

## **Gatewood Property Owners Association Architectural Guidelines**

Congratulations on your desire to make improvements to your property. These guidelines will assist you in achieving your goals and maintaining your property. You should have received a copy of the Declaration of Covenants and Restrictions of the Gatewood Property Owners Association with your purchase and you should review them in detail. If you do not have a copy, one can be obtained at the Clubhouse.

An application for your request must be submitted to the Architectural Committee for review for changes to your property including but not limited to: additions, new construction, pools, any form of exterior changes including landscaping, painting, trees removal, etc. Applications can be obtained at the Clubhouse or sent via mail or email.

A copy of the foundation survey is helpful, however, if this is not available, a plat, or site plan which shows the location of the proposed alteration or addition, the existing building, and the property lines may be acceptable. Please refer to the attached specific requirements for additional items and further clarification. In most cases, a hand drawn layout or design is acceptable to be included with your application. We do not want you to incur the expense for a professional design unless otherwise required.

It is the sole responsibility of the applicant to insure complete compliance with all relevant County codes, permits, and licensing requirements. You must have approval from Gatewood before you can obtain a County permit. Contact the Greenwood County Planning/Zoning Office for more information on their requirements. A letter from Gatewood will be issued at the time of approval, which you need to take to the County.

If you live in The Gates, Club Pointe or The Clusters, you must first receive approval from your Regime before Gatewood ACC can review your request. This requires a letter from your Regime.

Upon completion of your project, please notify the ACC. If a deposit was required, it will be returned to you within thirty (30) days after inspection provided you have met all the requirements as set forth in the Covenants and these Guidelines. In addition, any fines and/or damages may be deducted from the deposit. However, this will not relieve you of any liabilities incurred during your project. You will be notified in writing if your project is not in compliance with the previously approved plan. If the project is not brought into compliance, the ACC and the Board of Directors will use all avenues to obtain compliance as outlined in the Covenants and Restrictions.

As a property owner, it is your responsibility to maintain your property in accordance with the Covenants and Restrictions and the ACC Guidelines. Areas that you should review on a regular basis to ensure your property is maintained properly include: shrubbery, driveways, decks, fences, play equipment, roofing, painted areas, porches, mailboxes, the exterior of your home and landscaping in general.

Now, the next step is to seek Gatewood approval, which is required before you begin any project and we are here to assist you. If you have any questions, please contact the Clubhouse. We look forward to your project!

## APPLICATION REQUIREMENTS<sup>1</sup>

General considerations, specific details and application content are given for each item in the following list of the most common homeowner initiatives:

- |      |                       |      |                                       |
|------|-----------------------|------|---------------------------------------|
| 1.01 | Exterior Painting     | 1.12 | Awnings                               |
| 1.02 | Mailboxes             | 1.13 | Patios                                |
| 1.03 | Trash Containers      | 1.14 | Decks*                                |
| 1.04 | Satellite Antennas    | 1.15 | Enclosure/Screening of Existing Area* |
| 1.05 | Tree Removal*         | 1.16 | Storage Buildings/Sheds               |
| 1.06 | Landscaping Projects* | 1.17 | Removal of Existing Structure*        |
| 1.07 | Retaining Walls       | 1.18 | Miscellaneous*                        |
| 1.08 | Exterior Lighting     | 1.19 | Boats/Personal Watercraft/RV Storage  |
| 1.09 | Fencing               | 1.20 | Pools/Spas/Hot Tubs*                  |
| 1.10 | Dog Houses/Pens/Runs  | 1.21 | Additions*                            |
| 1.11 | Play Equipment        | 1.22 | New Construction*/Major Renovations*  |

### **\*Deposit Is Required For This Project**

In accordance with the Gatewood Property Owners Association's Covenants and Restrictions, Article I, Section A:

*"No family dwelling, unit, garage, carport, playhouse, fence, wall, swimming pool, or other structure shall be commenced, erected or maintained upon the properties, nor shall any exterior addition to any existing structure or change or alteration therein, nor shall any landscaping or site work be done until complete final plans and specifications thereof showing the nature, kind, shape, height, materials, basic exterior finishes and colors, location and floor plan thereof, and showing front, side and rear elevations thereof, respectively in the name of the builder and/or landscaper have been submitted to and approved by the Architectural Control Committee, its agents, successors or assigns, as to harmony of the exterior design and general quality in relation to the standards of the neighborhood area, and as to location in relation to the surrounding structures and topography. If the Architectural Control Committee fails to approve or disapprove such plans and specifications within thirty (30) days after receipt of written notice that such plans and specifications have been submitted to it and approved requested, The Architectural Control Committee shall be deemed to have approved said plans and specifications. Refusal of approval of plans, specifications, builder, landscaper, or location may be based upon any grounds, including purely aesthetic considerations, which in the sole and uncontrolled discretion of the ACC, or its agent, shall be deemed sufficient."*

---

<sup>1</sup> These requirements are designed to assist the property owner and are provided as guidance only. The ACC does not waive any authority vested in it pursuant to the Covenants, and more specifically, paragraph 2 of Article I.A of the Covenants, by publishing these Guidelines. The ACC will determine the outcome of each application on a case-by-case basis based upon the particular facts before the ACC and the specific circumstances of the property. The mission of the ACC is to enhance the appeal of the residence and neighborhood. Refusal of plans, specifications, builder, landscaper, or location may be based upon any grounds, including purely aesthetic considerations, which in the sole and uncontrolled discretion of the ACC, or its agent, shall be deemed sufficient.

## Section 1.01 EXTERIOR PAINTING/STAINING

**General Considerations:** The following specifications and guidelines apply not only to the siding of buildings, but also to doors, shutters, trim, windows, decking, etc. Repainting using essentially the same colors may be done without the ACC approval. Using neutral colors as shown in Sherwin Williams America's Heritage or Essentials collections may be done without the ACC approval. Colors outside of this group must be approved.

### (a) Specific Details:

- Selected colors must be harmonious with the other colors used on the structure, e.g. roofing and brick, and must be harmonious with the other colors used in the neighborhood.
- Must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

### (b) Application Should Include:

- Sample color chip of proposed color(s);
- A description of what is to be painted;
- Estimated start and completion dates.

**Note:** Replacement of roofing shingles using the same type and color may be done without ACC approval.

**Committee may need to perform onsite visits for this project.**

## Section 1.02 MAILBOXES

**General Considerations:** Mailboxes must be installed at each residence for Emergency 911 identification. Each mailbox must be an extra-large black steel rural box measuring 11" X 14½" X 23½", which may be purchased at the front office of the clubhouse or any local hardware store, and mounted on the approved black steel post. The post must be purchased at *Emerald Welding* (864-229-0968). The street number must appear on both sides of the mailbox and must be 3" reflective vinyl in 'Banty Normal' font brush script. The household name may be added to the sides and door but is optional. All lettering other than street number may be 1½" premium white vinyl in 'Banty Normal' font brush script. Lettering is available at *Best Way Sign* (864-223-1993 or 864-344-7520).

Please note, as a service to new homeowners, the Gatewood Homeowners Association will have your mailbox stenciled free of charge (street number only) if needed. Simply call the clubhouse to schedule this service.

**Maintenance:** To keep your mailbox looking it's best ~ cleaning every three months is recommended. A simple wipe down with a wet towel and cleaner is all you need. To help protect it from the elements and looking new, car wax works well (Liquid Turtle Wax is a good choice).

**No application or approval is required.**

## **Section 1.03 TRASH CONTAINERS**

**General Considerations:** Trash containers must be concealed from public/street view, either in the garage or small-enclosed service area. They are not to be brought to street-side for pick up. Trash services must have access to trash container; therefore, if container is located in the garage, you must pull container out and return the day of pick up.

**Containers are not allowed to remain in public or street view after pick up day.**

**No application or approval is required unless you wish to add an enclosed service area. A drawing to include dimensions, material to be used and location is required for this type of application.**

## **Section 1.04 SATELLITE ANTENNAS**

**General Considerations:** Satellite Antennas must not be seen from street view and can be mounted either on the eave or the back corner of your house. You may also have it installed at ground level located at the back corner of your house. In the event you require a different location, you must submit an application requesting a variance. Additional plant material may be required in order to conceal dish. Any tree removal must be approved by the ACC prior to satellite installation.

### **(a) Specific Details:**

- Every effort must be made to locate the antenna on the back or eave of your house.
- No large or oversized antenna over the standard 18" to 20" may be installed.
- Project must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

### **(b) Application Should Include:**

- Drawing of proposed location of antenna and location to other structures;
- Reason for requesting a variance;
- Landscaping will be required to incorporate and conceal antenna;
- Estimated start and completion dates.

Photos of the area are recommended

**Committee will need to perform onsite visits for this project.**

## Section 1.05 TREE REMOVAL

**General Considerations:** We wish to protect and preserve trees whenever possible to maintain the character of the Gatewood Community. Removal of trees must follow the guidelines below: Removal of one (1) to three (3) trees may be submitted for approval. If removing more than three (3) live trees see Section 1.06.

### (a) Specific Details:

- Live trees measuring 10 inches or more in diameter at a point one (1) foot above the ground may not be removed without approval. Smaller trees may be removed without approval except as noted below.
- Native flowering trees (e.g. Dogwoods) may not be removed without approval.
- Dead trees causing a threat to life, home or property may be removed without approval. Notification of the Clubhouse personnel is required as soon as possible after removal.
- Live Trees damaged by storms may be removed without approval. Notification of the Clubhouse personnel is required as soon as possible after removal.
- Diseased Trees causing a threat to life, home or property may be removed without approval. Notification of the Clubhouse personnel is required as soon as possible after removal.
- Tree Stumps must be removed or ground-up.
- The ACC may require replacement trees depending on size (Tree replacement: removal of two (2) hardwoods requires replacement with one 15 gallon hardwood. Flowering trees must be replaced with another one).
- To prevent damage to streets, trees must not be planted closer than 15 feet from any street.
- Approved projects must be completed within 3 months from the date of approval.

### (b) Application Should Include:

- The identification of the type of tree(s) to be removed;
- The reason(s) for removal;
- Each tree to be removed must be marked with ribbon or tape;
- Number of trees to be removed;
- Photo(s) and/or drawing of area for tree removal;
- Estimated start and completion dates.
- A refundable deposit is required for removal of trees; one tree \$250, two trees \$500, three trees \$750.
- An approved list of contractors and arborist may be picked up from the clubhouse office.
- An approval permit must be picked up by the party completing the work (either contractor, arborist or homeowner).

**Photos of the area are recommended**

**Committee will need to perform onsite visits for this project.**

## **Section 1.05a TREE MAINTENANCE**

Topping of trees is not recommended and is not allowed without approval. This will be reviewed on a case-by-case basis. A good source for information on tree maintenance can be found at: <http://www.clemson.edu/extension/hgic/> or you may call the local Clemson Extension Office at 864-223-3264.

## **Section 1.06 LANDSCAPING PROJECTS**

**General Considerations:** For large projects landscape plans must be submitted for approval in the following situations:

- When required by the Gatewood ACC as part of a submission for new construction.
- Removal of four (4) or more live trees is planned.
- Major additions or alterations to your home.
- Redesign of yard (front or rear).

The ACC may approve a plan partially in some cases.

It is the responsibility of each property owner to maintain their property in accordance with the Covenants and Restrictions. Minimum requirements: mowing, weeding, mulching, etc.

It is not necessary to obtain approval to replace a dead or diseased plants or seasonal plantings.

### **(a) Specific Details:**

- Structural elements introduced into an open area must not be intrusive and must be appropriate to their surroundings. Size, scale, color, and material are important criteria for acceptability. (See Section 1.05 on Tree Removal, if applicable).
- The ACC may require replacement trees depending on size (Tree replacement: removal of four (4) pines requires replacement with one 15 gallon hardwood, removal of two (2) hardwoods requires replacement with one 15 gallon hardwood. Flowering trees must be replaced with another one).
- To prevent damage to streets, trees must not be planted closer than 15 feet from any street.
- Invasive trees or plants are prohibited. For a list of prohibited shrubs and trees, please contact the clubhouse office.
- Project must be completed within three (3) months from date of start.
- Approval is valid for six (6) months.

### **(b) Application Should Include:**

- A plan showing the layout, location of the plant beds and material, existing buildings and property lines;
- A schedule of plant material;
- A schedule of hardwoods and flowering trees to be replaced;

Continued on next page...

- A description and location of any structural elements. Photos of the structural elements are helpful;
- Any trees to be considered for removal must be marked with ribbon or tape;
- Number, type and size of the trees must be listed on application;
- Hardscape samples may be requested;
- The estimated start and completion date;
- A refundable deposit required for formal landscape plan is \$500;
- A list of approved contractors may be picked up at the clubhouse office.

Photos of the area are helpful and recommended

**Committee will need to perform onsite visits for this project.**

## **Section 1.07                      RETAINING WALLS**

**General Considerations:** Retaining walls must be as unobtrusive as possible and built to a minimum height needed to serve their function.

### **(a) Specific Details:**

- Materials may be brick, natural stone, square corner timbers, or concrete, depending on location and contextual relationship.
- Generally, rounded landscape timbers will not be approved due to their lack of stability when used to retain earth, the strong horizontal lines and their “Lincoln log” appearance.
- The ends of the walls must be tapered into the ground rather than abruptly ending in space. If the height of the wall would require a railing to comply with County building codes, you may want to consider stepping the wall in a terracing effect.
- Must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

### **(b) Application Should Include:**

- A plot plan showing the location of the retaining wall, any existing buildings, and property lines;
- A section view showing the construction details;
- A description of the materials;
- Dimensions of wall must be included;
- Number, size and type of trees to be removed;
- Trees to be considered for removal must be marked with ribbon or tape;
- Estimated start and completion dates.

Photos of the area are recommended

**Committee may need to perform onsite visits for this project.**

## Section 1.08 EXTERIOR LIGHTING

**General Considerations:** A post lamp is to be installed between the home and the street and be equipped with an automatic dusk-to-dawn sensor. It is recommended that landscape lighting be low voltage and used to accent your home. When installing landscape lights be considerate of your neighbors.

### (a) Specific Details:

- Either in new construction or remodel applications, post lamps must be included on your plans for approval. If you desire to replace the post lamp or other lighting, a picture or brochure must be submitted along with your application.
- Post lamps and/or exterior house lighting must be on from dusk to dawn. Flood or spotlights should not be left on.
- Project must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

Installing low voltage landscape lighting does not require approval.

## Section 1.09 FENCING

**General Considerations:** Fencing can detract from the open character of Gatewood and may have both a visual and a physical impact on the adjoining property. Careful consideration must be given to the fencing concept and execution.

Whenever possible, alternatives to hard fencing should be used. The use of landscaping and plant material or combinations of plants and short segments of fencing, or fencing hidden by plant material may achieve the sought-after goal, which all must be approved.

In Gatewood, the only acceptable reason for yard fencing is to restrict movement of children or pets to or from their property. "Open" type fencing is preferred. Privacy is not a reason for fencing. If the desired end result is privacy, this should be addressed with shrubbery and landscaping.

### (a) Specific Details:

- Fencing must be no more than 72 inches from ground level to the top of the top raft or board. Fences shall be located in the backyard only; that is, not forward of the rear corners of the house.
- If fencing is desired, black vinyl coated chain link is generally acceptable around the rear of the property, however, it cannot show to the front of the property. Landscaping and/or evergreens will be required to conceal it from street view.
- Any part of the fencing that faces street view should be constructed of brick, black aluminum picket fencing or other ACC approved fencing. Chain link fencing is not allowed across the front of your property.
- Project must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

Continued on next page...



**(b) Application Should Include:**

- A description of the fence design including type and dimensions;
- A foundation survey or scaled diagram showing the location of the house, property lines, and the proposed location of the fence and any gates;
- The materials and colors to be used. A photo of an existing similar fence is helpful;
- Landscaping plans and a plant material list to conceal fencing *visible from street view* must be submitted;
- Trees to be considered for removal must be marked using ribbon or tape;
- Estimated start and completion dates.

Photos of the area are recommended

**Committee will need to perform onsite visits for this project.**

## **Section 1.10 DOGHOUSES/PENS/RUNS**

**General Considerations:** Doghouses/pens/runs must be located so as not to be obtrusive. Doghouses/pens and runs do not remain with the land; when your property is sold, the fencing must be removed. Also, according to the our Covenants and Restrictions, no animal whose normal activities or existence is any way noxious, dangerous, unsightly, unpleasant, or of a nature as may diminish or destroy the enjoyment of other property owners or their guests will be allowed in Gatewood.

Pet owners must contain, restrain and control their pets under applicable Greenwood County Animal Control Laws and in any event, all pets must be on a leash when not on the property of the owner.

**(a) Specific Details:**

- Doghouses must be painted to blend with their immediate surroundings or left to weather naturally and screened from street view.
- Landscaping may be required to soften the structures visually.
- Dog runs must follow the guidelines for fencing (see Section 1.05). Pre-fabricated chain link dog pens or runs will not be considered for approval unless it is to be screened from street view.
- Dog pens or dog runs will not be considered unless the pen or run shares a common boundary with the rear of the primary residence. They must also be screened from public view.
- Alternatively, you may consider fencing the entire backyard with architecturally approved fencing in lieu of having a dog pen or run.
- Project must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

Continued on next page...

**(b) Application Should Include:**

- A plan showing the location of the dog pen or run, property lines and principle building(s). Location of dog pen or run must be staked on the property;
- A description of the color and material to be used. Color samples are required;
- A description of the doghouse, pen or run must include dimensions, construction drawings and pictures to show type of doghouse, pen or run;
- Trees to be considered for removal must be marked with ribbon or tape;
- Estimated start and completion dates.

Photos of the area are recommended

**Committee will need to perform onsite visits for this project.**

## **Section 1.11 PLAY EQUIPMENT**

**General Considerations:** Play equipment must be placed in rear yards. Consideration should be given to lot size, material, design, amount of visual screening and relationship to neighboring property. Trampolines must be placed in rear yard.

**(a) Specific Details:**

- Equipment constructed from natural materials is encouraged.
- Painted metal play equipment, not including wearing surfaces (slides, sliding poles and climbing rungs) must be painted dark green or dark brown to blend with natural areas.
- Tree houses are not permitted.
- Playhouses must be placed in rear yards and must be in scale with the size of the yard and existing buildings. Generally, the playhouse must be painted to blend with the natural open space or with the colors of the house if the house is located nearby. Natural vegetation or additional landscaping should screen playhouses, as well as play equipment.
- Skateboard ramps are not permitted.
- Project must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

**(b) Application Should Include:**

- Drawing or sketch of the layout of the yard, existing structures and proposed location of play equipment;
- Picture(s) or brochure of play equipment;
- Tree(s) to be removed; if applicable, are to be marked on site with ribbon or tape;
- Number, type and size of tree(s) must be included on application;
- Location of equipment must be staked on site;
- Estimated start and completion dates.

Photos of the area are recommended

**Committee will need to perform onsite visits for this project.**

## **Section 1.12                      AWNINGS**

**General Considerations:** Awnings may be appropriate for rear or side-yard patios and decks, or over an exposed entrance.

**(a) Specific Details:**

- Awnings must be compatible with the existing house colors. Any exposed frames must be painted to match the trim or the dominant color of the house.
- Project must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

**(b) Application Should Include:**

- A drawing to scale of the awning configuration and the existing element to which it will be attached;
- A sample of the material large enough to show the true color;
- A plan of the house showing the location of the awning;
- Estimated start and completion dates.

Photos of the area are recommended

**Committee may need to perform onsite visits for this project.**

## **Section 1.13                      PATIOS**

**General Considerations:** Patios must be located at the rear of the house or located within a fully enclosed area and provide continuity.

**(a) Specific Details:**

- Size of patio must be consistent with the size of the house and yard.
- Patios must be constructed with concrete, slate, flagstone, brick or wood left to weather naturally.
- All patios will be reviewed with respect to their visual impact on adjacent property.
- Project must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

**(b) Application Should Include:**

- A foundation survey showing the location of the proposed patio, existing buildings and property lines;
- The dimensions of the patio;
- Materials to be used in design;
- Paint color chips/samples to be used;
- Design and layout of patio;

Continued on next page...

- Landscaping plan and plant material schedule;
- Trees requested to be removed must be marked with ribbon or tape. Type and size of tree(s) must be included on application;
- Estimated start and completion dates.

Photos of the area are recommended

**Committee may need to perform onsite visits for this project.**

## **Section 1.14                      DECKS**

**General Considerations:** A deck has a significant impact on the appearance of a house. Decks may also affect the privacy and right of enjoyment of adjacent residents. These two factors are weighed heavily in the review of request for decks. **Deposit of \$1,000 is required before permit is issued.**

### **(a) Specific Details:**

- Modifications to existing decks must provide continuity in detailing, such as material, color, location of posts, railing design and use of trim.
- The size of the deck must be consistent with the scale of the house and yard.
- The railing design of a deck must be constructed in a vertical plane.
- Deck material must be approved by the ACC.
- Plantings are required at post foundations and under low decks to screen structural elements and to soften the structure visually.
- Decks with added sunrooms, screened porches and other heavy superstructures must be visually tied to the ground and architecturally integrated with the house. Integration is a function of size, color, design detailing, height above ground and relationship to ground.
- Project must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

### **(b) Application Should Include:**

- A plot plan showing the house, the location of the deck on the house and the property lines;
- Construction plans, including railing details, benches, doors, etc.;
- A drawing to scale or a picture of the house elevation showing the location of windows, doors, etc. and the deck;
- Photographs of the existing condition of the house where the deck will be constructed;
- Estimated start and completion dates.

Photos of the area are recommended

**Committee will need to perform onsite visits for this project.**

## **Section 1.15 ENCLOSURE/SCREENING OF EXISTING AREA**

**General Considerations:** You should give careful consideration when desiring to enclose or screen a deck, patio or porch area. The design must be compatible in scale, character, materials and color with the original house. **Deposit of \$1,000 is required before permit is issued.**

### **(a) Specific Details:**

- The location of the enclosure should not have adverse impact on neighboring properties or impair the view of neighbors.
- Gatewood ACC may require supplemental landscape treatment to compensate for the removal of vegetation or to soften the visual impact.
- New windows and doors should match, and be located to relate well with existing windows.
- Changes in grade or drainage must not adversely affect adjacent property.
- Roof pitch should match the original roof as well as color of shingles.
- Project must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

### **(b) Application Should Include:**

- A plat or site plan showing the location of the proposed alteration, the existing building(s) and property lines;
- Detailed construction drawings to scale, including a full view of enclosure/screening, as it will look attached to the existing structure. A view of the entire structure is necessary to help determine balance;
- Drawings or pictures showing the existing conditions before the proposed changes;
- Color chips and material samples;
- A landscape plan and plant schedule, if applicable or required;
- Perspective drawings for complex projects;
- Estimated start and completion dates.

Photos of the area are recommended

**Committee will need to perform onsite visits for this project.**

## **Section 1.16 STORAGE BUILDING/SHEDS**

**General Considerations:** Buildings/Sheds should have a simple design and the Architectural details must be compatible with those of the house. Building/Shed must be located in rear yards. Metal or plastic buildings of any kind are not allowed in Gatewood.

### **(a) Specific Details:**

- Storage sheds shall have a maximum floor area of 160 square feet.
- Storage sheds must be constructed of wood and two-sided roof with shingles. The colors should match the house colors.

Continued on next page...

- The storage shed must meet County setback requirements.
- You may be required to landscape (trees, shrubs, etc.) the area to shield the storage shed from adjacent houses and street view.
- The ACC may consider prefabricated wood storage sheds, which match the Architectural details of the house and if the shed is completely hidden within a wooded area and heavily landscaped.
- Project must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

**(b) Application Should Include:**

- A plot plan showing the location of the shed, existing structures and property lines;
- A description and dimensions of the shed;
- A description of the color of the shed and the color of any nearby structures, if any;
- Number, type and size of tree(s) to be considered for removal must be listed on application and must be marked with ribbon or tape;
- Estimated start and completion dates.

Photos of the area are recommended

**Committee will need to perform onsite visits for this project.**

## **Section 1.17                      REMOVAL OF EXISTING STRUCTURES**

**General Considerations:** The removal of any building, major addition, fence, wall or structural element which changes the exterior appearance of property must be approved by the ACC. In many instances, the removal may improve or have a neutral effect on the property. However, in other cases removal may have an adverse impact on the design of the structure. Removal of basketball backboards, playhouses and sheds is not a concern of the ACC as long as the area is restored. **A deposit may be required depending on the type of structure to be removed.**

**(a) Specific Details:**

- Removal of fencing is encouraged except where the fencing provides necessary visual screening or where it is an integral part of the building design.
- Project must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

**(b) Application Should Include:**

- A clear description of what is to be removed and why;
- Photos of the current condition;
- Estimated start and completion dates.

**Committee may need to perform onsite visits for this project.**

## **Section 1.18 MISCELLANEOUS**

**General Considerations:** There are many changes and additions that property owners can make to their property. The ones described on the previous pages are the most common. If your project is not included on the previous pages, refer to the one that is closest in concept to your project and use it as a guide for preparing an application to the ACC. If your project is not listed it does not mean you do not need to obtain approval. When in doubt, please contact the Clubhouse at 864-223-6450. **May require a deposit, depending on the scope of the project.**

### **(a) Specific Details:**

- Consider your neighbors.
- Project must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

### **b) Application Should Include:**

- A description of your project to include dimensions, color, materials, etc.;
- A plan or diagram showing the location of the project, existing buildings, existing related architectural details, property lines, etc.;
- Additional information may be required;
- Estimated start and completion dates.

### **Miscellaneous Items:**

- Firewood is not allowed to be stored in front or side yard or seen from street view.
- Vegetable garden requests must be submitted and if approval granted; it shall be for one growing season only.
- POD's (Portable On Demand Storage) or other storage units, Yard Sales and Clotheslines are not permitted.

**Committee may need to perform onsite visits for this project.**

## **Section 1.19 STORAGE OF BOATS, PERSONAL WATERCRAFTS, VEHICLES AND RV's**

The storage of Boats, Boat Trailers, Personal Watercrafts, Trailers, Vehicles and RV's is not allowed in Gatewood unless screened from public view from the street and from adjoining property. Covers do not constitute screening. Only vehicles bearing a current license plate shall be parked within public view.

**A twenty-four (24) hour exception is allowed in order to load and unload contents of Boat or RV.**

## **Section 1.20 POOLS/SPAS/HOT TUBS**

**General Considerations:** Pools, Spas and Hot Tubs must be located in the rear yard away from the adjacent property so that their use, presence and noise of the mechanical equipment do not adversely affect the use of the adjacent property. Repairs to existing pools and pool areas are also required to submit application as listed below. **Deposit of \$1,000 is required before permit is issued.**

**Above ground pools are not permitted in Gatewood.**

**(a) Specific Details:**

- Pools, Spas and Hot Tubs must be an integral part of a deck, patio or landscaping.
- Mechanical equipment, pipes and wiring must be concealed.
- Pools, Spas and Hot Tubs must be screened from adjacent property and street view.
- Project must be completed within three (3) months from start date.
- Approval is valid for six (6) months.

**(b) Application Should Include:**

- Description, color, material and dimensions of the equipment;
- A scale drawing of house and property lines;
- A description and/or photo or drawing of the type screening to be used;
- A picture or brochure of the pool, spa or hot tub;
- Stake and string perimeters of pool, spa or hot tub on site;
- All trees to be considered for removal must be flagged;
- Landscaping design and plant material list;
- Estimated start and completion dates.

Photos of the area are recommended

**Committee will need to perform onsite visits for this project.**



## **Section 1.21                      ADDITIONS**

Gatewood is a Planned Developed District (PDD), which means if necessary, a variance may be granted for certain situations. While Gatewood may grant you a variance, you must request the variance from the Greenwood County Board of Zoning Appeals for final approval. **A deposit of \$1000 is required before permit is issued.**

### **(a) Specific Details:**

- The design must be compatible in scale, character, materials and color with the original house.
- Two (2) sets of plans are required. One set will remain on file at Gatewood and the other will be signed off on and returned to you to take to the County Planning Department. The County will not review plans for a building permit without the plans being signed by the ACC and an approval letter issued.
- One (1) set of landscape plans is required.
- Plat of property showing proposed addition. Plat does not need to be recorded at this time; however, letter of ACC approval is subject to the plat as submitted to be recorded.
- The location of the addition should not have adverse impact on neighboring properties or impair the view of neighbors.
- New windows and doors should match, and be located to relate well with existing windows.
- Changes in grade or drainage must not adversely affect adjacent property.
- Roof pitch should match the original roof as well as color of shingles.
- Project must be completed within twelve (12) months from start date.
- Approval is valid for twelve (12) months.

### **(b) Application Should Include:**

- A plat or site plan showing the location of the proposed alteration or addition, the existing building(s) and property lines. Plat does not need to be recorded at this time; however, letter of ACC approval is subject to the plat as submitted to be recorded;
- Two (2) sets of plans;
- Detailed construction drawings to scale, including a full view of addition, with elevations, as it will look attached to the existing structure. A view of the entire structure is necessary to help determine balance;
- Drawings or pictures showing the existing conditions before the proposed changes;
- Color chips and material samples;
- A landscape plan and plant schedule;
- Perspective drawings for complex projects;
- Number, type and size of tree(s) to be considered for removal must be listed on application and must be marked with ribbon or tape;
- Estimated start and completion dates.

Photos of the area are recommended

**Committee will need to perform onsite visits for this project.**

## **Section 1.22                      NEW CONSTRUCTION & MAJOR EXTERIOR RENOVATIONS**

**General Considerations:** In order to assure that all Covenants and Restrictions, approved building guidelines and general rules and regulations as set forth by the Board of Directors of Gatewood are adhered to and that the condition of each building site is kept in accordance to the directives of the Board, a **deposit of \$2,000** is required before permit is issued. In addition, an **Impact Fee of \$1,000 is also required for new construction and is non-refundable.** The deposit will cover, but not limited to the following:

- Enforcement of strict compliance to the building plans as the ACC approved them. If changes are needed, you will need to submit for approval.
- Assurance that the job site is kept clean, dumpster is not overflowing, driveways and surrounding areas are kept graveled, the site is free of mud and debris that could enter the streets and not trees or flora are removed or caused to be damaged or destroyed that have not been approved for removal by the ACC.
- Fines and/or cost to repair any damage to the common property including but not limited to: roads, right-of-ways, common areas and islands that have not been repaired to satisfaction of Association or the Association reimbursed for repairs, shall be deducted from deposit.
- Employees, contractors and sub-contractors must adhere to the rules and regulations as set forth by the Board as they relate work hours, access to the building site, repair of damage to common areas, etc.
- The ACC will address any issues or questions directly with the Property Owner unless otherwise directed by Property Owner.

The ACC will approve the return of the deposit upon a favorable review of the completed construction. However, any fine levied during construction will be deducted from the deposit. A final inspection by the committee is required.

### **(a) Specific Details:**

- Two (2) complete sets of plans are required. One set will remain on file at Gatewood and the other will be signed off on and returned to you to take to the County Planning Department for their approval and permit. The County will not issue a building permit without the plans being signed off on by Gatewood and an approval letter submitted.
- It is recommended that landscaping plans be established as soon as practical prior to construction or as construction is taking place. Landscaping must be approved and is to be installed and completed within three (3) months, depending on the time of year after completion of house.
- Gatewood is a Planned Development District (PDD), which means if necessary, a variance may be granted for certain situations. While Gatewood may grant you a variance, you must go before the Greenwood County Zoning Commission for final approval.
- Mailbox and post must conform to standards as set forth by the ACC (See Section 1.02 of the Guidelines).

Continued on next page...

- A tree survey is required.
- Currently, the setbacks for Gatewood are the same as the County.
- Construction must be completed within eighteen (18) months from start date. The ACC may grant extensions due to adverse weather conditions.
- Approval is valid for twelve (12) months.

**(b) Application Should Include:**

- Two (2) complete sets of plans;
- Submit scaled drawing of lot and house, driveways, walkways;
- Note the number of feet to front, rear and both sidelines including setback lines. If applicable, include an outline of decks, pool and other structures;
- Lot boundaries must be located by stringing sidelines of lot from front to rear;
- Stake and string perimeters of building and appurtenance locations;
- Driveways and parking must be staked and a string outline of these areas. Off street parking must be considered and must be provided for all vehicles;
- Tree survey of the property. All trees located outside the house or drive footprint that are to be considered for removal and have a diameter of 10" or more at a height of one foot above ground must be flagged. If you have a vast amount of smaller trees you wish to remove, they must be flagged as well. If at a later date, additional trees must be removed, you must contact the ACC for review and approval;
- Screened areas and service areas must be defined by size and type of screening material to be used. It is recommended that you plan to add a service area for trash containers instead of keeping them in your garage. During the summer months, it can be rather unpleasant. Service area must be concealed from street view;
- Areas to receive significant elevation changes should have the perimeter staked and define change;
- Show all four (4) sides of building's exterior elevations and exactly as they will appear;
- Show and specify all exterior materials;
- Material samples or brochures are required for all exterior areas, including but not limited to stone and/or brick, siding color(s) and style, trim, shutter and door colors as well as roofing shingles, window/door styles, exterior lighting;
- Garage doors are required and a picture or brochure must be submitted;
- Garage must not face street view;
- Landscaping plan with plant legend;
- Estimated start and completion dates.

Photos of the area are recommended

**Committee will perform onsite visits for this project.**

Property Owner and/or Contractor are required to sign the **Construction Hours Schedule** and post a copy on the job site. (See Exhibit A)

**Permit issued by Gatewood ACC is required to be posted on site.**

Continued on next page...

**Signage:** Signs of any type are not allowed on the construction site, however a variance may be requested for one sign for project location, no larger than 2' x 2' on site and must be self-supporting. Tree nailing is not allowed.

**General Construction Guidelines:**

- Architectural plans and landscape plans will be valid for twelve (12) months from time of ACC approval. If construction does not begin within the twelve (12) months, re-submittal for approval will be required.
- Construction must be completed within eighteen (18) months from start date. The ACC may grant extensions due to adverse weather conditions.
- All trash, debris and waste must be removed or out of public view during construction. Job site must be kept clean and grounds maintained at all times. Dumpster must not be overfilled. No burning of debris is allowed. Burning is prohibited within Gatewood.
- Site clearing is not to begin without ACC approval.

**Contractor Regulations and Conduct:**

- Contractor is fully responsible for the actions of its employees and sub-contractors.
- No fishing in any lake or pond by Contractor, its employees or sub-contractors.
- Contractor, its employees and sub-contractors must adhere to the Work Hour Schedule.
- Contractor, its employees and sub-contractors are prohibited from bringing dogs or other pets to the construction site.
- Construction vehicles are allowed to park only on lot where construction is taking place. No parking of vehicles, trailers, construction equipment, etc. on adjacent property, side of road, islands or common areas.
- Speed Limit in Gatewood is 27 MPH and is strictly enforced.
- All material for construction must be within boundaries of lot and as close to foot print of house as possible.
- No loud music or profanity is allowed.
- Dumpster must not be overfilled and site must be kept clean at all times.
- Construction entrance/drive must be graveled and maintained.
- Contractor is responsible to keep the roadways clean of debris, dirt, gravel, mud, etc. at all times.
- Silt fencing is required according to DHEC regulations.
- Burning of any type is not allowed in Gatewood.

**Please note:** The ACC has full authority, without notice, to remove violators and to stop work due to violations of these rules and the Covenants and Restrictions of Gatewood Property Owners Association.

Exhibit "A"



## CONSTRUCTION HOURS MEMO

The hours during which construction/work activities are allowed in the Gatewood Subdivision are defined as:

**MONDAY - SATURDAY**

**7:00 a.m. to 7:00 p.m.**

**SUNDAY**

**No Outside Construction Work Allowed**

No profanity or loud music is allowed on the construction site.

The Contractor is responsible for his employees and sub-contractors to adhering to the construction hours. Violations of the construction hours are subject to fines being imposed and work stopped. This notice of the construction hours is required to be posted at the job site with the permit.

The undersigned does hereby acknowledge receipt of this memo:

\_\_\_\_\_  
Contractor or Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Location

# **Gatewood Property Owners Association Violations and Schedule of Fines & Procedures**

As permitted under Article 2, Section 3 (b) and (c) of the By-Laws and Article IV, Section D (4) of the Covenants and Restrictions of the Gatewood Property Owners Association, the Board of Directors has the right and obligation to set rules and regulations, and may impose fines to achieve compliance. Fines may be levied upon observance of violation and may continue until corrected. Categories herein listed are for reference only. Violations and fines may apply to other situations according to the Covenants and Restrictions.

**Payment of fine amount does not grant a variance for the violation. All violations must be corrected in order to come into compliance. If there is a subsequent violation of the same rule, the fine amount will double with each subsequent violation.**

## **VIOLATIONS ASSOCIATED WITH DAILY FINES**

***The following fines apply to improper storage of vehicles, etc., signage and/or equipment:***

### **Procedures:**

1. Violation - Certified courtesy letter mailed stating the violation, action required and fourteen (14) days to cure.
2. After fourteen (14) days - Certified letter mailed with fine amount and notice sent to the Board for further action as stated in the Covenants.

### **Fines:**

- Property used for storage including but not limited to: RV's, commercial vehicles, trailers, ATV's, etc.....\$100/day
- Storage of boats, jet skis, etc. in driveway or public view.....\$100/day
- Storage of vehicles in the street.....\$100/day
- Signage (including "For Rent", "For Sale", Political, Commercial\*, etc.) .....\$25/day

***\*(Contractors may seek ACC approval for one sign during construction)***

## VIOLATIONS ASSOCIATED WITH MONTHLY FINES

*The following fines are levied for lack of upkeep, indifference to rules and deteriorated property in not keeping with the Covenants and Restrictions of Gatewood.*

### **Procedures:**

1. Violation - Certified courtesy letter mailed to property owner stating violation, action required and given fourteen (14) days to cure.
2. After fourteen (14) days - Certified letter mailed with amount of fine imposed and notice sent to the Board of Directors for further action as stated in the Covenants.

### **Fines:**

- Major home repairs (including wood rot, exterior paint needed, roof replacement needed, broken windows, damaged front door, etc).....\$100/month
- Other home repairs (including, but not limited to: fence and gate repairs, gutters, damaged garage doors, mildew, etc).....\$100/month
- Landscaping maintenance (including, but not limited to: proper mowing, edging, weeding, trimming of shrubs, etc).....\$100/month
- Holiday decorations left up after the holiday is over.....\$100/month
- Garage doors consistently left opened.....\$100/month
- Mailbox deterioration or lettering not conformed to Gatewood standards.....\$100/month
- Trash (including refuse, lawn bags, tree/grass clippings, etc.) placed on adjoining property or on common property of Gatewood.....\$100/month
- Trash containers stored in open view or left out **except on pickup days**.....\$100/month
- Failure to have outdoor light at front of house on auto dusk to dawn setting according to Covenants.....\$100/month

## VIOLATIONS ASSOCIATED WITH ACC APPROVAL

*The following fines apply to work that require Architectural Control Committee approval prior to making any changes and/or additions.*

### **Procedures:**

Violation - Certified letter mailed stating violation, fine imposed and *demanding* work be stopped immediately. Application must be submitted and proper procedures followed for approval. If request is denied, property must be returned to prior state of condition. Notification will be sent to the Board.

### **Fines:**

- Out buildings, sheds, dog houses/dog pens/dog runs, decks, patios, etc. built before plans approved.....\$500\*
- New construction without approval.....\$2500\*  
and work stopped.
- Additions without approval.....\$1500\*  
and work stopped.
- Construction work after hours.....\$100\*/occurrence  
and work stopped.
- Failure to meet construction deadline.....\$100\*/day
- Cutting live trees without approval:  
Trees great than ten (10) inches in diameter but less than twenty (20) inches.....\$250\*/tree  
Trees twenty (20) inches and up.....\$500\*/tree  
If size of tree(s) cannot be determined, the fine will be the maximum fine per  
tree.....\$500\*/tree
- Landscaping and/or fencing installed before or without approval.....\$500\*
- Major alterations (including, but not limited to: vinyl siding, French Drains, exterior color change, changing roof color or type, enclosing open areas, pools, adding square footage to house, etc.) made to the property without approval from the ACC.....\$500\*
- Other modifications or alterations occurring without ACC approval or out of compliance with Covenants and Restrictions, depending on severity of violation.....\$250\* and up

Continued on next page



**Note:** \*These violations may also be subject to additional daily or monthly fines until cured at the discretion of the ACC and Board. Such fines may be daily or monthly ranging in amounts of \$25 - \$200, based upon type of violation, etc.

If a violation cannot be cured within the time specified, a written request explaining the reason for an extension must be submitted to the ACC and approved. No verbal extensions or allowances will be given.

You have the right to appeal the violation(s) and/or the fine(s) imposed in writing to the Board of Directors and submitted within ten (10) business days of notice. If no appeal is received in the appropriate time, the fine(s) for the violation will indicate you accept the fine(s) and procedure given to you.

Appeals should be mailed to:

Gatewood Property Owners Association  
Attn: ACC Appeals  
114 Club Drive  
Greenwood, SC 29646

### **APPEALS PROCEDURE**

- 1) Once an appeal is submitted in writing, a copy will be forwarded to the Board and the ACC by Management.
- 2) A meeting will be scheduled within two (2) weeks of the receipt of the appeal by the Board to discuss and vote on the appeal. The meeting will include the following:
  - A. Board Members
  - B. ACC Chairman
  - C. ACC members
  - D. Property Owner
  - E. Contractor, if applicable
  - F. Architect, if applicable
  - G. Management
- 3) After the Appeals meeting, the Board will meet to discuss the request/appeal and reach a decision. The property owner, the ACC and Management will be verbally notified of the Board's decision within three (3) business days after the Appeals meeting.
- 4) Management will then notify the property owner in writing by certified mail of the Board's decision on the appeal.