute.

HVAC UNITS

All HVAC units must be shielded from road, golf course, and any neighboring property with evergreen plants, walls or screens. Location of said units is required on the Sketch Review and Final Review Forms. Window air conditioning units are not permitted. All compressor units shall be ground mounted. Compressor units shall be screened by approved fencing or planting.

MATERIALS AND SURFACES

The use of high-quality exterior siding materials should incorporate a balance of the following materials: engineered wood-like aggregate products, natural woods, stucco and stone. Use of imitation or less than highest quality materials is grounds for rejection.

The use of plywood siding is not permitted except for use on underside of soffit. Aluminum and Vinyl siding, vinyl soffits and vinyl windows are not permitted.

- Brick, red in color and unpainted, is not permitted on buildings, columns and/or driveways.
- No concrete blocks may be exposed.
- Poured concrete retaining walls should utilize the same or similar masonry finish as the home.
- No unpainted sheet metal may be exposed.
- All driveways and parking areas must be paved with asphalt or concrete unless another paving material is approved in writing by the ARC. Staining of concrete may be required at the discretion of the ARC.
- The use of wood lattice is discouraged but any use must receive ARC approval.

OUTDOOR FIREPLACES / FIREPITS, PLAY EQUIPMENT AND STRUCTURES

Open burning is prohibited within the Glassy Community. OUTDOOR WOOD BURNING FIRE PITS/FIRE PLACES ARE NOT ALLOWED. Outdoor gas fire pits are allowed with ARC approval and must have a spark arresting screen protector.

All play equipment, gazebos, pergolas, etc. and similar type structures including greenhouses, sculptures, birdbaths, birdhouses, fountains, water features or other decorative embellishments shall be placed so that they are unobtrusive and within setback lines. To be sure these items are placed to minimize visibility from the road, your neighbor and the golf course, ARC approval is required. Such items must be included in the Sketch Preliminary Review and the Final Review.

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.

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

8
written approval will incur the peril of having to restore the right-of-way to 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.

**ROOFS**

Roofing materials shall be wood shakes, wood shingles, engineered cementitious aggregate products, fiberglass shingles, or slate. Solar shingles may be considered and approved by the ARC. Use of copper or other metal as the primary roofing material is discouraged and may be used only with the explicit approval of the ARC. Copper or metal roofing products may be used decoratively or as accents and/or for flashing, gutters and downspouts. Fiberglass shingles must 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.

Roof pitches are required to be a minimum of 5/12 and a maximum of 12/12 for functional and aesthetic reasons, although for designs such as a cape, pitch may go higher with ARC approval. The aesthetic appearance of a residence roof-scape depends greatly upon the articulation of the siding, roofing, details, and walls. Details at the soffit, fascia, base, corners, windows and decks should have common elements that help unify the appearance.

Awnings may be used provided they are retractable and not installed on the façade facing the community roads.

**SEPTIC SYSTEMS**

All sewage disposal systems shall be designed, located, constructed and maintained in accordance with the requirements, standards and recommendations of the DHEC or its successor governmental authority. Approval of such system shall be obtained from the health authority having jurisdiction. Every family dwelling shall have permanent plumbing and running water and a permanent sewage disposal system.

**SIGNAGE**

Signs are prohibited except as permitted by the Covenants. Construction signs will be a standardized design approved by the ARC. House number on completed homes must be identified on approved signage.

The following sign companies have the requirements (colors included) needed to be in compliance with Glassy signage standards:

- Elite Sign (864-801-0022)
- City Sign (864-882-7061)
- Gimme-A-Sign (864-232-2525)

**HOUSE SIGN NUMBER**

A Greenville County Ordinance requires that every dwelling have a House Number Sign that is visible from the street. If your dwelling is within fifty (50) feet of the street and visible from the street, the sign may be placed on the house. Otherwise, the sign must be placed at the street on a rock or pole. The sign may contain the house number only or both the house number and street name. This Ordinance requires that the house number be at least three (3) inches high. There is no regulation governing the size of lettering for the street name.

The following Community standard house number sign specs must be followed:

**HOUSE NUMBER ONLY:**

Size: Twelve (12) inches high and Fourteen (14) inches wide
HOUSE NUMBER and STREET NAME SIGNS:
Size: Fourteen (14) inches high and Twenty-Two (22) inches wide

The ARC requires the use of one of the two types of street number signs listed below:

- Sandblasted cedar or redwood with the lettering in gray (color no. PMS 429) and background in green (color no. PMS 330). Those colors are Sherwin Williams 7650 Ellie Gray and 6468 Hunt Club Green
- Bronze plaque
- The use of an alternative material and color which are compatible with the aesthetics of the community may be permitted with written ARC approval

CONSTRUCTION SITE SIGN REQUIREMENTS

- Each job must contain an approved sign identifying the site location and contractor.
- The job site sign shall be erected BEFORE construction starts.
- Sign shall be erected no closer than ten feet (10’) to the edge of the street.
- Permits shall be posted on the rear face of the sign.
- No additional subcontractor signs shall be displayed on the construction site except within the house under construction and provided they are not visible from the road.

Sign description:

<table>
<thead>
<tr>
<th></th>
<th>Standard</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posts</td>
<td>4”x4”x8’ Gray</td>
<td>Same</td>
</tr>
<tr>
<td>Board</td>
<td>32”x36”x ½” MDO</td>
<td>Same</td>
</tr>
<tr>
<td></td>
<td>Forest Green</td>
<td>Contractor’s Standard Color</td>
</tr>
<tr>
<td></td>
<td>¼” Gray Border</td>
<td>Same</td>
</tr>
<tr>
<td>Text Style</td>
<td>Souvenir Demi-Bold</td>
<td>Contractor’s Logo and Text Style</td>
</tr>
<tr>
<td></td>
<td>White</td>
<td>Contractor’s Standard Color</td>
</tr>
<tr>
<td>Text Copy</td>
<td>Contractor’s Name</td>
<td>Same</td>
</tr>
<tr>
<td></td>
<td>City</td>
<td>Same</td>
</tr>
<tr>
<td></td>
<td>Telephone Number</td>
<td>Same</td>
</tr>
</tbody>
</table>

** ILLUSTRATION SHOWN WITH STANDARD REQUIREMENTS
BUILDING SIGN DETAIL

3/4" BORDER-LIGHT GRAY

1/2" MDO-FOREST GREEN

SOUVENIR DEMI-BOLD WHITE

4x4 P.T. POST LIGHT GRAY

BUILDER:
JOHN JOHNSON
GREENVILLE, SC
(864) 000-0000

SECTION
LOT NO.

1/2" MORE
SILT FENCE / DRAINAGE / EROSION CONTROL

The contractor is required to establish erosion control around the building envelope before construction or site grading begins. The typical control is silt fencing and the erosion control measures need to be defined on the Sketch Review and Final Review Forms. Failure to be prescriptive on this control will delay final approval.

Storm water runoff tends to be a problem for most all lots on the mountain. Poorly designed drainage systems have created a variety of problems for homeowners including water flowing into the home, wet walls in areas below grade, washout of plant material, and undermining of drives, walks and culverts. It is the homeowner’s responsibility to ensure that a diligent and qualified assessment be given when drawing up your building and landscape plan for the control of surface water. Storm water drainage systems in the immediate area of the site must be integrated into the overall landscape design. For challenging building sites, the homeowner is encouraged to engage a landscape engineer to guide the homeowner and builder in the design of the building plan and landscaping plan. The ARC may require the owner to submit a drainage plan from a licensed landscape engineer or architect for building sites and/or construction plans where water run-off control could be of significant concern.

The following are some concepts that must be incorporated in the drainage control plan:

- Silt fencing is required around the construction envelope. Double row of reinforced silt fencing using steel posts and #10 hog wire is required.
- Water must be directed away from foundations but must NOT be directed onto neighboring properties.
- Direct runoff to assist irrigation where possible.
- Direct water away from septic tanks and fields.
- Roof runoff must be managed in such a way that it will not add to erosion on the site. Utilize gutters, down spouts and drain tiles.
- Exiting water may require river-rock management, check dams, turnouts or other accepted means to reduce the speed of the water and erosion.
- To aid in water conservation and drainage control the ARC encourages the installation of rain gardens as part of the drainage and landscape plan.
- Every effort must be made to avoid directing water runoff onto roads. The homeowner will be required to provide controls to prevent excessive water from draining onto the roadway with whatever means required by the ARC. Your landscape engineer should be directly involved if this issue is anticipated in your building/landscape design.
- All lots shall have drainage ditch established by the builder along the front of the property line to allow water on the road to drain off of the right-of-way. No lot will be allowed to slope toward a roadway without a drainage ditch installed.
- Upon completion of construction, amend compacted soil with organic material and calcium sulfate to improve water penetration into the soil and decrease the runoff burden. Some of the soil on the mountain contains large amounts of clay and is compacted by construction equipment to porosity almost equivalent to concrete. See Drainage detail in the Landscape Specification Checklist for further detail.
Illustrations of some typical erosion control measures are below:
NOTE: THIS DETAIL IS TO BE GIVEN TO EACH LOT OWNER PRIOR TO CONSTRUCTION. EACH LOT OWNER IS REQUIRED TO RETAIN 80% SEDIMENT ON-SITE PER STATE LAW.

TYP. INDIVIDUAL LOT EROSION CONTROL

LOT DEVELOPMENT NOTES

1. The individual lot owner or builder shall be responsible for accomplishing the following erosion control measures and for maintaining all devices during the time of the construction process and for the life of the land using the activity shall be subject to on-site inspection by the U.S. Department of Health and Environmental Control and compliance with any directions of this agency in respect to erosion control.

2. The party responsible for any individual lot shall be responsible for certifying on the contractor's behalf the quality and suitability of the erosion control measures utilized by the contractor.
SITE GRADING
Site grading shall be kept to a minimum and drainage systems shall be designed for minimum impact or alteration of natural drainage systems. Flooding from large storms is sometimes a temporary problem in some areas; particular attention should be paid to grading to avoid standing water.

Retaining walls may be used to reduce the area needing grading. The walls must reflect the architecture of the home and should be carefully integrated into the site and the home. Natural plant elements will be required to diminish the impact of large retaining walls.

Sedimentation and erosion control measures must be employed during the construction process as required by the state of South Carolina and DHEC. Please see the previous Topic ‘SILT FENCE / DRAINAGE / EROSION CONTROL’. Surface drainage must be collected on-site and shall not impact adjacent properties.

Site clearing or grading without approval of the ARC will result in suspension of work, denial of access to the builder and/or subcontractor.

SIZE – MINIMUM SQUARE FOOTAGE
The Covenants stipulate the minimum square footage requirements of all residences. The minimum size of an individual residence will be enforced by the ARC. Building heights shall be determined by the ARC based upon lot location, tree cover, neighboring homes and other factors affecting the site. Homes shall not exceed 2 (two) stories above a basement, and in any case shall not exceed 2½ stories above natural grade. Although maximum building sizes may not be specifically established in your Deed or recorded Covenants, the ARC may (at its discretion) disapprove a submittal that is inappropriate for the site due to size. The ARC will disapprove any submittal which crowds the site and/or is out of context with other structures in the area.

No home shall be erected, altered, placed or permitted to remain on any lot other than one (1) single-family detached dwelling not exceeding two (2) stories in height above the basement, with a minimum requirement of at least a two (2) car garage which must be attached unless previously reviewed and approved by the ARC.

(a) Glassy Mountain I: All one-level dwellings or residences are to have no fewer than 2,000 square feet of heated floor space. All two-story homes shall have a minimum of 1,200 square feet of heated floor space on the main level and 800 square feet of heated floor space on the second level.

(b) Glassy Mountain II: All one-level dwellings or residences are to have no fewer than 1,400 square feet of heated floor space. All two-story homes shall have a minimum of 900 square feet of heated floor space on the main level and 500 square feet of heated floor space on the second level. Breezeways, porches, garages and unfinished or finished basements will be excluded when calculating heated floor space.

(c) The Cliffs at Glassy: All one-level dwellings or residences are to have no fewer than 2,000 square feet of heated floor space or 1,800 square feet if said dwelling includes an attached two-car garage. All two-story homes shall have a minimum of 1,200 square feet of heated floor space on the main level or 1,000 square feet if said dwelling includes an attached two-car garage, and 800 square feet of heated floor space on the second level.

(d) Cliffs Pointe: All homes in this section shall have no fewer than 2,600 square feet of heated floor space.

(e) Sunset Pointe: All homes in this section shall have a minimum of no fewer than 3,000 square feet of heated floor space.

STANDBY GENERATORS
Permanently installed standby generators are permitted and must be shielded from the road, golf course, and any neighboring property with evergreen plants and/or walls. Location of any generator must be included on Sketch Review and Final Review Forms.
STORAGE TANKS
Fuel storage receptacles may not be exposed to view and must be installed in accordance with all applicable guidelines and regulations. Propane tanks must be buried.

TEMPORARY STRUCTURES
No structure of a temporary nature with the exception of ‘viewing stands’, an approved job sign, and job toilet shall be placed upon any lot at Glassy at any time for any reason. Temporary shelters, including mobile homes, trailers, recreational vehicle, and tents, may not, at any time, be used as temporary or permanent residences and are not permitted on any lot on Glassy. Trailers for contractors, builders or others normally placed at construction sites are not allowed to remain overnight without written approval by the ARC. Basements or partially completed houses are considered temporary within this Article and cannot be inhabited.

Viewing stands are not part of the construction design process. Guidelines on viewing stands are included in the Section VIII – Vacant Lot Cleaning Guidelines.

The construction site is required to have a job toilet for the use of workers. It must be placed in an inconspicuous location with the door facing away from the street and neighboring homes. Location of the job toilet must be included on Sketch, Preliminary and Final Review Forms.

TRASH AND TRASH RECEPTACLES
The construction site is required to have a commercial dumpster, which must be covered at night and on weekends. This dumpster is for construction materials ONLY. Care should be taken with loading trucks hauling trash so as not to have it spill over while in transit. Contractors will be held responsible for trash and debris falling from construction vehicles. Location of the commercial dumpster must be included on Sketch Review and Final Review Forms.

TREES AND FLOWERING SHRUBS
No tree measuring five inches (5”) or more in diameter at a point 12 inches above ground level, any flowering trees or shrubs measuring one and one-half inches (1.5”) in diameter may be removed without the written approval of the ARC, unless located within fifteen (15) feet of the planned house, attached garage, or within the right-of-way of Community roads. Exceptions would include damaged trees, or trees which must be removed because of an emergency; these require ARC approval which will not be withheld. One other exception is the View Window Guideline. Please see that Article in this section.

Trees in the construction zone not approved for removal must be protected by a barrier fence (orange snow fence) around the drip area of the tree(s). This fencing must be installed before Site grading occurs. No grading, fill dirt, stored materials or heavy equipment is permitted in the protected drip area. All utility trenches in the root (drip) zone of a tree must be hand dug. The protective barrier must be installed before Final Review as the ARC will visit the site before granting approval of the Final Review Plan.

A survey showing all trees and shrubs for an area thirty (30) feet around the footprint of the building must be included with the Sketch/Preliminary/ and Final Review. The survey must show trees of twelve (12) inches or larger in diameter for the entire site. For trees removed or destroyed without ARC approval, the ARC may, at Owner’s expense, enter the property and install trees totaling three new to every one destroyed or removed. For example, the loss of a twelve-inch diameter tree shall be mitigated, at a minimum, by the planting of three four-inch diameter trees in addition to fines.
“Mature trees” outside fifteen feet (15’) of the building envelope may not be cut down, damaged or otherwise removed without the specific written approval of the ARC. “Mature trees” for the purposes of these guidelines is as follows:

<table>
<thead>
<tr>
<th>Tree Type</th>
<th>Trunk Diameter (measured 12 inches above ground level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evergreen</td>
<td>5 inches or greater</td>
</tr>
<tr>
<td>Deciduous</td>
<td>5 inches or greater</td>
</tr>
<tr>
<td>Dogwood and other Flowering trees</td>
<td>1.5 inches or greater</td>
</tr>
</tbody>
</table>

No flowering shrub, such as mountain laurel and rhododendron, outside the building envelope may be cut down, damaged or otherwise removed without the specific written approval of the ARC. When flowering shrubs, such as mountain laurel, wild azalea and rhododendron, are within the approved construction area, consideration should be given to transplanting them elsewhere on the lot or by providing them to other property owners for relocation to their property.

Tree topping is discouraged. Generally, it is preferable to fell a tree rather than top the crown. Either action requires written ARC approval.

Trees may be limbed up to 50 percent of their height.

Trees removed without prior approval or damaged during construction will result in fines as outlined in Section V.

**UNDERBRUSH**

Each lot owner shall be required to remove or chip all underbrush cleared on their lot. This applies to any property owner whether in the building process or underbrushing for appearance purposes.

**UTILITIES, ANTENNAE, SATELLITE DISHES**

All utilities, wires, and cables, of any kind must be placed underground and approved by the ARC and all controlling state and federal agencies. Exposed pipe across rock faces is not acceptable. Antennae and satellite dishes must be placed as unobtrusively as possible and if they cannot be located on the house structure, written approval must be granted by the ARC for the location of same (refer to Landscape Guidelines). The wiring for antennae and satellite dishes must be hidden and out of sight. Satellite dishes shall not exceed 36 inches in diameter.
VIEW WINDOWS

I. Introduction: The Need to Open Up Our Unique Mountain Vistas

What sets us apart from all the other Cliffs Communities is our beautiful mountain environment and views. In particular, our mountain, golf-course and city light vistas provide a major source of “value” for each property in the community. The Property Owners Association (“POA”) recognizes that over the last 25 years many of our prized vistas have become obstructed by maturing trees and other vegetation. In an effort to reopen our unique vistas, the POA approved a new “viewing window” guideline that will be managed by the Architectural Review Committee (ARC). The intent of this guideline is to encourage property owners to make the requisite formal application to the ARC for permission to remove trees and other vegetation on their property to create viewing corridors visible from interior rooms, exterior decks or on vacant property from viewing platforms or from the most logical site location for a home. The ultimate goal of this new View Window Guideline is to enhance our individual and collective property values and to ensure the continuing marketability of our community as a premier gated community.

II. The View Window Guideline

Caveat: Unilateral actions for the creation of View Windows by property owners are not permitted.

As noted above, the goal of this new View Window Guideline is to enhance individual and collective property values and to ensure the continuing marketability of our community as a premier gated-community. To best achieve this goal, and to prevent clear cutting of property within the community, all requests for approval to remove trees to create a View Window must be submitted to the ARC in writing. Failure to follow the steps below may expose property owners to penalties.

III. View Window Definitions

A. A View Window: is a scenic vista affording views of Glassy and other mountains, our golf course and views of city lights.

B. A View Window for Existing Homes: is determined from the most logical viewing area(s) of the home such as interior rooms or exterior decks.

C. View Windows for Vacant Lots: can be created from a viewing platform or the most logical site location for the home. Once the construction site location is set, the ARC will work with the property owner on the best View Window(s).

IV. The Process That Must Be Followed Before a Property Owner Can Create One or More View Windows

A. Written Request: A Property Owner who seeks to create one or more View Windows must first make a written request to the ARC. It is sufficient to send an email with pictures and your request to the Mountain Administrator or you can deliver the printed request to the Mountain Administrator’s Office at the Lower MAC.

B. Include Pictures and Plan: The request must include a picture(s) and a description indicating the direction you are facing (North, South, East, And West) the type and diameter of tree(s) you want to remove - Measure 12” from the base of the tree, if possible. Also, mark any flowering trees, evergreens, or shrubs that are larger than 1.5” diameter that you wish to remove.
C. Other Items to Include:
   a. If applicable, provide a written explanation or photos of how your View Window request would affect the view of any neighboring properties.
   b. Provide written information/photos of any impact the removal of trees for the View Window request may have on property erosion and what measures will be taken to prevent erosion control if needed.

D. Other Option: Within an approved View Window, the ARC would like to remind property owners that the “limbing” up of trees, up to 50% is a possible alternative to cutting down a tree. Topping of trees is generally discouraged.

E. Marking of Trees and Vegetation: An on-site visit will be made by the ARC so trees requested for removal should be marked with paint or ribbon prior to sending in the written request.

F. Debris Removal: All tree/debris cut for the View Window must be chipped, hauled off the property or placed in an area non-visible to neighboring property owners, the road or golf course.

V. The ARC Review Process

A. ARC Review: The ARC typically meets twice a month. Complete requests will be reviewed at the next meeting as long as they are received two days prior to the meeting dates.

B. On-Site Visit: The ARC will contact you within 14 days of the View Window request to arrange for an on-site visit before taking action on the request.

C. Appeals: If a homeowner wishes to appeal the ARC decision, you may request to meet with the ARC Board at our next meeting. Contact the Mountain Administrator’s Office to get on the meeting agenda.

D. Permit: The approved work permit is valid for a period of 6 months. If work has not been completed within that timeframe, a new request is required.

VI. Maintenance of View Window(s) On Your Property:

Once a View Window has been approved by the ARC, it can be maintained. The ARC encourages the cutting/removal of trees currently in a View Window that are under the allowed limits of 5” in diameter measured 12” above ground level and 1-1/2” in diameter for flowering trees and shrubs.

VII. Vacant Lot Cleaning Guidelines Still in Effect. (see Section VIII for more detail)

The Vacant Lot Cleaning Guidelines remain in effect and the Vacant Lot Cleaning Permit is required along with the written submission referenced above for any work to be performed on a vacant lot.

WELLS

No private wells may be drilled or maintained on any residential lot.

MISCELLANEOUS

The storage of trailers, boats, campers and golf carts in yards or driveways is prohibited. They are required to be stored out of sight.
Section III Function and Basis of Authority
FUNCTION OF THE
ARCHITECTURAL REVIEW COMMITTEE

The Cliffs at Glassy ARC exists to:

- Review, approve and oversee:
  a. All buildings proposed for construction,
  b. Footprint modifications to existing homes
  c. New landscape design as well as significant changes (greater than 50%)
- Encourage high quality architectural and site design
- Ensure compatible and appropriate homes to the surroundings and special conditions of the area.

Membership in the ARC is determined by the Property Owners Association’s Board of Directors, in accordance with the Declaration of Covenants and Restrictions of The Cliffs at Glassy (Covenants).

All plans for new homes, modifications to existing homes and landscaping must be presented to the ARC for review and approval prior to the start of construction, modifications and/or landscaping work. Each project presented to the ARC will be carefully reviewed to determine its appropriateness to its site and location within the community. The ARC assumes no liability for the accuracy or adequacy of the plans.

The South Carolina Department of Health and Environmental Control (DHEC) and Greenville County have jurisdiction over some elements of the building process at The Cliffs at Glassy. **The owner and/or the architect/building contractor are solely responsible for compliance with DHEC and Greenville County rules and regulations.**

Basis of Authority

The Cliffs at Glassy ARC is granted the authority of establishing Guidelines through the Covenants. The Covenants are a recorded and binding instrument on all property owners at Glassy, as stated on the deed to your property. You were provided a copy during the purchase of your property.

Any work done in violation of the Design Guidelines is nonconforming. 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 in a timely manner, the POA Board has the authority to enter the property for corrective action at the Owner’s expense.

The ARC, when directed by the POA Board of Directors, shall pursue all remedies to enforce the provisions of these Guidelines. The ARC has full authority to enforce and collect all fines on the Schedule of Fines in these Design Guidelines or recover incurred costs for required corrective actions. In situations where negotiations between the ARC and property owner fail to resolve non conformances, the ARC will forward its written recommendations, which may include initiation of legal proceedings to the POA Board for its review and approval.
Section IV - Construction Regulations
CONSTRUCTION REGULATIONS

BEFORE CONSTRUCTION

After completing the Final Review process and receiving ARC approval of construction documents and the site stake-out, several measures must be completed before lot clearing, material deliveries, or construction may begin.

1. Soil erosion control and silt control measures (noted on the site plan) must be installed in accordance with the approved site plan.

2. Every job site must contain an approved sign identifying the General Contractor. All signs shall be constructed and erected as specified by the Guidelines. No other signs shall be placed on the job site. The job site sign shall be erected no closer than ten (10) feet to the edge of the street.

3. An ARC Construction Authorization Permit must be obtained for all renovations and new construction. The Contractor must submit a Construction Permit Application for new construction and improvements. All other requirements must be met. The receipt of this Permit does not preclude the necessity of also obtaining a Greenville County Building Permit. Both are required before start of construction along with any additional permits that may be required from other agencies.

4. Post Building Permits on the rear of the Contractors sign at the jobsite.

5. Place portable toilet on job site.
DURING CONSTRUCTION

All construction at The Cliffs at Glassy will be under frequent observation by the Architectural Review Committee. Periodic field inspections will be conducted by security personnel and the ARC on every residence under construction.

Each construction site is required to have a job toilet for the use of workers. It must be placed at least twenty-five feet (25′) from the street, when possible, in an inconspicuous location with the door facing away from the street and neighboring homes.

Each construction site is required to have a commercial dumpster. It must be covered at night and on weekends. This dumpster is for construction materials ONLY. Care should be taken with loading trucks hauling trash so as not to have it spill over while in transit. Contractors will be held responsible for trash and debris falling from construction vehicles.

Due to the number of bears in and around the community, all food, food wrappers, containers, drinks, etc. must be taken off site at the end of every day. Any 3rd and repeat offenses are subject to fines and will result in the construction site being shut down for a minimum of 48 hours.

FIRES ARE NOT PERMITTED ON ANY PROPERTY WITHIN THE COMMUNITY UNDER ANY CIRCUMSTANCES AND WILL RESULT IN FINES.

It is imperative that all sites be maintained in a clean and tidy manner. All construction materials must be kept within the property lines maintaining a clear street right-of-way. Access to the site should be limited to the proposed driveway location. Access over/through adjoining properties is not allowed without written approval of the respective property owner. Damage to adjoining properties and lots is the responsibility of the contractor or builder and must be repaired immediately. The storage of materials should be in an inconspicuous area of the site and should be neat and orderly. The use of adjoining properties for access or storage of any material without the written permission of the adjacent owner is prohibited. Temporary structures are not permitted.

Maintain soil erosion and silt control measures. Prevent mud from entering roadways. Remove mud from roadways as soon as this problem arises.

Contractor is responsible for the conduct of all workers performing services on the Construction Site, whether Contractor's workers and employees or those of any of its sub-contractors or suppliers.

Other than approved Contractor signage, as provided in the Design Guidelines, all signs on the Construction Site or displayed in the house in such a manner as to be visible from the street are prohibited.

The road and drainage ditch within the right-of-way in front of the Construction Site must be kept clean of dirt, mud, trash, etc. at all times during construction. Parking on the job site is required. No construction worker vehicles, supplier vehicles, or building materials are permitted in the right-of-way without special permission of the ARC. Both roadway traffic lanes must, however, remain open at all times. If the ARC approves the parking of vehicles on the shoulder of the roadway, Contractor shall place “MEN WORKING” signs, to be provided by contractor, within the right-of-way, but not on the road, so that drivers traveling in either direction road are adequately warned. Construction vehicles shall not block roadways. Neighboring driveways may not be used for parking or turn around. Parking on the construction site is recommended. Parking on both sides of the road shoulders is prohibited.

Lots will have drainage ditch established by Contractor along the front of the property line to allow water on the road to drain off of the right-of-way. No lot will be allowed to slope toward a roadway without a drainage ditch installed.
The speed limit in the Cliffs at Glassy is 25 miles per hour and shall be strictly enforced. Issuance of contractor passes for the Contractor and its sub-contractor's workers is a privilege and not a right and may be withdrawn at any time in the event of a violation of the Cliffs at Glassy's driving rules, in which event, the worker violating the driving rules will be required to be picked up and dropped off at a location outside of the Cliffs at Glassy.

AFTER CONSTRUCTION

The construction of the residence shall be completed and the landscaping shall be installed conforming to the plans previously approved by the ARC. Any unauthorized changes must be corrected before issuance of the Final Compliance Letter.

All building debris must be removed from the site and the surrounding area. The construction site sign and the temporary power pole must be removed. At this time, the Contractor should notify the ARC that he is ready for Final Inspection. Upon ARC approval, and a completed Final Compliance Letter, a Builder Bond refund will be issued less any fines imposed that were deducted from the Builder Bond and/or Landscape Bond.

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

1. Complete construction
2. Remove construction debris
3. Remove temporary facilities, utilities and signs
4. Road Shoulder Reseeding/Sodding Guidelines
5. Notify ARC in writing for Final Inspection

- Road Shoulder Reseeding/Sodding Guidelines - All road shoulders that have been altered during construction shall be repaired. Repairs include, but are not limited to, reseeding and/or sodding the area taking proper steps to ensure erosion does not occur. 75% fescue with 25% rye is recommended to promote healthy restoration. If erosion occurs or weather does not permit proper restoration of the area, the Builder Bond refund may be delayed or funds deducted for repair by the ARC when weather permits.
HOLIDAYS

THE CLIFFS AT GLASSY

The Cliffs at Glassy Design and Construction Guidelines stipulate that no construction work will be performed on recognized holidays. To ensure that we are consistent in administering these guidelines, the following holidays must be observed without any construction work being permitted on the mountain:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

For purposes of these guidelines, President’s Day, Good Friday, Easter Monday, and the Friday after Thanksgiving are not considered holidays and normal work schedules may be followed on those days.

CONSTRUCTION WORK DAYS

The maximum hours allowed for construction personnel will be from 7:00 a.m. to 7:00 p.m., Monday through Friday and 7:00 a.m. to 5:00 p.m. on Saturday. No residential construction work will be performed on Sundays or holidays without prior Security approval.
Section V - Review and Approval Process

(NEW CONSTRUCTION)
THE CLIFFS AT GLASSY
ARCHITECTURAL REVIEW PROCESS

1. Sketch Review – Should be conducted at the very early design stage. The initial architectural sketch or rendering is sufficient.

   Purpose: Early confirmation that the architect and property owner share the vision of the home fits the site and topography and is compatible to the Cliffs at Glassy Community.

2. Preliminary Review – conducted when preliminary drawings are complete.

   Purpose: Review before Construction Drawings are ordered to save time and expense.

3. Final Review/Steps for Final Approval

4. Landscape Review

   Note: AN INCOMPLETE SUBMITTAL WILL NOT BE ACCEPTED FOR FURTHER ACTION.

Please note some items that are commonly overlooked during the submittal process:

✓ Decision of the ARC will not be given at the time of the meeting (written confirmation will be provided to the property owner).
✓ Submittals required no less than 10 business days prior to meeting date.
✓ Written confirmation of the review results will be sent to the property owner within 30 days from the review.
✓ Builder/Contractor must be licensed in the State of South Carolina.

All submittals must be made to the Cliffs at Glassy ARC at 8 Plumley Summit Road, Landrum, SC 29356.
REVIEW PROCESS

The ARC will review every project at the Schematic/Sketch through the Final review stages including the lot as staked out, the submission of acceptable final working drawings, specifications, landscaping plan, and color samples. Final plans will not be reviewed by the ARC until a complete submittal package has been received at the ARC office located at the Mountain Administrative Center, 8 Plumley Summit Road, Landrum, SC 29356. The phone number is (864) 895-2829. The ARC has thirty (30) days to respond in writing to each submittal. Construction must begin within 6 months of approval; after such time re-submittal is required along with the associated fees.

The ARC may disapprove any proposed construction on purely aesthetic grounds, where, in its sole judgment, such action is required to protect the natural beauty and attractiveness of the site and/or the improvements are deemed to be incompatible with the general architecture of the community.

The ARC generally meets twice a month or more often if the caseload dictates. Contact the Mountain Administrator for exact dates and times. Submittals must be received at the ARC office no later than ten (10) calendar days prior to the meeting. Incomplete submittals will not be accepted and no further action will be taken until a complete submittal package is presented.
**SKETCH REVIEW**

In the early stages of design, the owner and architect/designer should prepare and submit one set of preliminary schematic/sketch drawings reflecting the site layout.

1. Sketch Review Form (contained in Application Package)
2. Site layout on topo to include home, driveway, primary site features (retaining walls, cut banks, etc.), and major tree removal considerations
3. Exterior front and rear sketched elevations (see example in Application Package)
4. Method of Construction - Homes utilizing the process of modular or systems built construction must be disclosed to the ARC during the Sketch Review (see General Comments and Regulations).

**PRELIMINARY REVIEW**

One complete set of the following:

**Site Plan:** A site plan shall be presented at a maximum 1”= 30’ scale, depicting the site data gathered. The proposed structure setting should be reflected on a copy of the tree and topographical survey, prepared by a Licensed Land Surveyor, showing the types and location of trees greater than five inches (5”) in diameter at two (2) feet from the ground. Property lines, easements, setbacks, contour lines, and other homes and driveways on adjoining lots, and site access should also be noted. Any rock outcrop or any other special or irreplaceable features are to be identified for protection. The site plan must include proposed finish floor elevations relative to the existing grade elevation. The site plan should also include the proposed location of the septic system as determined by SC DHEC. Driveways should not impede drainage, and the owner is required to (at his expense) install culvert pipe (corrugated metal) measuring a minimum of fifteen inches in diameter and twenty feet in length so that any driveway does not impede drainage.

**Floor Plans:** Schematic and preliminary in nature; floor plans, representing the layout of spaces for all levels of the proposed building. The plan must include the calculation of the square footage of heated space.

**Elevations:** Schematic and preliminary in nature; drawings representing the view of all exterior sides of the proposed structure. Wood, rock/stone, stucco and/or masonry elements of all exterior walls shall be accurately and specifically depicted or designated.

**Preliminary Review Form (contained in Application Package):** The ARC will either grant Preliminary Approval or provide reasons for objection if the preliminary drawings are substantially changed, either by request of the ARC or desire of the owner, they must be resubmitted and receive Preliminary Approval before proceeding for Final Approval. A Preliminary Approval is valid for twelve (12) months. A check for the amount as outlined in the Schedule of Fees section (Application Package) must be presented at the time of package submittal to ARC office.

**FINAL REVIEW**

The final construction documents are prepared incorporating any and all departures and iterations from the Sketch/Preliminary Review plans.

**Stake Out:**

- The home shall be staked out on the lot with stakes at least two (2) feet tall marking the corners. A string shall connect all stakes outlining the shape of the house.
- The lot line nearest the house must be defined with string.
• All trees proposed to be removed shall be tied about their circumference with surveyor’s ribbon. Septic drain fields must be identified with stakes and string.
• Driveway centerlines must be identified with stakes and string.
• No trees over five inches (5”) at 12” above the ground may be removed or limbed at any time without prior ARC approval except those approved as marked on the site plan.
• Barrier fencing (orange snow fence) MUST be installed around the drip area of trees to prevent injury to trees not approved for removal. In order to avoid any potential damage from construction equipment the barrier fencing must be installed before site grading occurs.

Final Site Plan: Update the Preliminary Site Plan to incorporate all changes or modifications.

Color Samples: Exterior colors and materials including siding, trim, brick, stone, roofing, and stucco shall be submitted to the ARC for approval. The samples must be mounted on an ARC Color Board (see Application Package page). All color submittals will require onsite final approval by the ARC once the required 3X3 color board has been installed. All exterior colors require a maximum of 43 LRV (light reflective value).

Foundation and Framing Plan: Drawn at ¼” scale, showing locations and sizes of foundation and framing elements and how they relate to nearby trees, rock outcrop or other topographical features are required.

Floor Plans: Drawn at ¼” scale, containing all information necessary for construction including electrical for interior and exterior.

Elevations: Drawn at ¼” scale, shall 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 component material specified

Landscape & Lighting Plan: May be presented but is not required until one (1) year after commencement of construction or three (3) months prior to completion whichever is sooner. However, any preliminary designs are desirable and helpful during the preliminary review.

Final Review Form: (contained in Section IX Application Package): If the ARC fails to grant Final Approval of the project, it will suggest corrective action for re-submittal. If the ARC grants Final Approval, a Cliffs at Glassy Construction Authorization Permit will be issued after a site walk has been performed. If corrections are required, one (1) set of corrected working drawings must be presented to obtain the approval form.
STEPS FOR FINAL APPROVAL

1) Please read the Cliffs at Glassy Design and Construction Guidelines.
2) Both the builder and the property owner should attend the final meeting.
3) Contract with SC state licensed builder
4) Secure county building permit
5) Contact licensed land surveyor to prepare site plan (see Survey/Site Plan Requirements listed below).
6) Submit the Application Package, building plans, and fees to the MA at 8 Plumley Summit Road, Landrum, SC 29356, (864) 895-2829. This submittal must include the following:

Survey/Site Plan Requirements: Submit 2 copies of the following:

- Scale of 1” = 30’ 0”.
- Property lines with dimensions and bearings.
- Setback limits shown
- Topographical survey showing existing contours (2’ 0” contour interval minimum).
- Proposed contours (2’ 0” contour interval minimum), or sufficient spot grades to indicate the finished grades of the site (grading plan).
- Tree survey showing all trees larger than five inches (5”) in diameter and any flowering trees or shrubs measuring one and one-half inches (1.5”) in diameter at 12 inches above ground level. Include a numbered list, corresponding with the survey, of all trees to be removed. If ribbon or other marking device is used to mark trees prior to clearing, they must be removed after lot clearing is completed.
- Dwelling to be indicated as exterior wall with entry area and stairs delineated and deck lines shown.
- Building accurately located from property lines and setbacks.
- Location, dimension and material for walkways, driveways, retaining walls, and patios (and other significant site improvements).
- Proposed finished spot grades at each corner of house and proposed drainage patterns showing how surface drainage is to be handled. This shall include any erosion control devices to be used (i.e.; hay bales, silt fence, check dams, etc.). Each lot owner is required to route storm water runoff in a manner that is consistent with the natural drainage patterns which existed prior to construction.
- Limits of construction activity (no grading, traffic, construction, or storage of materials will be permitted beyond these limits).
- Location of HVAC unit(s), utility meter and generator.
- Septic tank and drain field location per the governing state agency.
- Construction Dumpster and toilet location.

Architectural Plan Submittals: 1 copy of the following:

- Floor plans at minimum scale of ¼”=1’0”.
  a) Room use labeled.
  b) All walls shown.
  c) Plans fully dimensioned.
- Finished Exterior Elevations at a minimum scale ¼” = 1’0” for all exterior elevations.
  a) Show how building related to finished grade levels.
  b) Indicate and depict the proposed building material on all elevations.
  c) Indicate overall height from finished floor elevation to highest ridge of roof.
  d) All windows shown.
- Roof plans at a minimum scale of 1/4” =1’0”.
- Sections and details at 1/4” =1’0”. Support posts (minimum of 8”X8”).
  a) Wall section from footing to roof.
b) Exterior handrail detail.
c) Column detail.
d) Fences, gates, columns or screening detail.

- Schedules (if not indicated on plans).
  a) Exterior windows and doors.
  b) Exterior electrical plans only with catalog cuts of exterior fixtures.
  c) Exterior house lighting, location and type

5) Submit fully executed Application Package including the completed ARC Color Board for exterior siding, trim, window and door, shutter colors, and foundation material and color. (submit manufacturer’s sample chips or brochures of actual appearance, colors and roofing materials for the proposed exterior of the home.)

6) Submit checks for all fees as stated in the Schedule of Fees.

7) Reserve scheduled time for final meeting (details available from the MA). Submittals must be made no less than ten (10) calendar days prior to meeting date.

8) Erect approved builder sign no less than five (5) or more than fifteen (15) days prior to the final approval meeting.

9) Stake the lot indicating the house location (string out), septic field, driveway, trees to be removed, and setback lines (by surveyor) no less than five (5) days prior to meeting.

Notes: An incomplete submittal will not be accepted for review.

Any changes or deviation from the final approved building or landscape plans MUST be submitted as a change order to the ARC for prior approval.
APPEAL PROCESS

If, after sixty (60) days and a minimum of two (2) re-submittals to the ARC there is no resolution of the issues which caused the disapproval, the property owner may appeal the ARC’s decision to the POA’s Board of Directors.

Appeal procedures are:

- An appeal must be made in writing to the ARC and POA stating all issues.
- There will be a preliminary meeting between the ARC and POA to consider the nature of the appeal.
- Within thirty (30) days of receipt of the written appeal, there will be an appeal meeting. The property owner must appear in person to plead their case.
- The decision of the POA Board of Directors in the appeal process is final.

GROUNDS FOR REJECTION

Compliance with these Guidelines does not guarantee acceptable designs and final product of home construction. The ARC has the sole authority to determine if the plans, design and construction are in accordance with the Guidelines. The ARC must submit to the property owner, in writing, reasons for disapproval within 30 days.

No appeal is allowed if the proposed residence is in direct violation of these Guidelines or the Covenants, Conditions and Restrictions.
SCHEDULE OF FEES

New Construction

THE CLIFFS AT GLASSY
ARCHITECTURAL REVIEW COMMITTEE

Builder Bond

$5,000.00
Check payable to: CAG Builder Bond (submitted by builder only)
Builder is solely responsible for this Bond and must not bill the Property Owner

Landscape Bond

$2,000.00
Check payable to: CAG Landscape Bond (submitted by property owner only)

Cliffs at Glassy Road Usage Fee
See Below
Check payable to: CAG Road Usage Fee (submitted by property owner only)

SQUARE FOOTAGE OF HOME

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<tr>
<td>Section III</td>
<td>$3,000</td>
<td>$3,600</td>
<td>$4,200</td>
<td>$4,800</td>
<td>$5,400</td>
</tr>
</tbody>
</table>

Call MA at (864) 895-2829 for Section or view map online

Sketch Review Fee for new construction

$1,000.00
Check payable to: CAG Review Fee

Resubmittal Fee for additional reviews required

$50.00
Check payable to: CAG Review Fee

Any fines imposed will be deducted from the Builder and/or Landscape Bond. The balance remaining at completion of project will be refunded upon written request by entity submitting the initial funds.
## SCHEDULE OF FINES

The following schedule of fines may be issued with no warning. After a reasonable time for correction fines may be imposed on a daily basis as determined by the ARC. Fines are legally assessable and collectible. Liens may be filed and enforced with approval of the Property Owners Association Board of Directors. Fine amounts are subject to change at the sole discretion of the ARC.

<table>
<thead>
<tr>
<th>Fine Description</th>
<th>Fine Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Dumpster</td>
<td>$400</td>
</tr>
<tr>
<td>No Dumpster Cover (cover must be secured after work hours)</td>
<td>$200</td>
</tr>
<tr>
<td>Non-Construction Material in Dumpster *</td>
<td>$500</td>
</tr>
<tr>
<td>Food, food wrappers, drink cans, etc. left onsite *</td>
<td>$500</td>
</tr>
<tr>
<td>Littered Site</td>
<td>$500</td>
</tr>
<tr>
<td>Non-Conforming Job Site Sign (requires lot/section)</td>
<td>$200</td>
</tr>
<tr>
<td>No Color Board Displayed</td>
<td>$500</td>
</tr>
<tr>
<td>Working after hours without prior Administration approval</td>
<td>$100</td>
</tr>
<tr>
<td>Burning (Greenville County Ordinance No. 3201)</td>
<td>$500</td>
</tr>
<tr>
<td>No Temporary Sanitation (Job Toilet)</td>
<td>$300</td>
</tr>
<tr>
<td>No Erosion Control** (silt fencing)</td>
<td>$1000</td>
</tr>
<tr>
<td>Runoff to Road/Neighboring Property</td>
<td>$500</td>
</tr>
<tr>
<td>Mud/Dirt on Road</td>
<td>$200</td>
</tr>
<tr>
<td>Damage to Road Surface</td>
<td>Cost of Repair</td>
</tr>
<tr>
<td>No Mud Mat</td>
<td>$200</td>
</tr>
<tr>
<td>Parking in Right-of-Way</td>
<td>$200</td>
</tr>
<tr>
<td>Building Material in Right-of-Way</td>
<td>$200</td>
</tr>
<tr>
<td>Damage to Right-of-Way</td>
<td>$200 + Cost of Repair</td>
</tr>
<tr>
<td>Parking on or use of Adjacent Property</td>
<td>$200 + Cost of Repair</td>
</tr>
<tr>
<td>Building Materials or Equipment on Adjacent Property</td>
<td>$200</td>
</tr>
<tr>
<td>Damage to or Removal of Small Trees, Vegetation or Natural Areas Beyond building envelope (per occurrence)</td>
<td>$500</td>
</tr>
<tr>
<td>Unauthorized Removal or Destruction of Trees greater than five</td>
<td></td>
</tr>
</tbody>
</table>
Inches (5”) inches in diameter (per tree) ..........................................................$1000

Unauthorized Removal or Destruction of Flowering Trees and Shrubs
greater than One and One-Half (1.5”) Inches in diameter (per tree)..............$500

Non-Compliance with ARC Guidelines:

Unauthorized Plan Change (Minor) *** .........................................................$500

Unauthorized Plan Change (Major) *** .........................................................$2000

** 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 (see Silt Fence topic in Section II). For silt fence installation at the ARC direction, the Owner’s cost shall be the total expenditure incurred plus $2.00 per lineal foot of fence installed and administrative fees.

*** In addition to fines, failure to comply with ARC Guidelines will result in stopping construction immediately and meeting with the property owner. Site may also be subject to Revocation of Construction Authorization Permit and forfeiture of all funds remaining on deposit.

Failure to complete construction within 24 month window from time of building permit issue - Revocation of Construction Authorization Permit and forfeiture of all funds remaining in deposit

* Due to the number of bears in and around the community, all food, food wrappers, containers, drinks, etc. must be taken off site at the end of every day. **Any 3rd and repeat offenses will result in the construction site being shut down for 48 hours.**
Section VI - Landscaping, Irrigation & Water Features
LANDSCAPE GUIDELINES

The Cliffs at Glassy AR C suggests that a landscape architect prepare the site plan, landscape design including drainage controls and construction documents for the home (See Section II, ‘Silt Fence/Drainage/Erosion Control’). As used in these guidelines, “landscape improvements” include, but are not limited to, trees, shrubs, ground covers, annual and perennial flowers, turf grasses, mulches, irrigation, outside lighting systems, and similar existing and introduced improvements.

Landscape plans must be drawn to 1”=10’ (min.) to 1”=20’ (max) scales with North indicator and must convey a scaled representation of all planting material, identified as to size, trees in caliper and plantings in gallons, common name, and variety. Plans shall also show the location of outside lighting, water features, HVAC units, generators, satellite dish, walks, fences, pools, decks, patios, etc. Adequate plant screening must be provided for HVAC units, generators, satellite dishes, service yards, and electric meters. The contractor must be responsible for location of existing utilities before excavating. All tanks must be buried.

Landscape plans must be submitted to the ARC for review 12 (twelve) months after commencing construction and the landscaping must be completed (six) months after construction is complete. Refunding any portion of the landscape deposit can be requested in writing after the approved landscape improvements have been completed.

Softening the impact of building foundations with plantings is expected. All foundation plantings must be a minimum of five (5) gallon or five feet (5’) in height. Rocks, berms, and plants may be used to create outdoor spaces.

Storm water drainage systems in the immediate area of the site must be integrated into the overall landscape design. Virtually every lot on the mountain presents some form of storm water drainage problem. Poor drainage systems have created a variety of problems for homeowners including water flowing into the home, wet walls in areas below grade, washout of plant material, and undermining of drives, walks and culverts. It is the homeowner’s responsibility to ensure that landscape and building plans make provision for the control of storm water. The following practices will help in preventing water run-off problems:

- Direct water away from foundations but NOT onto neighboring properties.
- Avoid directing water runoff onto roads. Problems should be forwarded to the CMA for referral to the people who will help identify the best solution to the problem.
- Direct runoff to assist irrigation where possible.
- Utilize gutters, down spouts and drain tiles.
- Direct water away from septic tanks and fields.
- Upon completion of construction, amend compacted soil with organic material and calcium sulfate to improve water penetration into the soil and decrease the runoff burden.

Appendix (1) contains a list of plants which are compatible with the natural vegetation on the mountain. These plants should comprise a major portion of any landscape design.

Appendix (2) provides a list of plant species that should not be used in landscape designs. In addition, the use of self-seeding plants near the interface between landscaped and natural areas should be avoided.

Mulch in the context of these guidelines is defined as the alternative to grass or lawn areas. It must be organic material such as ground leaves, pine bark, pine straw or wood chips. Mulching, preferably with hardwood mulch, is required for all planted areas to provide a smooth transition to the existing natural vegetation.
Rock, gravel or crushed stone are not acceptable mulching materials in this context; however, they are acceptable for paths and landscape accent areas.

Any proposed changes to the site that involve fences, water features, lighting, recreational structures, driveways, walks, statuary, and landscape structures must be approved by the ARC.

**EXTERIOR LANDSCAPE LIGHTING**

All exterior landscape lighting, including solar lights, must be approved by the ARC. Low voltage, down lighting is required to reduce glare and light pollution. The location, placement and direction of all lighting, including solar lighting, should enhance the landscape and residence must not infringe upon adjacent property owners. The lighting/washing of exterior house walls is not allowed. Lighting designed to be highly reflective will be rejected. Exterior light fixtures should be conservative in number. Spot and flood lights must be hooded to minimize direct visual impact. Colored lights are prohibited except during holiday seasons such as Christmas; but must be removed within a week after the holiday passes.

**IRRIGATION REQUIREMENTS**

It is important that all landscape plans be designed to minimize the need for irrigation during periods of drought.

The total area covered by an irrigation system cannot exceed 10,000 square feet and no more than 2,500 square feet irrigated with traditional aerial spray sprinkler heads. The total irrigated lawn area cannot exceed 2,500 square feet and must be planted with the most drought tolerant grass varieties available at the time of installation. The balance of the landscaped area should be irrigated with drip irrigation systems or other state of the art watering systems designed to maximize water conservation. Tax credit is available in South Carolina for drip systems.

**SWIMMING POOLS, FOUNTAINS & WATER FEATURES**

In order to minimize landscape irrigation requirements, the ARC has established the following guidelines for approvable landscape designs:

- Swimming pools are strongly discouraged because they tend not to fit the communities’ aesthetic standards. If approved, all swimming pools must be tanker filled.
- Man-made water features cannot exceed a capacity of two thousand (2,000) gallons with a maximum depth of twenty four inches (24”). Any water feature approved by the ARC greater than two thousand (2,000) gallons must be filled by a tanker truck.

**SPECIAL RESTRICTIONS**

The proposed building of a deck or bridge into or across any natural or man-made water body or wetland area must receive prior approval from the ARC.

Tennis courts are not allowed.
LANDSCAPE SPECIFICATION CHECKLIST

This is an ARC checklist for you to use in conjunction with the latest Design & Construction Guidelines [DCG] while developing your landscape plan. There may be other hardscape, sculpture, or structures on your landscape plan not listed below. The location, specs, and materials must be represented on your landscape plan and approved by the ARC. Landscape plans must be submitted to the ARC for review no later than (1) 12 months after the start of construction, or (2) 3 months prior to home completion, whichever occurs first. The ARC encourages preservation of our natural resources and strongly recommends consideration of water conservation and land preservation technologies in the design and implementation of all landscaping plans. If you have any questions please call the ARC office at (864) 895-2829.

- **Irrigation Details** For water conservation, the ARC strongly encourages an all drip irrigation system and the use of cisterns and rain barrels. Design Guidelines limit amount of total irrigation to 10,000 square feet and within that a maximum of 2,500 square feet of spray irrigation, or irrigated lawn area. Location of system heads must be represented on landscape plan. Tax credit is available in South Carolina for drip systems.

- **Drainage** Please keep in mind storm water runoff tends to be a problem for most all lots on the mountain, so diligent and qualified assessment should be given when drawing up your landscape plan. It is the responsibility of the property owner to control and direct water runoff away from neighboring properties and roads. To aid in water conservation and drainage control the ARC encourages the installation of rain gardens as part of the drainage and landscape plan.

- **Water Features, Swimming Pools & Fountains** ARC must approve any of these items. Man-made water features cannot exceed 2,000 gallons with a minimum depth of 24 inches. Any water feature greater than 2,000 gallons or a swimming pool must be ARC approved prior to installation and must be filled by a tanker truck. The depth, height, and materials for any of these should also be listed on the landscape plan.

- **Plant Materials** Landscape plan must convey a scaled representation of all planting materials with sizes, common name and location included. Use of indigenous and draught resistant plants is encouraged (please see Appendix 1 for a list of these plants). The ARC suggests that a landscape architect prepare the site plan.

- **Trees and Flowering Shrubs** Mature trees, evergreens and flowering shrubs outside 15 feet of the building envelope may not be cut down, damaged or otherwise removed without the specific written approval of the ARC.

- **Satellite Dish Location** ARC encourages placing inconspicuously on house roof, which may require contacting the satellite company early in construction phase to be able to accommodate any preparation needs prior to roofing. If located on ground it must be shielded with evergreens from all neighboring properties, golf course and road.

- **HVAC Location** All HVAC units must be shielded from road, golf course, and any neighboring property with evergreen plants and/or walls.

- **Landscape Lighting Details** ARC requires that all exterior lighting, including solar light be approved. Lighting must be low lumen-rated to reduce the amount of glare and light pollution, be conservative in number and be appropriate in size and scale. All floodlights must be hooded and any exterior ground lighting should be directed away from neighboring property. Lighting location, type and direction must be represented on the landscape plan.

- **Lamp Post & Driveway Columns** The placement of these must be at least 5 feet away from the road, at least 12 feet apart (fire truck access), and should be represented on the landscape plan. They should be illuminated with down-lighting.
• **Boulders.** The use of boulders incorporated into the landscape plan is fine but must be placed at least 5 feet away from road. Location of boulders and retaining walls should be represented on the landscape plan.

• **Sculptures, Birdbaths, Birdhouses, Fountains, Rain Barrels & Embellishments.** If visible from street and/or golf course, must be ARC approved and location represented on the landscape plan.

• **Swing Sets & Outdoor Play Structures.** ARC discourages and must approve prior to installation. Location must be represented on landscape plan.
Section VII - Existing Home Improvement or Addition
EXISTING HOME MODIFICATIONS/ADDITION REVIEW AND CONSTRUCTION GUIDELINES

As stated in the Covenants, no site preparation, excavation, changes in grade, landscaping or initial construction, erection, alteration or installation of any improvements shall be undertaken upon any residential lot, residential site, or any other lot or parcel of property in the Community without final approval from the ARC. A written request for approval must be submitted to the ARC including sufficient plans and elevations to adequately define and explain the proposed addition or modification. Drawings representing the existing structure(s) must also be submitted showing the addition to that structure. Landscape changes or improvements of more than 50% need approval.

Update to home or Modifications: Section 11.1 of the Covenants states: “modifications or alterations to the interior of screened porches, patios, and similar portions of a Lot visible from outside the Lot shall be subject to approval. No permission or approval shall be required to repaint the exterior of a structure in accordance with the originally approved color scheme or to rebuild in accordance with originally approved plans and specifications.”

Painting the same color does not need prior approval, but any deviation from the original color does require the ARC prior approval.
Contact the Mountain Administrators office for availability of original color boards and house plans.

Above paragraphs added.

Additions/Remodel: Any project (other than original color refresh or rebuild of the original approved plans) to expand or remodel the existing home and/or landscape structures are subject to the Design Guidelines for new construction as outlined earlier in this document. In addition, the following principles and guidelines apply.

Principles
- The addition should not damage or obscure the architectural details and materials of the primary structure.
- The addition should not distract from the original structure.
- Materials, window moldings, doors, roof details should not distract from the original structure’s appearance and be in compliance with current Design Guidelines regarding color and material.
- All facades are important; the highest level of scrutiny related to compatibility will be given to additions that are visible from the road, neighbors and the golf course.
- All additions should not alter the existing drainage plan for the property.

Guidelines
- Minimize the visual impact – additions should be at the side or rear of the house to minimize views of the addition.
- Similar roof form – utilize a similar roof pitch, form, overhang and orientation. Match materials and color, design, etc. to blend with the existing roof.
- Transitions between old and new – utilize same materials and colors to blend the addition to the original structure. The objective is to make the addition undetectable from view.
- Dormers – ensure dormers are compatible in size, scale proportion and detail with the style of the house.
- Footprint – the change in the building footprint should not impact the site drainage plan by requiring extensive retainer walls or other grading considerations.
- Height – the addition cannot exceed the height of the existing structure.
• Colors – the colors should blend undetectably between the addition and the original structure.
• Second story addition - should not overwhelm and obscure the character of the original structure. New balconies or decks on the second level must remain within the building setback lines and should not create direct views into a neighbor’s windows or patios.
• Materials - materials for the addition should match in type, color and texture.

Material and Color Samples: Samples are required to be submitted for approval on all additions and modifications.

Site Plans: A plan with dimensions of the property must be submitted showing the location(s) of the proposed addition.
Plans submitted for construction of additions upon the lot must contain details of any driveway(s) serving the lot to be improved including such driveway(s) intersection with the roads in the Community.
ARC approval must be obtained prior to site clearing, material delivery, or construction.

Builder/Landscape Bond: Any exterior building and landscape alterations/additions modifying the originally approved floor plan will require a builder bond deposit. See the below Schedule of Fees. The balance remaining at completion of project refunded upon request less any fines incurred.

LANDSCAPE GUIDELINES
Any proposed additions or remodeling of landscaping structures - such as retaining walls, fences, water features, lighting (including solar), driveways, walkways, statues - must be approved by the ARC.
Any tree removal requests should follow those outlined in the new construction section.
Modifications to landscape disturbing 50% of the existing landscaping or remodeling the landscape structure require ARC approval and a refundable Landscape bond. Blue Ridge Rural Water Company requires a dual water meter if a new irrigation system is installed or the existing irrigation system is upgraded.
SCHEDULE OF FEES for Modifications Alterations and Additions

THE CLIFFS AT GLASSY
ARCHITECTURAL REVIEW COMMITTEE

Review fee for Modification (Non-Refundable)
- Modifications with no plan review (such as color change) $50.00
- Modifications with plan review (such as enclosing porch or adding fireplace) $150.00
Check payable to: CAG Review Fee (submitted by property owner only)

Review fee for Additions of Heated space of any size (Non-Refundable) $500.00
Check payable to: CAG Review Fee (submitted by property owner only)

Resubmittal Fee for additional reviews (Non-Refundable) $50.00
Check payable to: CAG Review Fee (submitted by property owner only)

Builder Bond (Modification/Addition increases living space less than 600 sq. ft.) $1,000.00
Check payable to: CAG Builder Bond (submitted by builder only)

Builder Bond (Modification/Addition increases living space greater than 600 sq. ft.) $2,000.00
Check payable to: CAG Builder Bond (submitted by builder only)

Landscape and Landscape Structure Bond $1,000.00
(if > 50% of landscape or landscape structures are being changed/added/deleted)
Check payable to: CAG Landscape Bond (submitted by property owner only)

Cliffs at Glassy Non-Refundable Road Usage Fee for Heated Space Additions to Existing Home
- Additions of heated space less than 600sq ft. $750.00
- Additions of heated space greater than 600sq ft. $1,500.00
Check payable to: CAG Road Usage Fee (submitted by property owner only)

Cliffs at Glassy Non-Refundable Road Usage Fee for Modifications to Existing Home and/or landscape requiring dumpster with no change in heated space
- 10’ to 20’ dumpster $100.00
- 30’ dumpster $200.00

Cliffs at Glassy Non-Refundable Road Usage Fee for Modifications to Landscape Structures
- <10 tons Up To $500.00
- 10 tons to 20 tons $750.00
- >20 tons $1,250.00
Check payable to: CAG Road Usage Fee (submitted by property owner only)

Any fines imposed will be deducted from the Builder and/or Landscape Bond. The balance remaining at completion of project, including completion of approved landscaping will be refunded upon request to entity submitting the initial funds. Request must be in writing.
Section VIII - Vacant Lot Cleaning Guidelines
VACANT LOT CLEANING GUIDELINES

One of the ARC’s goals is to preserve the native forest canopy and under story that defines Glassy Mountain. This goal applies to lot cleaning practices prior to building plan approvals and approved construction activity.

Tree and Vegetation Removal Guidelines:
The Cliffs at Glassy ARC Design and Construction Guidelines prohibit the cutting of any native deciduous and evergreen tree over five inches (5”) in diameter measured twelve inches (12”) above ground level and any dogwood or other flowering small trees one and one half inches (1 ½”) or greater in diameter measured twelve inches (12”) from ground level (i.e. native flowering shrubs such as mountain laurel, rhododendron, azalea, oak leaf hydrangea, maple leaf viburnum etc.).

Exceptions: Exceptions to the above rules are made in the case of (3) three highly invasive “junk” trees (Paulownia tormentors), Mimosa/silk tree (Albizia julibrissin) and Tree-of- Heaven (Ailanthus altissima). These trees can be cut without any notice or approvals regardless of size and diameter. (See Appendix II)

Vacant Lot Cleaning Guidelines:
- Before any vacant lot vegetation cleaning, a completed Vacant Lot Cleaning Permit and a site map to verify property lines must be provided. Approved copies must be on file with the Mountain Administrator’s Office. The Vacant Lot Cleaning Permit must be posted on a wooden post clearly visible from the road or in the window of the vehicle parked at the site. The cutting of emerging native hardwoods and shrubs in the under story is not allowed.
- The cutting of native mountain laurel, azalea, small and large leafed rhododendron, and small flowering trees in the under story is not allowed.
- Any side boundary to side boundary cleaning of lots is expressly prohibited.
- Paths may be cut to view points or viewing stands which approximate the location of a future house. These paths should not exceed six feet (6’) in width and under no circumstances can the Tree and Vegetation Removal Guidelines referenced above be ignored.
- The use of large mechanical equipment (such as tractors with bush hogs) is discouraged. Heavy equipment disturbs the soil and encourages generation of junk pioneer trees from airborne seeds. The use of hand held tools or weed trimmers is encouraged.
- The partial cleaning of lot vegetation should be confined to the removal/cutting of scrub pines (under 5” diameter), Paulownia, Mimosa, Ailanthus, and other nuisance plant species such as invasive shrubs, vines, annuals and ornamental grasses.
- Cleaning or re-cutting of previously cleared “junk” trees may require chemical treatment before cutting established or re-grown junk trees. If the junk trees are cut they can propagate through the remaining roots at a ratio of five (5) to one (1). These trees should be basal treated several weeks before cutting to kill the tree and the roots with a suitable basal treatment such as Pathfinder II.
- Several months after a lot is cleaned the need for future re-cleaning can be minimized by spraying emerging junk trees and nuisance plant species with a weed and brush killer such as Crossbow or Roundup. Care must be taken to spray only the undesirable emerging species.
- Trees may be limbed up to 50 percent of their height.
- Tree topping is discouraged and is only permitted with written ARC approval.

Enforcement:
Non-permitted cleaning of lots or ignoring the guidelines defined in the permit can result in a $1,000 fine, imposed by the POA Board on the property owner. Second and repeat offenses can result in a $1,000 fine per offense plus prohibiting the vendor and its’ employees access to the community for up to six (6) months.

For trees and/or shrubs removed or destroyed without approval, the POA Board may, at Owner’s expense, enter the property and install trees totaling three new to every one destroyed or removed. For example, the loss of a twelve-inch diameter tree shall be mitigated, at a minimum, by the planting of three four-inch diameter trees.
Vacant Lot Cleaning Permit

Property Owner: ________________________________________________________________

Lot: _________________________ Section: __________________________________________

Address of Property: _____________________________________________________________

Realtor (if applicable): __________________________________________________________

Landscape Vendor: ________________________________ Phone: _________________________

Dates Requested to Clean Lot: From: ___________ To: _______________

Approval is being granted to clean the above vacant lot to the person(s) signing this request with the understanding that they have read, understand, and agree to follow the Cliffs at Glassy Guidelines for Vacant Lot Cleaning that are attached to this form.

NOTE: A signed copy of this Permit must be posted on a wooden post clearly visible from the road or in the window of the vehicle parked at the site during the cleaning process.

Certified Landscape Vendor (signature) _______________ Date _______________

Property Owner (signature) _____________________________ Date _______________

Mountain Administrator (signature) ______________________ Date _______________

Form and Site Map may be FAXED to (864) 895-2897 or DELIVERED to CCAAGI, 8 Plumley Summit Rd, Landrum, SC 29356.

Call (864) 895-2829 with any questions.
Section IX - Application Package
CONSTRUCTION
PERMIT APPLICATION

Owner’s Name: __________________________ Date: __________________

Mailing Address: __________________________ (No PO Box, please.)

Email Address: __________________________ Contact PH: __________________

Lot Number: __________________________ Section: __________________

1. **Site Plan/Set backs**

<table>
<thead>
<tr>
<th>Side</th>
<th>Line Setbacks</th>
<th>Building Setbacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back Side</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right Side</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Left Side</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Side</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach a copy of your site plan prepared by a licensed surveyor with the items noted and drawn as specified in the Survey/Site Plan Requirements in Section V of these Design and Construction Guidelines.

2. **Septic Tank**

A. Attach a copy of your Greenville County Septic Permit. Be sure to show location of septic tank and drain lines on site plan.

B. Septic tank Contractor __________________________

__________ Owner Initials          51          Builder Initials ____________
3. **Clearing**

A. Specify number, size and species of any trees to be removed that measure 5 inches in diameter and flowering trees or shrubs that measure 1.5 inches in diameter at a level of 12 inches above existing grade and are not located in the building site or driveway. All trees to be removed should also be clearly marked on the site plan. Trees near the construction envelope to be saved, must be fenced against construction damage.

<table>
<thead>
<tr>
<th>Species</th>
<th>Size</th>
<th>Quantity</th>
</tr>
</thead>
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</tbody>
</table>

B. Clearing Contractor ________________________________

Any additional trees to be removed after construction must be pre-approved by the ARC.

4. **House**

A. **Submit a complete set of plans.** *(See application requirements and checklist)*

B. **Square Footages**

**Heated and Cooled**

- Main Level ____________________________ Sq. Ft.
- Upper Level __________________________ Sq. Ft.
- Other ________________________________ Sq. Ft.
- Total ________________________________ Sq. Ft.

**Under Roof**

- Covered Porches ______________________ Sq. Ft.
- Garage & Breezeway ____________________ Sq. Ft.
<table>
<thead>
<tr>
<th>C. Exterior Siding</th>
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</thead>
<tbody>
<tr>
<td>Material</td>
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<tr>
<td>Material</td>
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<tr>
<td>Material</td>
<td>Manufacturer</td>
</tr>
<tr>
<td>Material</td>
<td>Manufacturer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Exterior Trim and Accents</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Material</td>
<td>Manufacturer</td>
</tr>
<tr>
<td>Material</td>
<td>Manufacturer</td>
</tr>
<tr>
<td>Window</td>
<td>Manufacturer</td>
</tr>
</tbody>
</table>

Front Door Material  
Color

Garage Door Material  
Color

Shutter Material  
Color

Other __________________________ Sq. Ft.

Total __________________________ Sq. Ft.
Gutter Material ____________________________ Color ____________________________

Porch Columns Material ____________________________ Color ____________________________

Porch Railings Material ____________________________ Color ____________________________

E. Mortar

Material ____________________________ Manufacturer ____________________________ Color ____________________________

F. Foundation

Material ____________________________ Manufacturer ____________________________ Color ____________________________

Material ____________________________ Manufacturer ____________________________ Color ____________________________

G. Roof Composition

Material ____________________________ Manufacturer ____________________________ Color ____________________________

Material ____________________________ Manufacturer ____________________________ Color ____________________________

H. Driveway Material

Material ____________________________ Manufacturer ____________________________ Color ____________________________

Material ____________________________ Manufacturer ____________________________ Color ____________________________

5. Color Board

Complete attached ARC Color Board including all exterior finishes. All exterior colors require a maximum of 43 LRV (light reflective value).
6. **General Contractor**

Builder’s Name ___________________________________________ Company ___________________________

________________________________________________________

Address __________________________________________________

Office Phone ____________________________ Mobile ____________________________

*Fax Number* ____________________________ *Email* ____________________________

Job Superintendent: ____________________________ Mobile: ____________________________

Projected Construction Start Date: ____________________________________________

Projected Completion Date: ________________________________________________

7. **Fees (See Section V)**

Builder Bond ____________________________

Landscape Bond ____________________________

Cliffs at Glassy Road Usage Fee ____________________________

ARC Review Fee ____________________________

**ALL EXTERIOR CHANGES, INCLUDING MATERIALS AND COLORS, MUST BE PRE-APPROVED BY THE ARC.**
ARC COLOR BOARD

THE CLIFFS AT GLASSY

ARCHITECTURAL REVIEW COMMITTEE

Owner: ____________________________________________________________

Lot Number: _______________ Section: ________________________________

Builder: _________________________________________________________

Paint Field Color

Paint Trim Color

_________________________________ Owner Initials

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Builder Initials ____________
Paint Accent Color

Roofing Material Sample

* A 3’ X 3’ color board showing materials to be used must be on posts and placed on site directly next to the builder sign so as to be visible from the road prior to roofing or application of exterior materials/colors. See MA for sample color board. All exterior colors restricted to a maximum of 43 LRV (light reflective value).

______________ Owner Initials

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Builder Initials ____________
APPLICATION
CHECKLIST

OWNER: _______________________________

LOT: ____________ SECTION: ____________

- Site Plan: Scale 1” = 30’
- Erosion Control Plan
- Tree Survey (existing trees more than 5” diameter shown or flowering trees and shrubs more than 1.5” diameter)
- Architectural Plans
  - Floor Plans: Scale ¼” = 1’
  - Elevations: Scale: ¼” = 1’
  - Roof Plan: Scale ¼” = 1’
  - Sections: Scale ¾ “ = 1’
  - Schedules (if not indicated on plans)
- ARC Color Board (enclosed)
- Septic Tank Permit Copy (issued by the County)
- Initialed and completed Application Package
- Signed Construction Agreement (enclosed)
- Fees (see Schedule of Fees)
CLIFFS AT GLASSY
CERTIFICATE OF CONSTRUCTION COMPLIANCE
(Owner and Contractor Construction Agreement)

PARTIES

Name of Owner:______________________________________________________ ("Owner")

First Middle Last

Cliffs at Glassy Property Address:__________________________________________ ("Construction Site")

Mailing Address:___________________________________________________________

Street City State Zip

Contact phone: (____)_________________________ E-mail Address: ________________________________

Name of Contractor:______________________________________________________ ("Contractor")

Address:______________________________________________________________

Street City State Zip

Office Telephone No: (____)_________________________ Mobile Telephone No.: (____)_________________

Office Fax No: (____)_________________________ E-mail Address: ________________________________

Construction License No.:________________________________________________ State:________________________________

Greenville County Construction Permit No.:_____________________________________

Name of Construction Site Supervisor:_________________________________________

Mobile Telephone No.: (____)_________________________ E-mail Address: ________________________________

__________ Owner Initials  59

Builder Initials __________
AGREEMENT

1. Owner and Contractor have read and agree to the terms and provisions of the recorded covenants, conditions and restrictions for The Cliffs at Glassy (the "Covenants") and the community's design and construction guidelines (the "Guidelines") applicable to construction therein. Owner and Contractor acknowledge that a failure to comply with the recorded Covenants and applicable Guidelines may result in the levy of fines, which may become a lien upon the Construction Site.

2. The project will be completed as described in the drawings and specifications approved by the architectural review authority for the Cliffs at Glassy (the "ARC") under the direction of the property owners' association for The Cliffs at Glassy Community (the "POA").

3. The Construction Site will be maintained in a clean manner; an approved job sign will be installed; and a commercial dumpster and job toilet shall be placed on site in conformance with the Guidelines.

4. Contractor is responsible for the conduct of all workers performing services on the Construction Site, whether Contractor's workers and employees or those of any of its sub-contractors or suppliers.

5. All of Contractor's, its sub-contractors' and suppliers' workers and vehicles are subject to search to help prevent theft of materials and equipment.

6. Any fines imposed will be deducted from the Builder Bond. Any fines in excess of the Builder Bond shall be due and payable immediately upon demand therefore, and a lien may be filed.

7. The costs and expenses of any restorative, corrective, enforcement or maintenance efforts expended by the POA on behalf of Contractor or Owner shall be payable from the Builder Bond. Any such costs in excess of the Builder Bond shall be due and payable immediately upon demand therefore, and a lien may be filed.

8. Other than approved Contractor signage, as provided in the Guidelines, all signs on the Construction Site or displayed in the house in such a manner as to be visible from the street are prohibited.

9. Prior to tree removal, clearing or beginning construction of the building, compliance with setback lines and conformance with pre-approved tree removal plan must be verified in writing to the ARC by a registered land surveyor, at Owner's or Contractor's expense.

10. Any changes from the originally submitted plans and specifications that would affect the exterior of the home or the Construction Site, including any change to previously approved outside colors and/or outside lighting, must be approved in writing by the ARC prior to action being taken. Failure to do so is subject to fine and all other remedies available under the Covenants.

11. Drainage ways (including roads and ditches and culvert pipe beneath the access into the Construction Site) shall be subject to prior written approval by the ARC.

12. No burning is permitted on the Construction Site.

13. Stumps, wood, or other materials shall not be dumped on adjacent lots. The Construction Site must be cleaned of all trash and construction debris weekly.

14. The road and drainage ditch within the right-of-way in front of the Construction Site must be kept clean of dirt, mud, trash, etc. at all times during construction. Parking on the job site is required. No construction worker vehicles, supplier vehicles, or building materials are permitted in the right-of-way without special permission of the ARC. Both roadway traffic lanes must, however, remain open at all times. If the ARC approves the parking of vehicles on the shoulder of the roadway, Contractor shall place "MEN WORKING" signs, to be provided by contractor, within the right-of-way, but not on the road, so that drivers traveling in either direction road are adequately warned.

15. All lots shall have drainage ditch established by Contractor along the front of the property line to allow water on the road to drain off of the right-of-way. No lot will be allowed to slope toward a roadway without a drainage ditch installed.

16. Any dogs or pets brought to the Construction Site shall be leashed and contained within the property's boundaries.

17. The speed limit in the Cliffs at Glassy is 25 miles per hour, unless marked otherwise, and shall be strictly enforced. Issuance of contractor passes for the Contractor and its sub-contractor's workers is a privilege and not

______________________ Owner Initials

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______________________ Builder Initials
a right and may be withdrawn at any time in the event of a violation of the Cliffs at Glassy's driving rules, in which event, the worker violating the driving rules will be required to be picked up and dropped off at a location outside of the Cliffs at Glassy.

18. Construction vehicles shall not block roadways. Neighboring driveways may not be used for parking or turn around. Parking on the construction site is recommended. Parking on both sides of the road shoulders is prohibited.

19. Mud on the roadways shall be minimized at all times. Failure to control mud and mud build-up on roads shall be grounds for fines and/or ARC-ordered clean up at Owner’s expense.

20. Construction shall conform to the latest officially published, adopted and approved building, electrical, plumbing, mechanical, gas, and fire codes which are part of the International Building Code series or Standard Building Code series applicable to the jurisdiction in which the Construction Site is located, as well as with the NPDES Permit. The Contractor and each of its subcontractors is responsible for ensuring work meets such requirements and for obtaining all permits and approvals required prior to the commencement of work.

21. Owner and Contractor understand and acknowledge that failure on their part or on the part of either of them to comply with any term or provision of the Covenants, the Guidelines, or the covenants and agreements herein, may result in a cease and desist order, imposition of a fine against them, and forfeiture of the privilege of traveling on the roadways within the Cliffs at Glassy. Any such fines are not limited to the Builder Bond amount.

22. Owner and Contractor understand and acknowledge that the ARC has the authority to bar or restrict any builder, contractor, subcontractor or supplier from entering the Cliffs at Glassy and from engaging in the construction of any building or improvement therein.

23. Owner and Contractor acknowledge having received a copy of the Design Guidelines, understand the requirements provided therein, and agree to abide by them and the imposition of fines provided therein.

24. Owner and Contractor understand and acknowledge that each is familiar with the current status of availability of domestic and fire water to the Construction Site and assumes all risk of construction.

25. Construction must be completed within 24 months of commencement unless a variance is granted by the ARC. This date is referenced on the Authorization for Construction Certificate. The failure to complete construction within the specified time may result in forfeiture of the Builder Bond.

CERTIFICATE EXECUTION

By executing and submitting this Certificate Of Construction Compliance to the ARC, the undersigned Owner and Contractor, for themselves, their co-owners, heirs, successors and assigns, ratify and confirm the matters set forth herein, which shall be for the benefit of The Cliffs at Glassy Property Owners Association, and an inducement for the ARC to issue its construction approval and authorization for Contractor to commence work in accordance with the Design Guidelines and following plan and specification approval.

______________________________________________________________________________
Signature of Owner Date

______________________________________________________________________________
Signature for Contractor Date

______________________________________________________________________________
Title of Person Signing for Contractor

Owner Initials 61 Builder Initials
APPENDIX 1

Suggested Plant Material

The following is a list of plant materials that are generally accepted as compatible with the natural vegetation on the mountain. The list represents a core group of plants which are mostly native to the area and generally perform well in the mountain environment. The purpose is to provide landscape designers and owners not familiar with the area a sense of plant materials well suited to this environment. The list is not exhaustive and many species not on the list are worthy of consideration. However, all plants should be evaluated for their potential to be invasive in this environment and, in particular, those plants listed in Appendix 2 must not be included in a landscape design.

**DECIDUOUS TREES**

<table>
<thead>
<tr>
<th>Plant</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oaks</td>
<td>Very common on the mountain, varieties to consider are chestnut, southern red, black and white oak</td>
</tr>
<tr>
<td>Maple</td>
<td>Less common on the mountain, varieties to consider are red, and some varieties of sugar maple. Avoid silver maple as they are structurally weak and will not stand up to the winds which can occur on the mountain. Smaller varieties such as Japanese maples, trident maple, and shagbark maple are useful as landscape accent trees.</td>
</tr>
<tr>
<td>Hickory</td>
<td>Common on the mountain, varieties to consider are bitternut, pignut or smoothbark, and shagbark hickory.</td>
</tr>
<tr>
<td>Yellow Poplar</td>
<td>Very common on the mountain, known as tuliptree. Described in some sources as “one of the tallest and most beautiful eastern hardwoods”.</td>
</tr>
<tr>
<td>Sweetgum</td>
<td>Native to the area but not common on the mountain.</td>
</tr>
<tr>
<td>Birch</td>
<td>Not common on the mountain but planted for landscape accent. River birch (Betula nigra) is the only specie that will thrive in this environment.</td>
</tr>
<tr>
<td>Dogwood</td>
<td>Cornus florida native to the mountain and very common although very susceptible to anthracnose. Other varieties such as Cornus kousa resistant to this disease.</td>
</tr>
<tr>
<td>Sourwood</td>
<td>Very common and native to the mountain.</td>
</tr>
<tr>
<td>Eastern Redbud</td>
<td>Native to the area.</td>
</tr>
<tr>
<td>Black gum</td>
<td>Very common and native to the mountain. Black tupelo is an alternative name for this tree.</td>
</tr>
</tbody>
</table>

**EVERGREEN TREES**

<table>
<thead>
<tr>
<th>Plant</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar</td>
<td>Eastern red cedar is native to the mountain. Subject to deer damage. Though not native to North America, deodar cedar is worthy of consideration.</td>
</tr>
</tbody>
</table>
Arborvitae  Not native to North America though used for landscaping on the mountain. Subject to severe damage from deer browsing.

Pine  Loblolly and Shortleaf pine are grown commercially in the area and probably provide the seed for the pines on the mountain.

Holly  American holly is native to the area. Most hollies do well on the mountain.

**SHRUBS**

Azalea  Native to the mountain with several varieties, both deciduous and evergreen, available for landscaping.

Mountain Laurel  Native to the mountain.

Rhododendron  Native to the mountain with several varieties available for landscaping subject to soil variations. Will not do well depending on the soil of that spot.

Pieris  Not native to the mountain but a useful plant to provide variation when mixed with azaleas, laurel and rhododendron.
APPENDIX 2

Invasive Plant Materials

The plants in the following list are known to be invasive, and should not be included in landscape plantings on the mountain. A few of these plants, crown vetch, kudzu, and love grass in particular, have been introduced to the mountain and are demonstrating their ability to invade new areas. Limiting further spread of these three plants in this rugged terrain will be very difficult if not impossible. The introduction of additional invasive species into the mountain environment has the potential to dramatically change the natural landscape which is one of the attractive features of the community.

The ARC recommends that all plant materials used in landscaping be obtained from a source that can provide accurate identification of the materials. This is important as there are situations where some varieties of a species are invasive while others are not. If you elect to use a “noninvasive” cousin of an invasive plant, the planting should be carefully monitored for evidence of aggressive growth and spreading which may indicate the plant is not suitable for use in a mountain landscape.

Native Alternatives to Invasive Plants by the Brooklyn Botanic Garden is an excellent cross referenced resource to identify invasive and a local alternative.

**AQUATICS**

| Eurasian water milfoil (Myriophyllum spicatum) | although there are some milfoils that are not considered invasive, the use of any milfoil in a garden water feature is discouraged. Eurasian water milfoil is a major problem in the lakes of New England and if it were to become established it would ruin the ponds on the golf course. Diamond milfoil or Parrot feather (M. aquaticum) is another invasive variety of milfoil. |

**HERBS**

| Giant reed (Arundo donax) | An evergreen, rhizomatous perennial grass which can reach heights of 15 feet. |
| Canada thistle (Cirsium arvense) | Many members of the genus Cirsium are invasive with grassy mountain slopes and are a favored habitat. |
| Cogon grass (Imperata cylindrica) | Also known as Japanese blood grass. |
| Chinese lespedeza (Lespedeza cuneata) | Be sure the varieties of lespedeza available in garden centers are properly identified. |
| Purple loosestrife (Lythrum salicaria) | This loosestrife is very invasive and a major problem in several states. It invades wetland habitats which makes it a major threat to the ponds and streams on the golf course. It has been declared a noxious weed in several states where its sale has been banned. |
| Lesser celandine (Ranunculus ficaria) | The genus Ranunculus is commonly known as buttercups. So me variants of this species are described in garden books as “extremely invasive”. None of the variants of this species should be included in a landscape. |
VINES

Most vines by nature tend to climb over other plants and structures in their habitat and rapidly develop an overgrown look if not pruned on a regular basis. Based on this characteristic alone, they are not particularly desirable plants for landscaping on the mountain as unmaintained plantings could readily spread into natural areas. The following specific vines should be avoided.

Fiveleaf akebia
(Akebia quinata) A semi-evergreen climber.

Porcelainberry
(Ampelopsis brevipedunculata) Overtakes open, sunny, disturbed habitats.

Oriental bittersweet
(Celastrus orbiculatus) Invades open woods, thickets, and roadsides overtopping native species. Has escaped from cultivation in 21 states from Maine to Georgia. Not quite as vigorous as kudzu, but with time has the same ultimate impact on a natural area.

Climbing euonymus
(Euonymus fortunei) Also known as winter creeper. Recommended as a groundcover and described as a vigorous climber.

English Ivy
(Hedera helix) If not properly pruned and maintained could readily escape into natural areas abutting landscaped property.

Mile-a-minute
(Fallopia aubertii) Described as a vigorous, woody, twining, climber.

Kudzu
(Pueraria lobata) This plant needs no further comment.

SHRUBS

Russian olive
(Elaeagnus angustifolia) Not recommended due to its tendency to spread.

Bush honeysuckles, exotic
(Lonicera cultivars & species) Since some species are invasive, the use of honeysuckles for landscaping is not recommended.

Common buckthorn
(Rhamnus cathartica) Described as having become a weed in some areas.

Japanese spiraea
(Spiraea japonica) Readily infests stream banks and roadsides spreading into forests, thickets and overgrown fields from New England to Indiana and south to Tennessee and Georgia.
**TREES**

Must be treated two to three months before with herbicide such as Pathfinder II prior to removal. An aggressive use of stub killer should be used after removal.

**Tree-of-heaven**  
*(Ailanthus altissima)*

In addition to a tendency to be invasive, the male flowers are unpleasantly scented and the pollen may cause an allergic reaction.

**Princess tree**  
*(Paulownia tomentosa)*

Although described as “naturalized” in the eastern US, they currently are present on the mountain.

**White poplar**  
*(Populus alba)*

Trees tend to be fast-growing, short-lived, and weak with vigorous root systems that may damage drains, septic fields, and foundations. Produces fluffy white seeds (“cotton”).

**Mimosa/silk tree**  
*(Albizia julibrissin)*

Mimosa has delicate looking bi-pinnately compound leaves that resemble ferns and very showy, pink flowers that are fragrant, giving way to small, flat bean-pod like fruits. Mimosa invades any type of disturbed habitat. Once established, mimosa is difficult to remove due to the long lived seeds and its ability to re-sprout vigorously.