



## ARCHITECTURAL DESIGN GUIDELINES AND BUILDER RULES

The Waterbridge Architectural Review Committee (ARC) now utilizes an in-house review process designed to expedite reviews. It does require diligence on the part of the owners/builders to ensure submittals are complete. The success of this program is also dependent on the expertise of an owner's architect or designer with respect to working in a custom home community and adherence to these guidelines and instructions.

- I. To register your new home design, addition to existing home, or new swimming pool with the ARC,** drop off the fully completed and signed "APPLICATION TO COMMENCE DESIGN REVIEW" (Page2) with Review Fee(s) payable to Waterbridge HOA, Inc into the "ARC Applications" gray drop box at the entrance of the Waterbridge Amenities Center. Make sure to denote the Lot Number on the check.
- II. To Commence a Project Review, submit the following to the ARC in digital form via the ARC portal WaterbridgeARC.com:**
- Construction drawings including a topographic survey, site plan, floor plans, elevations, etc. (See page 4)
  - The Specifications and Drawing Checklist (Pages 3 & 4)

**Please make sure that each file uploaded has a name that identifies the plan or document.** Once all plans and documents have been uploaded to the ARC portal, the ARC committee will review the project and either approve the project or list, on the ARC portal project notes, the required changes for approval. The ARC Committee plans to review the project within two weeks from the receipt of all required plans and documents.

Although the landscape plan can be submitted at the time of the original submission, it needs to be submitted no later than 60 days following the on-site Dry-in review.

- III. To Commence Construction, drop off the Bonds/Deposits check(s) payable to Waterbridge HOA, Inc. into the "ARC Applications" gray drop box at the entrance of the Waterbridge Amenities Center. Make sure to denote the Lot Number on the check. Also, submit the following to ARC in digital form via the ARC portal WaterbridgeARC.com:**
- Completed and signed "WATERBRIDGE CONTRACTOR BUILDER AGREEMENT INFORMATION, RULES, FINES" (see Appendix B – Pages 13 to 15)
  - If not already on record with the ARC:
    - A copy of the current Liability and Workmen's Comp Insurance Certificates, listing the Waterbridge HOA, Inc, as the Certificate Holder
    - Copies of the South Carolina Contractor's License and Horry County Business License
  - Copy of Builder's Risk Insurance (Must be uploaded before framing begins, at the latest)
  - Digital photos of curb in front of your lot where there are cracks or spalls
  - Request on-site reviews in the following order (see page 5 for the requirements):
    - Site demarcation review (this review can be requested prior to the project ARC approval once the survey has been submitted)
    - Pre-construction site review (NOTE: No construction can start before this review has been performed)

## APPLICATION TO COMMENCE DESIGN REVIEW

**DROP OFF THIS FORM (ONE PAGE) AND YOUR APPLICATION FEES ONLY**  
**To the "ARC Applications" Gray Drop Box at the entrance of the Waterbridge Amenities Center**

**COMPLETE ALL OF THE FOLLOWING INFORMATION:**

Lot Number: \_\_\_\_\_ Lot Street Address \_\_\_\_\_

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

Lot Owner Email Address: \_\_\_\_\_

Lot Owner Phone: (\_\_\_\_\_) \_\_\_\_\_

Builder: \_\_\_\_\_

Builder Contact Name: \_\_\_\_\_

Builder Contact Email Address: \_\_\_\_\_

Builder Contact Phone: (\_\_\_\_\_) \_\_\_\_\_

Builder SC Contractor License Number: \_\_\_\_\_ Type: \_\_\_\_\_

Initial the requested review (only one review per application). Include a check for fees of the selected review:

I. Initials \_\_\_\_\_ New Home ARC Review Fee: **\$1,250.00**

II. Initials \_\_\_\_\_ Addition to Existing Home ARC Review Fee (where building permit is required): **\$425.00**

III. Initials \_\_\_\_\_ Swimming Pool ARC Review Fee: **\$425.00.**

**All ARC related correspondence will be conducted with the person named as Builder Contact.**

**Lot Owner and Builder must sign this application.**

**Lot Owner**

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

Print Name \_\_\_\_\_

**Builder Contact:**

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

Print Name \_\_\_\_\_

**MAKE CHECK PAYABLE TO WATERBRIDGE HOA, INC.**  
**(Denote Lot Number on the check)**

## SPECIFICATIONS AND DRAWING CHECKLIST

(TWO PAGES)

SUBMIT YOUR INFORMATION, INCLUDING THIS FORM, ELECTRONICALLY VIA THE ARC PORTAL  
WATERBRIDGEARC.COM

Architect/Designer: \_\_\_\_\_

SC. Architect License #: \_\_\_\_\_ OR Horry County License #: \_\_\_\_\_

Architect/Designer Email Address: \_\_\_\_\_

Heated SF: 1<sup>ST</sup> Flr \_\_\_\_\_ 2<sup>ND</sup> Flr \_\_\_\_\_ 3<sup>RD</sup> Flr \_\_\_\_\_ Total HSF \_\_\_\_\_

Unheated SF: \_\_\_\_\_ Total SF under roof \_\_\_\_\_ Open Deck SF \_\_\_\_\_

EXTERIOR MATERIALS: STATE LOCATION, TYPE (Brick; shake; etc.) AND PRODUCT ID OR MODEL #

WALL 1: \_\_\_\_\_ TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

WALL 2: \_\_\_\_\_ TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

WALL 3: \_\_\_\_\_ TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

FOUNDATION: uniform fully around the home TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

ROOF 1 6:12 or better: TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

ROOF 2: 3:12 – 6:12 TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

WINDOWS: \_\_\_\_\_ TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

WINDOW GRID PATTERN: \_\_\_\_\_ TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

TRIM: \_\_\_\_\_ TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

DOORS: Front TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

DOORS: Other exterior locations TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

SHUTTERS: Other than hurricane protection TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

DRIVEWAY/WALKS: show on finished site plan TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

GARAGE DOOR: single or double TYPE: \_\_\_\_\_ ID. \_\_\_\_\_

FIREPLACE? YES NO CHIMNEY MATERIAL: \_\_\_\_\_

EXPOSED METAL STACKS OR SPARK ARRESTORS ARE NOT PERMITTED

NOTE: FOR THE FRONT DOOR AND THE GARAGE DOOR, PLEASE ATTACH PICTURES OR SPECIFICATION SHEETS TO IDENTIFY EXACTLY WHICH DOORS WOULD BE INSTALLED.

***COLORS ARE NOT APPROVED UNTIL PLACED ON THE SAMPLE BOARD AND ARE ARC APPROVED. THE ARC MAY REQUIRE MARKED-UP ELEVATIONS SHOWING WHERE COLORS WILL BE APPLIED BEFORE FINAL APPROVAL OF COLORS.***

## MAKE SURE THAT THE FOLLOWING APPEARS ON YOUR DRAWING SUBMITTAL

### SURVEY / SITE PLAN:

- \_\_\_\_ Property lines with dimensions, bearings, and a north arrow.
- \_\_\_\_ Precise location of any Preserve or Wetlands on your lot. See landscape requirement for signage.
- \_\_\_\_ Streets, property boundaries, setbacks, rights of way, easements, utility stub-outs and all other pertinent information from recorded documents.
- \_\_\_\_ Outline (footprint and eaves) of the proposed home, porches, steps, patios, HVAC pads, trash bin pad, walkways, driveway(s). The uncovered patios, HVAC pads, trash bin pads, pool equipment pads and walkways may extend over setback and remain 2 feet from the property line but cannot encroach into any easements. Eaves may encroach into setbacks and utility easements by no more than 12 inches.
- \_\_\_\_ Show topographic contours at 1' elevation increment. Extend topography 10' into adjacent lots. Indicate how drainage will be handled to prevent water runoff from migrating to neighboring lot. Also, show the drainage solution for downspout discharge (See ROOF on Page 8). **Survey will need to show Signature and Seal by licensed surveyor.**
- \_\_\_\_ All existing hardwood trees with a caliper of 6" or greater (Do not document trees within wetlands).
- \_\_\_\_ The site plan must show the proposed FFE (First Floor Elevation).
- \_\_\_\_ Outline of the most proximate side, forward most, and, for lake lot, rear most feature of any home on an adjacent lot.

### HOME PLANS, ELEVATIONS AND DETAILS:

- \_\_\_\_ Floor plans: Show all room dimensions, along with square footage totals of each floor.
- \_\_\_\_ Roof plan: Indicate slopes, pitches, hips and gables and materials of construction.
- \_\_\_\_ Elevations: Provide front, rear, and side elevations showing building materials and finishes. Indicate maximum height of the principal structure and anticipated finished grades. Show first floor to be a minimum of 24 inches above the finished grade fully around the home (utilize a minimum of 4 block courses above footings). Indicate floor to floor heights and finished grade to top of roof height.
- \_\_\_\_ Typical Wall Sections: The sections should be made in locations that show typical foundation to roof conditions. (Two or more wall sections may be required.) Indicate foundation condition, building materials, roof overhang, fascia, soffit, gutter, downspouts, and decorative elements, as well as other details as needed to convey the design. One very detailed wall section must be cut through a typical window.
- \_\_\_\_ Details: Provide details of all unique conditions on the home.

**Other data:** The ARC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.

**PLANS WILL BE EITHER APPROVED OR NOT APPROVED WITH COMMENTS POSTED ON THE ARC PORTAL. OWNER IS REQUIRED TO RESUBMIT DESIGNS OR PORTIONS OF DESIGNS, OR OTHERWISE ACKNOWLEDGE COMPLIANCE WITH ARC REQUIREMENT IN ORDER TO OBTAIN APPROVAL.**

**I acknowledge that I included everything on the required architectural review checklist. I understand that this information has been requested by the ARC prior to my obtaining bank loans or building permits, and the full cost of any delay resulting from the ARC not approving the plans, if reviewed and approved within 45 days (as stated in the CCRs), or if not approved, with re-submittals for non-approvals within an additional 45 days from the date of my re-submittal, are at my sole risk and expense.**

**OWNER(S) ACKNOWLEDGE HEREIN THAT THEY HAVE READ AND AGREE TO CONFORM TO THE WATERBRIDGE COMMUNITY GUIDELINES HEREIN AND THAT THEY WILL ENSURE ALL SUB-CONTRACTORS ARE FAMILIAR WITH THE REQUIREMENTS FOR CONSTRUCTION IN WATERBRIDGE AND THAT WORK BY PRIME SUBCONTRACTORS WILL BE SUPERVISED BY LICENSE HOLDER. OWNER(S) UNDERSTAND THAT NO CHANGES TO THE APPROVED PLANS MAY BE MADE WITHOUT ARC APPROVAL IN WRITING.**

\_\_\_\_\_  
Lot Owner Signature

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

\_\_\_\_\_  
Lot Owner Printed Name

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

## REQUIREMENTS FOR SITE FIELD REVIEWS

### **SITE DEMARCATION REVIEW**

Submit, via the ARC portal, your request for this review. The following must be in place for the site demarcation review:

- 1) The lot must be staked at a minimum of the four corners. If there is a wetlands area, orange construction fence must be placed along that line. The surveyor needs to personally confirm wetland location.

### **SITE PRE-CONSTRUCTION REVIEW:**

Submit, via the ARC portal, your request for this review. The following must be in place for the pre-construction site review:

- 1) The property must be cleared in accordance with the Site Demarcation Review, including the organic material and identified trees.
- 2) The home foundation footprint, including the garage, must be staked on the basic outline of the home. Hub and tack will be accepted in lieu of the staking as long as it clearly identifies the basic home foundation footprint outline, including the garage.
- 3) Provide a porta-potty with door facing away from street. It must be enclosed in a white lattice enclosure.
- 4) Install a 4x8 panel on the street side of the porta-potty enclosure with samples of all materials and colors seen on the exterior of the home including walls, trim, foundation, shingles, and metal roof samples. Samples and colors are not approved until they are placed on the sample board and approved by ARC. Colors must not closely resemble those of surrounding houses. To evaluate proposed colors, the ARC will consider the two adjacent lots on the left, the two adjacent lots on the right, and the three adjacent lots across the street directly from the front of the project house, regardless of whether those lots are occupied or vacant.
- 5) Place a lot number in 3" high letters on the sample board.
- 6) Install a fully embedded silt fence (buried 4"-6" to meet Horry County Standard) around the perimeter of the site, except for the stone driveway width opening plus three feet either side of it for access to the street.
- 7) Lay a stone driveway using 2"-3" surge stone placed 10 feet wide by 20 feet long, 5" deep minimum.
- 8) Install a site identification sign facing the street with builder name.

**NOTE: Pre-construction approval to proceed will be the start of the 12 months maximum construction period. After 12 months of construction, weekly fines will be applied to the project (see page 14).**

### **PRE-FRAMING REQUIREMENTS:**

The following must be in place prior to the start of framing:

- 1) Prior to framing, submit, via the ARC portal, a digital post-foundation survey with the FFE (First Floor Elevation) shown on the main floor.
- 2) If not submitted before pre-construction review, submit a copy of Builder's Risk Insurance via the ARC portal
- 3) Deliver a dumpster appropriately sized for the project

### **DRY-IN REVIEW**

Submit, via the ARC portal, your request for this review when the home is framed, house wrap is complete, windows are in place and the shingle roof is installed.

**Your landscape plan and driveway plan with dimensions must be submitted within 60 days after the Dry-in review. Your front door and garage door selections must be submitted within 60 days after Dry-in review.**

### **FLATWORK FORMING**

Unless the flatwork will match the approved set of plans, submit, via the ARC portal, your request for this review when the flatwork has been formed before pouring. If approved, a revised set of plans will need to be submitted before final review.

### **FINAL REVIEW**

Submit, via the ARC portal, your request for this review when you are completely finished with the work of the home including landscape.

### **BOND RELEASE INSPECTION**

Submit, via the ARC portal, your request for this inspection when you have addressed any items identified during the Final Review.

**Submit your requests for reviews and inspections to the ARC via the ARC portal [WaterbridgeARC.com](http://WaterbridgeARC.com) when you are ready for that review or inspection. Site demarcation is the only review that requires the builder to be present and meet with the ARC committee member. We will endeavor to meet you within three working days. All other reviews and inspections will be performed by the assigned ARC committee member. Review and inspection requests made where items listed as required for that review or inspection are missing will result in a \$100.00 re-inspection fee and a three-day delay in re-inspection.**

# APPENDIX A

Waterbridge Architectural Guideline

ARC Uniform Field Report

# Waterbridge Architectural Guidelines

Waterbridge designs are predicated on custom homes with a Coastal Cottage theme. This includes Craftsman, Bungalow, Nantucket and the indigenous styles of the American East Coast.

**Important Note:** Protected Natural Areas (e.g. wetlands and buffers) in Waterbridge are environmentally protected and cannot be altered, cleared, or built upon. Even if they appear dry, unused, or overgrown, they remain protected.

The following activities are prohibited or severely restricted within Protected Natural Areas: Clearing, cutting or removing vegetation; placing fill dirt, mulch, sand or rock; grading, digging, trenching or altering soil; building structures, patios, decks, fences, sheds or pools; installing irrigation or drainage systems; redirecting stormwater or altering natural flow, storing materials, equipment, or debris.

ARC approval is required before any alteration—no matter how minor—may be undertaken within or adjacent to these protected areas.

**All items below are required, except if not applicable due to condition not being valid. Please make sure that your single-family home architectural design meets the following guidelines.**

## **SITE DESIGN**

- Elevations exposed to Carolina Forest Blvd (1-23; 356-363 and 385) require a high level of aesthetics.
- Home and all structures are within setback requirements and the front face is similar distance to the street curb as adjacent home.
- Home on lake or common area does not block 125-degree field of view of adjacent (or future) home. Future home is projected with the same rear plane as your design where your home is centered left and right on your lot.
- Swimming pool, if not part of the original submission of the house, must be submitted as a separate ARC application. Swimming pool submitted as part of the original submission of the house can be part of the home application.
- Drainage of rainwater, including downspout discharge, is either directed to the street or drainage area, but not onto adjacent lots (See ROOF on Page 8).
- Homes on lots with wetlands and / or wetland buffer within the property will require the homeowners to complete and sign the Wetland Acknowledgement Affidavit.

## **OVERALL MASSING, EXTERIOR FINISHES**

- The overall mass of the home has good proportions and a complementary roof line. A single roof does not cover the majority of the home without the use of cross gables or dormers to provide a scale to the roof.
- Floor plans and elevations are coordinated so that long blank featureless walls do not occur on any elevation. Provide a complete architectural wall section from foundation through a window and through roof, including frieze board.
- No more than 75% of a two-story wall is comprised of a single material. Exclude foundations and windows in calculation. Approved exterior wall materials include cement products in traditional horizontal or vertical siding patterns such as beveled, ship lapped, tongue and groove, board and batten, or shake. Conventional three-coat Portland Cement stucco is allowed where appropriate to the style of the home. EIFS, vinyl siding and Masonite are not approved.
- Materials are consistent with coastal cottage aesthetic in type and color and balanced on all sides of the home.
- Accent walls material and color must be identified on elevation, specification sheet and sample board.
- Porch rails are required but may be eliminated as described under Porches below.
- Residence has a minimum of 2,400 SF of enclosed heated living area (as measured by real estate standards) Exception: Lots 820 through 847 and lots 852 through 904: Heated living area is 1800 SF, 1200 SF main level. Measurement excludes porches, decks, garage, or other unheated spaces. The maximum under-roof square footage is limited to 45% of the total lot square footage (excluding wetlands).
- Residence does not exceed a maximum height of 35' above finished grade.
- Finished main floor is not less than 24 inches (a minimum of 4 concrete blocks above footing) above the finished grade.
- In multi-story homes, ceiling height is at least 9' on the main level and 8' on the other levels. In a single-story home, there is a minimum of 10' ceilings throughout, except storage, closets, and baths.
- Foundation materials are brick, stone or tabby stucco finish using #3 shell. One material is used fully around the home.

## **GARAGES, PORCHES, DECKS**

- Two car garage minimum.
- Detached garages are permitted where house design is not conducive to an attached garage.
- Garage doors should be carriage-house in style, complement home color, forward facing windows optional.
- Porches are substantial in appearance and match the architecture of the home. Porch screens shall be dark.
- Porch railings or approved alternates are required and shall be milled decay resistant material or approved synthetic material, or approved metal design. Porch columns will be 10" wide minimum at all ground and main floor levels. For all upper level, porch columns will be 8" wide minimum. Porch railing will be optional where (option 1) columns are built with a 16" wide base at a minimum height of 36" above the porch and a 10" wide minimum column placed above the 16" base; or where (option 2) decoratively trimmed 8" wide minimum columns are paired at each required column location.

## **SWIMMING POOLS**

- Pool applications must include a **professionally drawn** site plan indicating the house location, pool dimensions, and distances to the house, property lines, setback lines, and any easements. A **professionally drawn** drainage plan must also be submitted (may be incorporated into the site plan). These documents are typically provided by the pool contractor. In addition, landscaping modifications must be disclosed.
- Pool basins cannot encroach into setbacks but pool decks may come as close as two feet from the property line. Pavers are recommended for the pool deck to support proper drainage.
- If the property is not already fenced, an orange construction fence must be installed around the pool whenever the site is unattended. Pool equipment must be screened, and depending on lot conditions, a silt fence and stone driveway may also be required. **Pre-Construction review is required before any work can take place.**

## **ROOF**

- Porch roofs, pediments and dormers must have standing-seam metal roof in an approved color.
- Roof pitch minimum is 6:12. A metal roof is required for any section with a pitch less than 6:12.
- Shingles must be architectural, minimum 240# per square. (Minimum bundle weight 80#.) No three-tab shingles.
- Gutters are along all eave lines and complement trim color. Downspout discharge to be included in drainage plan. All downspouts must drain into drainpipes which will discharge via popups away from the house either to the rear of the property, the front of the property or both depending on the topography of the lot. Downspout draining into a stone landscaping bed or via a popup on the side of the house adjacent to the downspout is no longer permitted.
- Vents and exhaust piping are on rear of home and painted to match roof color.
- Solar collectors should be placed flush to roof plane with no exposed structure, cable, or piping.
- Lightning protection cables should be placed so not exposed to street view as much as possible.
- Fireplace exhaust stacks which can be seen from the street or lakes should be enclosed in materials same as the home, with spark arrestors concealed in a shroud. Others may be metal painted to match the roof color.

## **DOORS, AND SHUTTERS**

- Front entry door is prominent and inviting, having high level of detail and wide casing around doorway.
- Windows align vertically with windows and dormers above. Paired windows have 4" studded mullion separation.
- Windows in front and sides of home shall have 5/8" min. grills on upper sash as a minimum. (GBG or SDL)
- Windows shall be fully trimmed on all sides of the home with a minimum 4" casing.
- Windows may be aluminum or vinyl clad or vinyl and must be ASTM E1996/E1886 rated.
- Single hung windows are approved. Full screens must be used on the front of all homes.
- Large picture windows and burglar bars are not approved. Glass blocks are not approved where street facing.
- Designs for hurricane shutters shall consist solely of a single header track or channel and a lower channel both painted to match the color of the surface behind, wall or trim. Structural protective panels may be any material but may only be installed when a National Weather Service warning is issued for the region and must be removed within three days after the warning is lifted. Other types of hurricane protection will require ARC approval.
- If window shutters are used, they should match window width and be applied consistently to all front and side windows whenever possible, ensuring aesthetic harmony.

## **FENCES AND SCREEN WALLS**

- Black aluminum fence approved with flat rail top, stiles 4" o.c. min, and heights of 48", 54" and 60". Pup fence is also permitted. (fence with a 2" gap on the bottom section or an 18" tall add-on fence with a 2" gap attached to the existing fence)
- **White** vinyl fence may be used except for lake lots. It must meet 75MPH wind load with 5"x5" posts 8 feet o.c. and routed rails. It is limited to 6 -foot height. A one-foot lattice or spindle atop a five-foot tall solid panel fence is preferred.
- For lake lots, only black aluminum fence is approved.
- Front section of the fences must be set back at least 15 feet from the front plane of the house.
- When installing a fence "on the property Line", its outer edge must lie no more than 2 inches inside the property line. Where there is an existing fence on the adjacent lot, there are two options for the installation of the new fence. Option1: Utilize the relevant sections of the existing fence and place a new corner post within 4" of the existing fence (Physically attaching to the existing fence is not permitted). Option 2: If not utilizing the existing fence and installing a new fence parallel to the existing one, the new fence must be at least 4 feet from the existing fence to allow yard maintenance between the two fences.
- Any fence installed near a fire hydrant must maintain a minimum of 3 feet of clearance on all sides of the fire hydrant.
- Masonry fences may be used as equipment screening enclosure. The design details and location shall be submitted for review. Enclosures are required for pool equipment and emergency generators, which can be screened with evergreen shrubs.
- Where portable gas tanks (max. 25 gallon allowable) are expected to be added to the home, a screen wall blocking the gas tank from the front of the home and the adjacent home is required at a height to cover the tank and valves. Larger tanks are required to be buried. Temporary propane tanks for new construction awaiting the installation of natural gas will be approved on a case-by-case basis, limited to 100 gal vertical tanks and with front and side screen wall to be at least the same height as the tank. Landscaping screening will not be permitted.

## **DRIVEWAYS AND MAILBOXES**

- Driveways shall be broom finished or tabby concrete, brick pavers, epoxy coated or stamped concrete. Asphalt is not permitted. Total width of all concrete drive(s) at the street shall not exceed 40% of lot width and no more than 22 feet wide at any one location, and 24 feet wide at the street curb including flare. Imprints of symbols or images within concrete finishes must be pre-approved. All concrete shall be placed no closer than 2 feet to the lot line.
- No markers, signs, house numbers, contractor names, logos or reflectors are permitted at the end of the driveway.
- Mailbox shall be placed on the side of the driveway that is the farthest from the property line. It must be located within five feet of the driveway entry. Use Carolina Mailbox, Imperial 310r-6. 2" numbers or an exact equivalent from an alternate vendor with prior ARC approval.

## **OTHER ITEMS**

- A combined or separate walled screened area for the HVAC equipment, pool equipment, and trash bin matching construction of the home hiding the equipment and trash bin from the street and neighboring lot, is required with full concrete pad within. Optional landscaping screening can replace the screen wall.
- Antennas for short wave or television and satellite dishes shall be screened. Roof installation requires approval.
- Exterior lighting shall complement the home. No colored lights, except seasonal. No light directed to neighbor.
- Flagpole 6 feet long with one US Flag, 4" x 6" maximum may be placed on your home. No flagpoles in the yard

## **LANDSCAPING**

- The landscape plan is required to be submitted no later than 60 days after the Dry-in review.
- A plan for an operable irrigation system or approved water collection and irrigation system is required.
- Landscape selection and arrangement reflects a high degree of planning and includes planting instructions.
- Plants are varied in size and color with no more than 30% of total being one variety.
- Plant heights and sizes are measured in accordance with the American Standard for nursery stock ANSI Z60.1
- Landscaping is required on the entire property, including setbacks and easements, but excluding the wetland areas (see below).
- Evergreen foundation shrubs, a minimum of 18" tall, are placed fully around the foundation, 4 feet o.c.
- Where feasible and visually appealing, a second layer of 8" tall min. evergreen shrubs are placed on front and street facing sides, between shrubs.
- More extensive planting is required on a corner lot. Evergreen trees should be considered at corners.
- No simple ringing the home with plants with no consideration for design and aesthetics is permitted.
- Three medium-growing hardwood shade trees (two in phase 3A) are planted on the lot of at least 2.5" caliper (8-10' overall height), two placed in the front yard. Healthy hardwood trees that remain may be credited. The three required trees are of different species. Two 10' tall palms may replace one - **and only one** - hardwood. On corner lots, one additional hardwood tree shall be installed in the side yard adjacent to the side street.
- Optional landscaping screening of HVAC equipment, pool equipment, and trash bin to be screened with taller evergreen shrubs or trees that will fully conceal the equipment and bin within a two-year period. Minimum initial planting height must match the equipment and trash bin height.
- There are no large areas of mulch without shrub plantings at least 4 feet on center. (2" deep Mulch beds are needed to retain moisture, limit weeds and for a neat well-kept appearance).
- Landscaping beds will be covered in wood chip mulch or stone only. Pine straw is not allowed.
- Planting of fruit and vegetable plants and trees in and around the landscape and in areas of the yard are encouraged and may be substituted for required evergreen shrubs and trees in rear yard only.
- Fruit trees may not be planted closer than the front or side yard setbacks or 10 feet from rear yard lot line.
- Landscaping as approved by the ARC is installed prior to home occupancy, unless occupancy prior to landscaping completion has been approved by the ARC for a good cause. If an exception is granted, then occupancy is no earlier than 30 days from landscaping completion.
- Homes within 30 feet of a wetlands/preserve area may clear scrub brush within the wetlands for a maximum distance of 30 feet from the home. No disturbance of trees larger than 2" caliper. Also, no landscaping in these cleared areas is permitted, including planting of sod.
- No work is started on the landscape work until the plan has been approved by the ARC.
- At the edge of the wetlands, an approved metal sign stating "Protected Natural Area" must be installed.
- Ensure hardwood trees in the front and side yards do not have trunks placed within side yard setbacks.
- In the rear yard abutting lake or common areas, do not place trees or shrubs with mature heights over three feet tall within the field of view of neighboring lots to those areas (Exception: palm trees over 10 feet tall are permitted). This is measured 125 degrees off their back plane.
- Vegetable gardens are permitted in the rear yard and are limited to an area of 200 Sq. Ft.
- Artificial vegetation, including artificial turf, is not permitted.

**The landscape plan must be provided as a scaled drawing with all improvements shown.** Plants are required to be shown on the plan at their mature scale. A schedule of all vegetation to be added showing size and spacing must be provided on the same drawing.

# ARCHITECTURAL REVIEW COMMITTEE FIELD REPORT

☐ Site Demarcation   ☐ Pre-Construction   ☐ Dry-In   ☐ Flatwork   ☐ Final   ☐ Bond Release

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

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

Homeowner: \_\_\_\_\_

Builder: \_\_\_\_\_

Superintendent: \_\_\_\_\_

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

Road and Curbing: Start Point: \_\_\_\_\_

## Site Demarcation

**Y N** Lot staked

**Y N** Hardwood trees identified

**Y N** Wetland identified (orange fence)

## Dry-In

**Y N** Elevations match plans

**Y N** Windows approved

**Y N** Shingle roof match plans and sample

**Y N** Stone driveway in good condition

**Y N** Porta-potty location approved

**Y N** Dumpster location & site trash good

**Y N** House material and colors approved

**Y N** Silt fence in good condition

## Final

**Y N** Elevations match plans

**Y N** Roofs match plans and sample

**Y N** Doors approved

**Y N** Materials match approved selections

**Y N** Landscaping matches plans

**Y N** Mailbox approved

**Y N** Dumpster removed

**Y N** Road condition approved

**Y N** Drainage solution approved

## Pre-Construction

**Y N** Stone driveway installed

**Y N** Porta-potty with screen on site

**Y N** House footprint staked

**Y N** Sample board installed

**Y N** Dumpster on Site (1)

**Y N** Silt fence installed

(1) Only required before framing starts

## Flatwork Forming

**Y N** Flatwork meets ARC requirements

## Bond Release

**Y N** Final fixes addressed

## **ADJACENT LOT**

Adjacent Lot Approved by Owner for Staging **Y N** If Yes, Lot Number \_\_\_\_\_

Was Adjacent Lot restored after construction complete **Y N**

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **APPROVAL LEVEL:**

☐ Approved To proceed   ☐ Conditional Approval (see notes)   ☐ Not Approved

☐ Non-Compliant – Requires Resolution   ☐ Incomplete – Additional On-Site Review Required

**\* Where asterisk appears next to lines above, it indicates this is an item which needs immediate attention.**

**\*\* Where double asterisk appears, work must NOT proceed until this item is addressed and approved by the ARC**

Signatures: Homeowner/Builder: \_\_\_\_\_

ARC \_\_\_\_\_

Print Name: Homeowner/Builder: \_\_\_\_\_

ARC \_\_\_\_\_

**NOTE: ALL COMMUNICATION SHOULD OCCUR VIA THE ARC PORTAL WATERBRIDGEARC.COM  
BY SIGNING ALL PARTIES AGREE TO ABIDE BY BUILDER RULES, CCRs AND  
ARCHITECTURAL GUIDELINE REQUIREMENTS**

# APPENDIX B

## Waterbridge Contractor Builder Agreement

# WATERBRIDGE CONTRACTOR BUILDER AGREEMENT

## INFORMATION, RULES, FINES – January 1, 2026 Edition

All Builders are required to read and sign this agreement for each lot prior to the start of building, confirming that Builders will conform to the information, rules and fines in this agreement while building in Waterbridge. A compliance Bond and Road Bond must both be paid at the time the building application is submitted. **If the Home is being directly built for an Owner, not a spec build or a model home, the Owner must sign the signature line under item 4.**

### Required from builder prior to approval of building in the community:

1. Ensure that insurance endorsement on record with the ARC is current for:
  - a. General liability minimum amount of \$1,000,000 per incident, \$2,000,000 aggregate.
  - b. Statutory Workers Compensation Insurance.
  - c. On the insurance endorsement(s) (ACORD Form) name the Waterbridge HOA, Inc. c/o CAMS as “Certificate Holder” Attn: Waterbridge Manager, 1612 Military Cutoff Rd, Suite 109, Wilmington, NC 28403
2. Ensure that South Carolina and Horry County Licenses on record with the ARC are current.
3. Provide evidence of a Builder’s Risk Policy for home when construction commences. (Typically paid by owner)
4. Compliance deposits and road bonds to be paid by Builders. Checks from Homeowners will not be accepted. Owner should not provide deposit money to the Builder to satisfy the deposit requirements, since fines may reduce the deposit refund, solely as the result of Builder actions.

Lot Owner Printed Name: \_\_\_\_\_ Lot Owner Signature: \_\_\_\_\_

### 5. Pools and Additions: Silt fence (see item 9 below) required. Construction fence required at wetlands

**Actions, other than direct property damage, which would reduce the amount of refund of a contractor’s deposit.**

6. For commencing any construction activities prior to the review and written approval of the ARC: \$500. Additional fines of \$100/day will be assessed if construction continues without ARC approval. No jobsite materials to include, port-potty enclosures, blocks, wood, equipment, trailers, etc. are permitted on the jobsite prior to written approval.
7. All lots in Waterbridge are privately owned. For trespassing or staging building material, storing equipment, dumpsters, porta-potties, building materials, dirt, trusses, etc. on adjacent lots without written permission of owner, or parking so as to obstruct access to an adjacent home’s driveway: \$100 per incident/day, plus restoration costs where applicable. NOTE: You can park on a vacant lot, but your vehicle must be parallel to the street, and not past the utilities for that vacant lot. **Written permission must be provided to the ARC prior to using an adjacent lot for any reason.**
8. For staging building material, storing equipment, dumpsters, porta-potties, building materials, dirt, trusses, etc. on HOA common area: \$100 per incident/day, plus restoration costs where applicable.
9. For failure to maintain the silt fence around the perimeter of the property or orange construction fence at the wetlands: \$100 per day. Silt fence must be embedded 4-6” before the start of construction and must be maintained throughout the entire build until landscaping goes in. For lake front lots, a second silt fence must be installed on the lake edge and sides of lake bank to prevent erosion into the lake. Silt fence will guide the construction crews to the limits of the site property and must be placed fully along the wetlands border and the property perimeter. If a portion of silt fence needs to be taken down temporarily to access a portion of the site from an adjacent property, permission to use that property must be attained per above. NOTE: Silt fence perimeter includes backside, left and right including a return on both sides up to your gravel apron and/or dumpster at site entry. **Landscaping must be complete within 5 days after removing the silt fence.**

10. For allowing trash (including, but not limited to: water bottles, Styrofoam cups, plastic cups, plastic bags, food wrappers, single use plastic, loose cardboard and cardboard boxes, small pieces of scrap wood, plastic building wrapping, small pieces of wire, left over cut pieces of insulation, small broken CMU block, etc.) to accumulate on the site and/or spill over onto neighboring properties, or for leaving significant amounts of dirt or gravel on the street at the end of the workday: \$100 per day. Empty pallets should be stacked, unused building materials picked up and stacked, etc. **Sites should be inspected/policed at the end of every day work is performed on the site by contractor personnel.**
11. For allowing dumpsters to be filled above the rim of the dumpster for 3 business days. \$100 per day. If dumpster does get filled to the rim or above and the dumpster has an attached tarp, it must be used in the 3-day period while waiting for pickup. NOTE: ALL dumpsters must be fully tarped and secured for all named weather events.
12. For working outside of permitted hours on any given day: \$100 per hour, NO PRORATION or FRACTION of time. Permitted hours are Monday through Friday, 7 am to 6 pm. Saturdays 8 am to 5 pm. This includes material delivery by third parties. NOTE: Grace period will NOT exceed 15 minutes for end of day inspection of site. ALL personnel must be exiting the community not later than 6:15 pm for Mondays through Fridays and 5:15 pm for Saturdays.
13. For violating the Sunday or Holiday working restrictions: \$500 per day. No work on Sundays or Holidays as follows: New Year's Day; Martin Luther King Day; President's Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; Christmas Eve; Christmas Day.
14. For removal of any trees or shrubs or any work within a designated wetland or wetland buffer area as shown on the survey: \$500 per incident plus restoration costs if needed. Lot surveyor will mark area of wetlands and erect orange fencing that shall remain in place for the duration of the build. Homeowners will be required to complete and sign the Wetland Acknowledgement Affidavit prior to the start of construction.
15. For music or radio being played on construction sites: \$100 per incident. If ARC, CAMS office or Security is called to the same site multiple times in one day the fine is per occurrence, no limit per day.
16. For failure to remove all construction site materials, porta-potty and enclosures, sample board, dumpsters, trailers, scrap wood, builder signs, etc. from the building site or adjacent lots before owners occupy the home or before you call for final ARC site review: \$100 per day.
17. For failure by any person to use an on-site porta-potty for the intended purposes and instead performing toilet functions outside of the porta-potty or enclosed house or doing so in a place that can be viewed from any location in the neighborhood, including adjacent properties: \$500 per incident. Additionally, the act will be reported to local Health Department Officials and incur the cost of a private company being called by the HOA to clean up soiled areas outside the toilet or home.
18. For failure to request a design change prior to adding the change to the project: \$500.00 per incident. This fine will apply to any changes made during construction, including, but not limited to, driveways, walkways, and patios, as well as the changes identified during final inspection not matching the ARC approved plans.
19. For failure to complete construction within 12 months from the pre-construction review date: \$250 per week.
20. For failure to upload a valid General Liability Insurance Certificate, Worker's Comp Insurance Certificate (if one is required), Builders Risk Insurance Certificate, Horry County Business License or South Carolina Contractors' license: \$200 per week, beginning two weeks after the expiration date for the current certificate, if one is on file
21. For other violations of the Guidelines not mentioned herein, fines will be levied at the actual cost of the corrective action, to include any HOA/ARC expense.

**NOTE: It is not the responsibility of the ARC committee members to monitor your jobsite. It is the builder's responsibility to monitor your own jobsites daily. Therefore, when your jobsite is not compliant to these rules, you will be fined immediately.**

- A. Fines and compliance bond:** Once a builder has accumulated fines on one jobsite which add up to more than half of the compliance bond, the builder will be required to issue the Waterbridge HOA with an additional compliance bond in the same amount as the original compliance bond. After the final project inspection of the project, the builder will be required to address all items listed on the final inspection report within two weeks. If any items are not addressed within these two weeks, ARC will utilize the remaining funds in the road and compliance bonds to bring the project in compliance with the final inspection report.
- B. Parking:** When working on a street that has multiple jobsites that are across from each other it is encouraged that builders and subcontractors park on one side of the street so that through traffic can easily see and traverse the open lane. Builders should inform their subcontractors not to park in front of driveways, across the street from driveways, or within 20 feet of a mailbox.
- C. Job-safety:** For violations of OSHA regulations and/or where persons are endangered by actions of workers, a report will be filed with OSHA. No exceptions! Please provide on-going safety training for your workers and subcontractors.

If you wish to appeal a fine, you may send a written request to [ARC@WaterbridgeHOA.com](mailto:ARC@WaterbridgeHOA.com) to request a hearing with the Waterbridge Board of Directors. If a written request for hearing is not made within 10 days from the date on the fine notifications it will not be accepted.

### **COMPLETE THE FOLLOWING TASK PRIOR PRE-CONSTRUCTION REVIEW**

- 1) **Drop off the Bonds/Deposits check(s) payable to Waterbridge HOA, Inc. into the “ARC Applications” gray drop box at the Waterbridge Amenities Center prior to requesting for the pre-construction inspection. Make Check payable to Waterbridge HOA, Inc. Reference Lot number on the check.**
- 2) **Submit this completed and signed agreement (pages 13 to 15) following to ARC in digital form via the ARC portal [WaterbridgeARC.com](http://WaterbridgeARC.com).**

### **NEW HOME BUILDS:**

- I. Initials\_\_\_\_\_ Builder Compliance Bond **\$7,500**. *Note: Please see part A, above for potential escalation of compliance bond fee. This will be confirmed by the ARC Committee prior to permission to build.*
- II. Initials\_\_\_\_\_ Builder Road Bond **\$2,500**. *Note, \$500 of which is non-refundable.*

### **POOLS AND ADDITIONS:**

- III. Initials\_\_\_\_\_ Builder Compliance Bond **\$3,000**. *Note: Please see part A above for potential escalation of compliance bond fee. This will be confirmed by the ARC Committee prior to permission to build.*
- IV. Initials\_\_\_\_\_ Builder Road Bond **\$1,500**. *Note, \$500 of which is non-refundable.*

Builder Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Builder Name and Title: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Builder Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_