



# THE TRADITION

at

Willbrook Plantation

POA, Inc.

2014





## **BULLETIN**

June 2013

The enclosed package is presented to you for your permanent files. All of you should have in your possession a copy of the Declaration and Covenants and the By-Laws for the Association. These should have been received at the time you closed on your home/lot.

This package contains the following:

- A) Excerpts from the ten (10) amendments, approved by the membership to the Association's Documents.
- B) A copy of the Architectural Review Board Guidelines.
- C) A copy of the Association's Rules and Regulations.

It is the Board's opinion, and the opinion of the Association's attorney, that the current Documents (including the enclosed) of the Tradition at Willbrook Plantation HOA, Inc. are valid documents and that these, along with The Litchfield By The Sea and Willbrook Road Maintenance, are the governing documents for the Association.

*The Tradition*  
*At*  
*Willbrook Plantation*

**Architectural Review Board  
and  
Covenants Guidelines  
for  
Property Owners**

Issued July 2001  
Amended April 2009  
Amended June 2013  
Amended July 2014  
Updated August 2020 (Fine Schedule Only)



## NOTICE

During the history of The Tradition at Willbrook Plantation Property Owners Association, Inc., there have been several Amendments to the Association's Documents. The following is a brief excerpt from each of the Amendments with the book and page number as recorded in the Court of Records, Georgetown, South Carolina.

1)Article VII of the By-Laws: Amended to add the following under Section 1, in part reads: In addition to any other remedies provided herein or in the Declaration, the Board shall have the power to impose reasonable fines, which shall constitute a lien upon the property of the violating owner and to suspend an Owner's right to vote or to use the Common Area for violation of any duty imposed under the Declaration, these By-Laws, or any rules and regulations adopted hereunder. Book 823 Page 47

2)Article III of the By-Laws: Amended Section I to read as follows: The annual meeting of the members shall be held in February of each year at a date and time to be set by the Board of Directors. Book 1203 Page 311

3)Article VII of the By-Laws: Amended Section 2© (1) by adding: The Board of Directors may in the event of any emergency, levy a special assessment or assessments for the purpose of repairing or restoring any of the common properites to their condition which existed prior to the emergency situation. Book 1203 Page 311

4)Article V of the By-Laws: Amended Section 2 as follows: The first sentence shall be deleted in its entirety ("Election to the Board of Directors shall be by secret written ballot") and replaced with: "Election to the Board of Directors shall be voted on in person or by proxy." Book 1203 Page 311

5)Article VII of the Declaration: Amended Section 10: The section shall be deleted in its entirety and shall be replaced with the following: All walls and fences must be approved by the Architectural Review Board in accordance with the guidelines in existence. No property line yard fence (perimeter) or wall is permitted on any lot. Screen fences may be erected on patios, or to enclose HVAC units, propane gas bottles or irrigation pumps. Screen fences are limited to the rear of the house, but exceptions may be approved under special circumstances if HVAC units, propane gas bottles, and irrigation pumps are located on the side of the house. Patio screen fences may not exceed six (6) feet in height, and any over four (4) feet in height must have a minimum 25% open architecture.

Screen fences for HVAC units, propane gas bottles, and irrigation pumps must have a minimum 25% open architecture.

Maximum open architecture fences for in ground pools and screen fences for spas may be approved and are required by code.

Landscape retaining walls may be approved for some lots where in the opinion of the ARB elevation of grade conditions may warrant.

Complete specifications, including location, materials, color and design are to be in accordance with the ARB Guidelines in force at the time of Application for any modification or alteration. Book 01126, Page 245.

- 6) Article X, Section 2 of the Declaration is amended to delete the phrase: "and Mortgagees if any" from this section. The remainder of the section shall remain unchanged. Book 01126, Page 145.
- 7) Article IV, Section 1 of the By-Laws is hereby amended to delete the following language from the end of the first sentence, "three (3) directors". the deleted language shall be replaced with the following: "five (5) directors". Book 01226, Page 249.
- 8) Article IV, Section 2 of the By-Laws is hereby amended to delete the following language from the end of the first sentence the members shall elect a successor director for a term of three (3) years. The deleted language shall be replaced with the following: the members shall elect successor director(s) for the terms of three (3) years. The terms of each director shall stagger so as no more than two (2) directors may be elected at any given meeting. Book 01126, Page 249.
- 9) The existing Article IV, Section 1 of the By-Laws for Tradition at Willbrook Plantation, as amended shall be deleted and shall be replaced by the following language:
 

Number. The affairs of this Association shall be managed by a Board of five (5) directors, who shall be members of the Association.
- 10) Article VII of the Declaration shall be amended by the addition of the following language:
 

Section 18. Rental Restrictions. Lease or rental of a dwelling for residential purposes shall be permitted provided that the lease is for a duration of at least six consecutive months, and provided that the lease or rental agreement is in writing. Owners shall furnish the Board of Directors with a copy of the lease or rental agreement upon request.
- 11) Article VIII of the Declaration is amended by the addition of a new Section 10 as follows:
 

Section 10. "Transfer Fees"  
 (a) Beginning on January 1, 2009, upon the sale or transfer of a Lot, there shall be assessed by the Association and collected from the new Owner of each Lot a transfer fee equal to one quarter of one per cent (1/4%) of the sale price of such Lot. The fee shall be charged to the purchaser of the Lot and shall be payable to the Tradition at Willbrook Property Owners Association, Inc. at the closing of the transfer.

# *Tradition At Willbrook Plantation*

## GENERAL GUIDELINES

In order to create a congenial and dignified residential atmosphere, the Board of Directors has adopted Rules and Regulations for the guidance of all owners, their families and guests. In general, the Rules are not original to us, but are the result of our experience and the experience of other associations. These Rules and Regulations may not please everyone entirely nor were they designed to satisfy individual personal desires. This would be an impossible task. From our experience, they will meet the approval of a large majority of owners and this is the only means of achieving success in this kind of living.

Any questions, suggestions or complaints should be directed to the appropriate committee. If that committee cannot resolve them for you, they will be referred to the Board of Directors for a final decision. It is asked that everyone follow this procedure so that your requests may be handled in an orderly manner.

These Rules and Regulations are somewhat lengthy, but it is hoped that they will answer as many questions as possible at the outset. They will be reviewed as required by the Board of Directors and appropriate amendments will be made. It is hoped that we may have the understanding and cooperation of all owners and guests, in order that we may all enjoy the benefits of association living to the fullest.

The Tradition Board of Directors



## CHILDREN

Reasonable supervision of children by a responsible adult must be exercised at all times. Special attention should be exercised while driving throughout The Tradition to insure the safety of all children.

## FACILITIES

1. The facilities of Tradition (clubhouse, swimming pool and tennis court) are for the exclusive use of owners, lessees and their invited guests.
2. Any persons using the clubhouse and tennis court facilities shall be responsible for keeping them clean and presentable.
3. Under no circumstances will the clubhouse be used for commercial purposes.
4. Each owner shall be responsible for any damage caused to the clubhouse or its contents by the owner, lessees and/or invited guests.
5. Request for private use of the clubhouse should be directed to the appropriate Board member.
6. Under no circumstances is wet swimming attire permitted in the clubhouse.
7. The clubhouse facility is a "NO SMOKING" facility.

## SECURITY

Security is the responsibility of each and every one of us. Depending upon the nature of the situation, owners are requested to notify either the sheriff or the Board of Directors of any suspicious people, trespassing and/or unusual activities in The Tradition area.

## SWIMMING POOL

1. Swimming in the pool is permitted between the hours of 8:00 AM and 10:00 PM. In view of the fact that the pool is not guarded, PERSONS USING THIS FACILITY DO SO AT THEIR OWN RISK. Children under 12 years of age must be accompanied by a responsible adult when using the pool or recreation area.
2. Please shower thoroughly each and every time before entering the pool.
3. Appropriate attire/conventional swimsuits are required.

## SWIMMING POOL (Continued)

4. The Board believes that the playing of radios in the pool area can be annoying to others present. Therefore, the Board wishes to discourage the use of radios. If people insist on bringing radios to the pool area, the volume must be kept as low as possible.
5. Pneumatic floats or other paraphernalia of a similar nature, except for swimming aids, are not permitted in the pool.
6. Pets are forbidden in the pool area.
7. No running or jumping is allowed in the general pool area.
8. Please do not "reserve" a chaise by leaving a towel or beach clothing draped over the chaise if you intend to pursue activities elsewhere.
9. At no time should glass be brought to the pool area. ***Metal or plastic glasses or containers must be used.***
10. Adults and children in diapers must wear state approved pool diapers.
11. Handling or playing on safety rope is prohibited.
12. No skates, skateboards or bicycles are permitted at any time.

## TENNIS COURT RULES AND REGULATIONS

1. The tennis court may be used by residents of The Tradition and their guests. Guests under the age of 16 must be accompanied by the resident or the guardian (visiting family member) of the minor guest.
2. The gate should be locked when the court is not in use. Your key to the pool and bath rooms will unlock the key holder attached to the gate.
3. Tennis courts will be available for use from 8:00AM until dusk.
4. Court may be reserved for one hour of play for singles, and one and one-half hours of play for doubles, in a twenty-four hour period. Board is provided for reservations at the court. Club functions take priority.
5. Court may be used for tennis ONLY. No bicycles, skates/skateboards allowed.
6. Shoes must be smooth, rubber-soled tennis or court shoes, which do not leave marks on the court.
7. Shirts are required at all times.
8. No glass is allowed on the court. Put trash in trash containers before leaving.

## CLUBHOUSE

### 1. Facilities utilization

The CLUBHOUSE may be reserved on a continuing basis, at no charge, by groups that are open to all residents. These groups may include a limited number of local area residents. There will be an annual sign up in the fall by all groups using the CLUBHOUSE on a continuing basis. Conflicts will be resolved by the BOARD. The POOL cannot be reserved except for special purposes approved by the BOARD (e.g. Water aerobics classes, fireman training, school swim teams, etc.). The POOL is maintained all-year-round for the hearty ones but is not heated & the furniture is stored for the winter months. The TENNIS COURTS can only be reserved by residents using the sign up board at the entrance. They can be used by their relatives & in-house guests. Local area residents may play with a Tradition resident present. Children under 12 must be accompanied by a responsible adult. Shoes must be smooth & rubber soled which do not leave marks on the court. Bicycles, skates and skateboards are not allowed. Pets are not permitted in any of the facilities.

### 2. Private event rentals

The CLUBHOUSE can be reserved for private events at a cost of \$25 per day/night plus a \$100 deposit that will be returned or voided following satisfactory inspection of the facility. The charge may be waived by the BOARD for certain events such as funerals. Checks should be made out to "TPOA" and given to Tom Ellison (575 Tradition Club Dr) or future BOARD designated coordinator. The coordinator will provide a key for temporary use. Private use will be available on a first-come first-serve basis (Often times you may successfully negotiate with currently approved users). Outside subcontractors (e.g. caterers) must have liability insurance and sign a waiver.

### 3. Private event restrictions

The CLUBHOUSE cannot be used for business or political events. The CLUBHOUSE is not available to residents that wish to sponsor functions for local area events (e.g. dances, club meetings, etc). Charitable fund raising events, sponsored by a Tradition resident, may be permitted with BOARD approval. CLUBHOUSE equipment (e.g. chairs & tables) may be borrowed for outside events with BOARD approval.

### 4. Detailed instructions

Specific detailed instructions for use, safety & cleanup of the facilities are posted in the POOL & TENNIS COURT areas. (Note that the posted "POOL RULES" are required by the state.) The CLUBHOUSE is a NO SMOKING facility A check off list & sign out sheet is located in the kitchen. Outdoor barbeques are permitted only at the south east corner of the tennis courts.



**Tradition at Willbrook Plantation Fine Schedule**

President D. Mato recently met with both the Rules and Covenants Committee to discuss a fine schedule that would be fair and consistent for all property owners.

The Board of Directors and the Management Company as well as our attorney have approved the new Schedule, December 2012.

**Fines for Violation of ARB Rules and Regulations**

Any and all work approved by the ARB shall require an Owner to obtain, as applicable, the appropriate governmental permit and provide proof of said permit to the ARB. If an Owner takes work that has been approved by the ARB without obtaining the necessary permit, then that Owner shall be subject to the following:

**This information is out of date.**

**See new Fine Schedule**  
**and information**  
**on pages 15-16**

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1. \_\_\_\_\_ compliance with Kuester notification.
2. \_\_\_\_\_ \$500 monthly fee (after the initial \$50.00 fee) that shall accrue plus costs, including reasonable attorney fees, until the Owner becomes compliant.

**Appeals**

An Owner shall have the right to appeal fines levied directly to the Board of Directors at a regularly scheduled board meeting. It is expressly stated that the appeals process shall be limited to fines and shall not be responsible for the imposition of liens as a result of an Owner's delinquency or nonpayment of assessments set forth in the Declaration.

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# *The Tradition at Willbrook Plantation*

## Architectural Review Board Guidelines For New Construction and Modifications and Alterations to Existing Residences

### **I. Introduction**

The Architectural Review Board (ARB) is a committee appointed by the Board of Directors of Tradition at Willbrook Plantation for the purposes of:

- 1.) Ensuring compatibility of design among the Tradition at Willbrook Plantation homes,
- 2.) Preserving and enhancing the natural design objectives of the community.
- 3.) Establishing and maintaining a harmonious design for the community, and
- 4.) Promoting and protecting the values of properties within The Tradition at Willbrook Plantation.

In order to accomplish its purposes, the Covenants and Restrictions state that no building, wall, screening, deck or other structure shall be erected, placed or altered until the proposed building plans, specifications, exterior color or finish, plot plan (showing the proposed location and elevation of such building wall, screening, deck, or other structure, drives and parking areas), landscape plan and construction schedule shall have been approved in writing by the Architectural Review Board.

Prior written approval shall also be required for an addition to an existing building or structure or any renovation or change thereto, as well as any alterations to the exterior appearance of any building structure.

You may appeal a decision of refusal by the Architectural Review Board by writing to the Board of Directors. The Board of Directors' decision is final and binding.

These guidelines are not all inclusive. They are intended to provide guidance to homeowners regarding the most common improvements and upkeep of their homes. Since there may be other changes a homeowner wishes to make that are not in these guidelines, residents are advised to contact any member of the ARB before making any change to the appearance of one's home. The ARB member will advise if formal application for the proposed change is necessary.

### **II. Review And Approval Process**

#### **New Construction**

##### **Preliminary Review**

Submit application and two copies of preliminary drawings to the ARB for preliminary review. Submitted documents must comply with the Architectural Review Checklist. Data must be received by the Board two weeks prior to the monthly ARB meeting.

### **Final Review**

Submit application and two copies of the final construction drawings and specifications to the ARB for final review. Also submit exterior material and color samples. The application must be accompanied by the required fees and received by the Board two weeks prior to the monthly ARB meeting.

### **Revision or Improvement Review**

Submit application and one copy of drawings and/or letter of description of revisions or improvements to the ARB for review two weeks prior to the monthly meeting. No revisions or improvements shall be implemented without ARB approval. Failure to comply may lead to assessment of fines, or other enforcement action. The application must be accompanied by any applicable fees. For more details please refer to the Application Submission and Payment of Review Fees and Deposits (page 8).

### **Construction Scheduling**

Construction or improvements must commence within six months from Final Approval or plans must be resubmitted to the ARB for review and approval. For construction hours see page 8.

### **Items which need no approval**

Homeowners may undertake the following without ARB approval, provided such work harmonizes with community standards and aesthetics:

1. Expansion of existing natural landscaping area or creation of new areas (as long as the 40% lawn requirement is maintained),
2. Changing of seasonal flowering plants and mulch,
3. Planting of trees or shrubs,
4. Removal of trees less than 4 inches in diameter.
5. Installation of kick plates on doors.

## **III. Site Guidelines**

### **Site Grading**

Site Grading should be kept to a minimum. Lots must have positive drainage. Water run-off should be directed to natural swales or storm drainage facilities installed by the developer.

### **Wells**

Wells are allowed and require ARB approval.

### **Irrigation Systems**

Irrigation systems are essential for maintaining lawns and landscaping consistent with community standards. Wells are encouraged by the County Water District to minimize the drain on community treated water supplies. However, a chemical addition system may also be required to minimize rust deposits. Periodic removal of rust on siding, driveways, sidewalks, gutters, streets and mail boxes is an owner responsibility.

**Irrigation Pumps**

All irrigation pumps are to be placed inside of the garage or in the rear of the dwelling. Circumstances may qualify for exception by the ARB. Any exception to a rear or indoor location will require appropriate screening from view as defined and approved by the ARB. *For more details on screening, please refer to the Screening section (page 4).*

**Driveway/Sidewalks**

1. Driveway and walkways surfaces may be coated with ARB approval.
2. All structural changes to a driveway or sidewalk must be approved by the ARB.
3. Driveways walkways and patios may be concrete, brick or pavers and require ARB approval.

**Outdoor Swimming Pools, Hot Tubs and Jacuzzi**

1. Outdoor swimming pools require approval from the Architectural Review Board. Above ground pools are not permitted. Pools are not permitted in front yards or within setback requirements. Backwash from pools cannot go into golf course or onto adjoining property. All such improvements are subject to approval of and compliance with all governmental laws and regulations (both State of South Carolina and Georgetown County). *Note:* Fence around pool area must be approved by the ARB and cannot be installed prior to swimming pool installation.
2. Hot Tubs and Jacuzzi require approval from the Architectural Review Board. Hot Tubs and Jacuzzi must be screened and locked. All such improvements are subject to approval of and compliance with all governmental laws and regulations (both State of South Carolina and Georgetown County).

**Exterior Lighting**

All lamppost and exterior lighting must be approved by the ARB. *Additional information about exterior lighting refer to the Covenants section.*

**Above Ground Gas Tanks**

Above ground gas tanks should be screened in an acceptable manner which is approved by the ARB. *For more details, please refer to the Screening section (page 4).*

**Mailboxes**

Mailboxes must be built according to ARB design and specifications. The ARB will determine location, color, size, design, lettering, house numbers, and all other particulars of all mail/paper delivery boxes, including standards and brackets and name signs for such boxes in order that the area may be strictly uniform in appearance. *Additional information regarding mailboxes can be found in the Covenants section.*

**Tennis Courts, Antennas and Satellite Dishes**

Tennis courts and antennas are not permitted. Satellite dishes larger than 18 inches in diameter are not permitted. Appropriately sized Satellite dishes must have location approval by the ARB prior to installation.

### **Recreational Equipment**

With ARB approval, residents may install commercially available or custom built children's swing/play sets. Such sets must be placed in the rear of the house.

### **Fences**

Fences are not allowed. Full perimeter fences are prohibited.

Note: Fences for outside swimming pools, which are required by law, may not be installed until outside swimming pool is installed and the fence design has received ARB approval.

### **Screening**

All screening around hot tubs, irrigation pumps, above ground gas tanks, heating and air conditioning units, firewood stacks and privacy screening around patios must be ARB approved. ARB approved materials for screening is PVC, brick or stucco. Both design and material must conform with the exterior façade or trim color of the residence.

All screening must have a minimum of 25% open architecture and must match the color of the house trim or façade. PVC up to four feet in height or "live" natural screening (i.e. shrubs) for HVAC and irrigation pumps must be approved. Screening will be limited to the height necessary to screen the item. Screens for patios, hot tubs, Jacuzzi, etc. may not exceed six feet in height.

### **Retaining Walls**

Landscaping retaining walls may be appropriate for some lots where in the opinion of the ARB, elevation of grade may warrant.

### **Mechanical Equipment**

All mechanical equipment (heating and air conditioning) shall be placed in the rear of the dwelling. Circumstances may qualify for exception by the ARB. Any exception to a rear location will require appropriate screening from view as defined and approved by the ARB. "Slim Line" type through the wall HVAC units may be approved where conventional heat and air is not available. These units must be approximately 6" from the floor slab.

### **Residential "For Sale" or "Rent" Signs**

All residential "For Sale" or "Rent" signs must meet ARB design and specifications. The signs are available for a fee from Island Sign Company (237-9098). For more information regarding signs, refer to the Covenants section.

### **Gazebos, Arbors, Trellises, Etc.**

Free standing structures other than the dwelling, such as sheds, storage buildings, gazebos, arbors, wishing wells or free standing trellises and the like are not permitted. Application for a trellis immediately adjacent to the side or rear of the house may be approved if ARB aesthetic criteria are met. Only PVC is acceptable and must match the color of the house façade or trim.



### **Awnings**

Retractable awnings may be approved by the ARB for the rear of the house over a patio. The awning fabric must meet ARB requirements.

## **IV Landscaping Guidelines/Outside Maintenance**

### **Guidelines**

1. Landscaping plans are to be submitted to the ARB for approval.
2. Site landscape area for a new home or addition will consist of a minimum of 40% lawn, which shall be established within one growing season, unless otherwise approved by the ARB. The balance of the landscaping should be planted beds or manicured natural scenes.
3. It is emphasized that existing beds/natural areas cannot be expanded to the extent that the 40% lawn minimum is not maintained.
4. Use of decorative stones requires ARB approval.
5. An underground irrigation system is recommended, but not required.
6. Trees four inches or more in caliper measured twenty four inches above grade, regardless of species, must not be damaged or removed without ARB approval. Removal of any trees is discouraged, except in cases where a tree may be dead or dying, unsightly, or pose a hazard. Any tree of such size for which removal has been approved must be replaced by the homeowner with a tree of minimum size (2-3 inches in diameter). The ARB may grant an exception to tree replacement based upon the vegetation remaining in the yard.  
Note: The ARB can authorize removal of up to two trees. To request removal of more than two trees, please submit the application to the Board of Directors for their consideration.
7. Berms are to be a 3:1 ratio, landscaped permanently and cannot be located on the front of the property.
8. Use of decorative containment around beds should not exceed two blocks in height. (Total height not to exceed 10 inches without ARB approval.)
9. Window boxes are permitted only in the rear of the house.
10. Artificial flowers/plants are not permitted.

### **OUTSIDE MAINTENANCE**

It is the responsibility of each individual homeowner to remove any accumulation of rust, mildew or mold, which appears on roofs, driveways, sidewalks, curbing, mailbox posts, lamp posts, the street or on the exterior facade of residence.

NOTE: If outside lawn maintenance is neglected, and the homeowner does not remove rust, mildew or mold build-up after notification, the Board of Directors may issue a fine or contract such work to be done at the homeowner's expense.



## **V. Architectural Guidelines**

### **Architectural Styles**

Architectural styles must be compatible with existing styles throughout The Tradition. Other styles may be approved by the ARB on an individual basis. Modern or ultra-contemporary styles are not acceptable.

### **Acceptable Exterior Materials**

Acceptable exterior materials include:

Wood (painted), brick (reds and browns), stucco, painted Masonite, approved aluminum / vinyl siding and cement composition (Hardie Plank).

### **Unacceptable Exterior Materials**

Unacceptable exterior materials include:

Untreated wood, brick (glazed and/or yellow), concrete bricks, masonry block, permas-tone and exterior wainscoting.

### **Acceptable Roofing Materials**

Acceptable roofing materials include:

Architectural style fiberglass shingles (240 lb. minimum) and asphalt shingles. Wood shingles, tern, copper, colored standing seam metal and tile roofs are unacceptable. Roofing shingles used for replacement or repairs must follow existing color as closely as possible. Any alterations must be approved by the ARB.

### **Minimum Roof Pitch**

Minimum roof pitch on main roof is 6 in 12; however, the suggested pitch is 8 in 12.

### **Minimum First Floor Elevation**

Minimum first floor elevation above road crown should be 1 foot. Maximum roof ridge above grade should be 35 feet.

### **Roof and Gutter Colors**

The use of vivid or bright colors or pastels is discouraged. Roofs should be dark colors. Gutters should be painted to match trim. Roof penetrations should be painted the same color as the roof. All exterior colors must be approved by the ARB.

### **Carports and Garage Doors**

Carports are not permitted. Any change to an existing garage door requires ARB approval.

### **Solar Devices**

Solar devices are discouraged but may be approved by the ARB. Devices should be compatible with the site and integrated with the architecture.

### **Exhaust Fans**

Exhaust fans are permitted and should be installed in unobtrusive roof locations, preferably in the rear of the house, and should be painted to match the roof shingles.

**Windows and Doors**

Windows and doors should be compatible with house design and be of quality materials. The use of standard or wood doors in conventional wood finishes is acceptable. Natural aluminum windows and doors are unacceptable. Predominant window height in the front of the house shall be 5 feet minimum. Any decorative doors (etched glass, grillwork, etc.) will require ARB approval.

**Skylights**

Skylights should match the roof color and blend with the architecture. Skylights require ARB approval.

**Shutters and Storm/Screen Doors***Decorative Shutters:*

Standard shutters may be installed to replace or augment the original shutters installed at the time of construction and may also be installed on the side and rear windows. Style and color must be approved by the ARB.

*Storm Screen Doors:*

Storm/Screen doors for the front of the house or facing any street must be full view (90%); side doors not facing any street must be 60% view. Color must match house trim. A catalogue cut of the proposed door must be submitted to the ARB for approval.

*Hurricane Shutters*

Hurricane shutters require ARB approval. Approved shutters may be put up no more than 72 hours prior to a predicted storm and must be removed no later than 72 hours after emergency officials issue a reopening of the area to residents.

*Note:* The Board of Directors can legally hire people to remove storm shutters at the homeowner's expense if the shutters remain up for a period of 14 days after re-entry is permitted.

**Screened/Unscreened and Enclosed Porches**

Screened/unscreened and enclosed porches should match as closely as possible the house façade and trim. All porch additions must have ARB approval.

**Exterior Paint Colors**

The paint color of the exterior of residences, or screening shall not be modified unless approved by the ARB. Exterior paint colors for doors and shutters that have been approved by the ARB are listed below. All colors are Sherwin Williams Paint. Color that is not Sherwin Williams should match as closely as possible. Approved wood stain is required for all wood doors.

*Note:* The list of the current ARB approved colors can be found on page 7. You may want to contact an ARB member to receive the updated color list, as the names of the paint colors change periodically.

## Approved Colors

The list of exterior paint colors approved by the ARB has been updated and may be found online at [tradition29585.com](http://tradition29585.com) > Architectural Review Board > "Click to see Tradition Approved Colors"

### Garage Door Colors

Although white doors are preferred, colored doors may be used if approved by the ARB

All garage doors must be one color.

For stucco homes - the color matches the color of the stucco.

For sided homes - the color matches the color of the siding.

For brick front homes - the color must match the color of the siding on the sides and rear of the home.

For homes that are entirely brick - the door must remain white.

### Construction/Commercial Work Hours

Construction hours for modifications and alterations are the same as for new construction.

Weekdays	Saturdays	Sundays (quiet work only)
7:00 AM to 6:00 PM	8:00 AM to 5:00 PM	9:00 AM to 5:00 PM

### Application Submission and Payment of Review Fee and Deposits

A completed application form in duplicate must be submitted by the property owner or owner's agent with payment in full of any non-refundable Review Fee, and separate payment in full of any Impact or Landscape Deposits before the commencement of any construction activity of any type (new construction or modification and alteration to existing residence). Checks should be made payable to "The Tradition POA".

Work may commence only after issue of a Permit by the ARB.

No plans will be accepted for review by the ARB until receipt of the application fee(s) and the completed Application for Construction/Alteration/Removal Projects. The application form must be signed and dated before review.

The owner/agent should include with the application and fee all documentation and other information and provide to an Architectural Review Board Member or mail to:

The Tradition at Willbrook Plantation - Architectural Review Board  
P.O. Box 1852  
Pawleys Island, SC 29585

Refund amounts may vary according to the scope of the project, i.e. utilization of heavy equipment, including, but not limited to, trucks with more than two axels, track-driven equipment, front-end loaders, backhoes, concrete trucks, dumpsters, etc.

#### Impact and Landscape Deposits

Portions of Deposits may be refunded after completion of the project, Final Inspection and Certificate of Occupancy is obtained from Georgetown County. These deposits cover any damage to The Tradition common areas from contractors, vendors, etc. during construction.

## *The Tradition at Willbrook Plantation*

### COVENANTS GUIDELINES

As a general statement, ARB (Architectural Review Board) approval is required for any physical changes or modifications to site locations or buildings. The Covenants Committee has the responsibility for continuously assuring that Tradition Club residents, their guests, and renters are upholding these site guidelines.

*These guidelines are not all inclusive.* They are intended to provide guidance to homeowners regarding the most common improvements, decorative changes and upkeep of their homes. *Since there may be other changes a homeowner wishes to make that are not in these guidelines, homeowners are advised to contact an ARB member or a Covenants Committee member before making changes to the appearance of one's home.* If request requires ARB approval, resident will be advised to submit a formal application.

#### CARS, TRUCKS, VEHICLES (Also see RECREATIONAL EQUIPMENT/VEHICLES)

1. When possible, cars should be parked in the garage.
2. Garage doors shall be closed except when garage is in use.
3. Any vehicle with a gross weight of 6000 pounds or more must be stored off site or in an enclosed garage.
4. No automobile, other vehicle, motorcycle, or other similar item shall be repaired, maintenance performed or placed "on blocks" or stands except in an enclosed garage.
5. Any inoperative vehicle must be stored/parked in the garage.
6. All commercial vehicles with or without lettering must be stored/parked in the garage or off site.
7. Any vehicle without current S.C. license plate/registration must be parked/stored in the garage.
8. On street overnight parking is not permitted. Overnight is defined as dusk 'til dawn.
9. Motorists are required to obey the established laws, rules and regulations of The Tradition, the state and the county, including stop signs and speed limits.
10. Covered vehicles are not permitted in the driveway; they must be garaged.
11. No vehicles shall be parked in driveways unless the length of the driveway is sufficient to hold the entire vehicle, and in no event shall vehicles be parked in such manner as to inhibit or block access to residences, garages, sidewalks or parking areas.
12. Parking on lawns or common areas is not permitted.



## CONDUCT

Each owner is responsible for the proper conduct of members of his/her family, guests, renters and service personnel. Owners should be certain that they understand and observe all Rules and Regulations. Renters should be given a copy of the Rules and Regulations. Fines will be assessed against owners for violations.

ESTATE SALES (See Page 13, TAG/YARD/GARAGE/ESTATE SALES)

EXTERIOR LIGHTING (See Page 3, ARB Section)

1. Exterior lights & bug zappers must not be a nuisance to adjoining properties.
2. Sensor lighting must not infringe upon neighbors' privacy.
3. All holiday lighting and decorations should be displayed for a reasonable limited time, before and after the time for celebration.
4. Colored lights of any type are not permitted (with the exception of holiday lighting).

## FIREWOOD

Firewood should be stored behind the front line of the house, so that it is not viewable from any street. In the case of corner lots firewood may need to be screened.

FLAGS/WINDSOCKS/BANNERS, etc.

1. Flagpoles (in ground) are not permitted.
2. Stanchions are allowed only on front or rear of the house.
3. Flag/Banner designs must be non-controversial.
4. It is suggested that seasonal/holiday flags be decorative in nature.
5. The Covenants Committee, at its discretion, may deny flags, which are considered inappropriate.
6. Windsocks and other similar decorations are not permitted.

GARAGE SALES (See Page 13, TAG/YARD/GARAGE/ESTATE SALES)

GAS TANKS & IRRIGATION PUMPS ABOVE GROUND  
(See Below, LANDSCAPING GUIDELINES)

## LANDSCAPING GUIDELINES

1. All landscaping must be maintained in a neat and orderly condition and in a manner consistent with the standards of the community. Lawns should be neatly mowed and properly edged. Shrubs should be neatly trimmed.
2. All weeds, diseased lawn, trees, ground cover or shrubbery shall be removed and replaced.
3. Trees or tree branches cannot obstruct walkways.
4. White decorative stones, chips, etc. are not permitted. Other colors of decorative stone require ARB approval.
5. No decorative stones, blocks or bricks are permitted around street posts, except at ground level to protect post from string trimmers and mowers.

6. Screening
  - a. Screening is required around Above Ground Gas Tanks, Irrigation Pumps, Heat & Air Conditioning Pumps and Firewood Stacks, which can be seen from any street. This includes the backyards of corner lots where equipment is visible from the street. Also side yards seen from the street.
  - b. Screening with shrubs or screening using any type of construction material must be approved by the ARB.
7. Yard waste and grass clippings must be removed to recycling - not dumped in common areas or in drains.
8. No cultivated vegetable garden plots of any size are permitted.
9. Artificial flowers/plants are not permitted.

#### LAWN/OUTDOOR FURNITURE & YARD ORNAMENTS

1. No furniture, yard ornaments (bird baths, fountains, statues, etc.) shall be permitted or placed in front yard of the house.
2. Small yard ornaments or plants may be placed on the front steps of the home.
3. The use of outdoor furniture is permitted only in the rear yard of residence.
4. No permanently affixed furniture is allowed.

#### LAWN AND GARDEN IMPLEMENTS

Lawn and garden implements and garden materials must be stored in the garage or off site when not in use (i.e. wheelbarrow, rake, shovel, mulch, etc.) Garden hoses should be properly stored indoors or on suitable mounts or neatly coiled up in an inconspicuous area not forward of the front line of the house.

#### MAILBOXES

1. Mailbox posts with attached mailboxes must be according to ARB design and specifications.
2. Required paint formulas for wooden posts can be purchased in one-quart cans from the following:
  - Sherwin Williams in Murrells Inlet
  - B1 3/32 1/64
  - Y3 8/32 1/64
  - R2 1/128
3. Any black spray enamel paint may be used to paint your mailbox. New approved mailboxes are available at commercial establishments such as K-Mart, Wal-Mart, Home Depot, Lowe's. Boxes are 10 7/8 x 8 1/2 x 20 1/4 inches deep.



4. To replace the entire assembly, see [tradition29585.com](http://tradition29585.com) > ARB > Suggested Vendors.
5. To comply with Fire Department requests for safety reasons house numbers are required to be 3 to 4 inches in height and on both sides of the mailbox post and readily visible from passing vehicles.
6. Names may be placed only on the front of the box with an approved name bar. (ARB)
7. Flower pots, numbers, names or other object are not permitted on top of mailbox. A nail may be placed on top of post to keep birds away.
8. Decorative plants may be planted at the base of the post provided they do not obscure the house numbers.
9. Flower pots surrounding base of mailbox assembly are not permitted.
10. All landscape pots within the Tradition are deemed acceptable provided they enhance the overall appearance of the property. The Covenants Committee has been directed by the BOD to determine if your Landscape Pots are enhancing your property. The purpose of these guidelines is to allow property owners who wish to maintain Landscape Pots have the ability to do so within Tradition guidelines.

#### NOISE

Be thoughtful of one's neighbors. Loud noises from televisions, stereo equipment, musical instruments, lawn equipment and talking should be kept to a minimum at all times, especially during the hours between 11:00 PM and 8:00 AM.

#### PETS

Household pets shall be contained on the owner's lot unless on leash (Georgetown County leash law). It shall be considered a nuisance if such pet is allowed to leave waste upon another's lot, on the common grounds or on the street or sidewalk. Pet owners are required to clean up their pet's waste and dispose of it in their home receptacle.

Covenants Committee will notify residents of excessive barking or other annoyances by pets. Non-compliance may be cause for issuance of a fine to pet owner.

#### RECREATIONAL EQUIPMENT/RECREATIONAL VEHICLES

1. Recreational equipment (basketball goals, bicycles, motorcycles, golf carts, etc.) must be stored in garage at day's end.
2. Basketball equipment cannot be attached to the house.
3. Recreational equipment/vehicles (boats/trailers, RVs, camp trailers, motor homes, etc.) must be stored off site or in a garage. Such vehicles may be parked outside for a 24-hour period for loading and unloading.

## SIGNS

1. All residential "For Sale" or "For Rent" signs shall be of ARB approved design and specifications, available for a fee from Island Sign Company, (843) 237-9098.
2. Home security system signs are permitted.
3. Electrical invisible fence signs are permitted.
4. Tag/yard/estate/garage sale signs are not permitted. (See Page 13, Tag/Yard/Estate/Garage Sales).
5. No builders, advertising, service industry or other signs are permitted.
6. For sale signs are not permitted on automobiles, boats, or other vehicles, etc. while parked within The Tradition.
7. Open House signs are permitted only during the hours of the open house day.
8. ARB permit signs are permitted/required in home window.
9. A job site sign box containing plans and county permits is permitted on a job site for inspectors. It is recommended that these boxes be placed on the side of the house not forward of the front line of the house.

## TAG/YARD/GARAGE/ESTATE SALES

1. Private yard sales are not permitted.
2. Sales may take place inside the home with garage door closed without the use of signs.
3. Residents may participate in annual yard sales sponsored by the Association.

## Estate Sales:

You may have an Estate Sale under the following rules:

1. Your house must be for sale.
2. The sale must be indoors and the garage door shut.
3. No sale items on the front yard.
4. One day only.
5. You must have a permit from the Board of Directors.

#### TRASH RECEPTACLES & TRASH PICKUP

1. Each homeowner shall provide trash receptacle(s) to facilitate trash removal. Receptacles must be stored indoors or screened behind the front line of the home.
2. On garbage pick-up days all garbage and bags containing household garbage must be put inside receptacles. Yard waste may be put into large separate bags.
3. Receptacles and yard waste bags may be put out after 5:00 PM the day before pickup and receptacles stowed after pickup the following morning.

#### WINDOW BOXES

Window boxes are only allowed in the rear of the house.

YARD ORNAMENTS (See Page 11, LAWN FURNITURE AND YARD ORNAMENTS)

YARD SALES (See Page 13, TAG/YARD/GARAGE/ESTATE SALES)

## Tradition at Willbrook Plantation Fine Schedule

Pursuant to the Bylaws of Tradition at Willbrook Plantation Property Owners Association, Inc., the Board of Directors, pursuant to Article VII, Section 1(a), has the power to adopt and publish rules and regulations and to establish penalties for the infraction thereof. As a result, the Board of Directors met with the Architectural Review Board (ARB) to discuss a fine schedule that would be fair and consistent for all property owners.

The Board of Directors has duly adopted the following Fine Schedule on August 27, 2020.

### Fines for Violation of Declaration of Covenants, Bylaws, or ARB Guidelines

1. For all exterior work performed to a property, the Owner must submit a request to the ARB for approval and permit to proceed. An ARB permit is not required for the planting of live flowers, bushes, and trees. Additionally, some requests may require governmental approval from Georgetown County and the contractor or homeowner must request said approval before proceeding with your ARB project.
2. If an Owner undertakes work that has not been approved by the ARB, or has not acquired the appropriate permit(s) from the County, when necessary, then that Owner shall be required to submit an application to the ARB when the project is identified. The \$25 refundable review fee will not be returned and will be retained as a fee. The exception to this is roof replacement and construction of any addition, driveway, walk, or patio (which requires \$500 or more in refundable deposits). In addition to a fine (see Major ARB Violations) below, work, which does not meet ARB expectations, must be modified to meet guidelines at the Owner's expense. Damage of any kind to streets, curbs, sidewalk, and Common Area must be repaired at the Owner's expense. The Board reserves the right to pursue all available legal remedies to bring the owner into compliance, including, but not limited to, a Covenant Enforcement action.
3. The following lists of violations are subject to the following fines. Items listed below are the most common. This is not intended to be an all-inclusive list.
  - a. Pets unleashed beyond Owner's property: Third offense \$25.
  - b. Failure to remove your pets waste from any location beyond your own property: Third offense \$25.
  - c. Conduct by owner, guest or renter that includes excessive or disturbing noise from individuals, pets, or vehicles: Third offense \$25.
  - d. A vehicle (car, truck, motorcycle, or recreational vehicle) that violates any rules identified in the Covenants guidelines: Third offense \$25.
  - e. Breach of the rules and regulations of Tradition Facilities and the Common Area will incur fines as follows:
    - i. Swimming pool and Deck: use of Glass containers; playing loud music or media; bikes/skates/skateboards on deck; bringing pets. Second offense \$25.
    - ii. Tennis/Pickle ball Courts: use of glass containers, bikes/skates/ skateboards, bringing pets. Second offense \$25.
    - iii. Continued violations will result in loss of pool and tennis court privileges until fine has been paid and the violation has been remedied.
4. Discharge of fireworks or firearms. First offense \$50.
5. With the exception of barbecues and fire pits, outdoor burning is not allowed. First offense \$50.
6. Movable recreational/sports equipment such as a basketball hoop, soccer nets, golf carts, bicycles etc. should be stored or parked in a garage at dusk. Third offense \$25.

continued on next page

7. Prior to the imposition of certain fines, the Board of Directors or its delegate shall serve the Owner by certified mail describing the alleged violation, the penalty to be imposed and a request for corrective action. If the Owner does not take action to correct the violation, or contact the ARB or Board of Directors with a plan and a date when corrective action will take place, then a follow-up written notice will be sent to the Owner by the Property Management Company with the same content as the first notice.
8. If the Owner does not adhere to the terms set forth in the notification by the Property Management Company, then that Owner shall be subject to fines levied by the Board of Directors in accordance with the fine schedule below.

<b>Tradition at Willbrook Plantation Fine Schedule</b>				<b>Remedy Within</b>
1	First Notice	Covenants Committee/ARB/BOD	\$0	10 days
2	Second Notice	BOD/Property Management Company	\$0	10 days
3	Third Notice	BOD/Property Management Company	\$25.00	10 days
4	Fourth Notice	BOD/Property Management Company	\$50.00	7 days
\$200.00 monthly fine thereafter shall accrue plus costs, including reasonable attorney fees, until the Owner becomes compliant.				

<b>Tradition at Willbrook Plantation Major ARB (language) Violations</b>		
1	Tree removal without permit	\$100
2	Roof, window, driveway, walk without permit	\$300
3	Exterior additions (sun room, porches, etc.) w/o permit	\$500
4	Renting house with less than 6-month lease	\$500
5	House swapping	\$500

**Appeals**

An Owner shall have the right to appeal fines levied by the Board of Directors. Appeals must be submitted in writing to the Management Company no later than 10 days after the issue date of second notice. The Board of Directors will review the appeal at the next regularly scheduled Board meeting. The decision at the next board meeting is final.

Following notice(s) from the Board of Directors of rule violations and subsequent consequences, the aforementioned fines may be imposed repeatedly and concurrently upon an Owner who fails to correct the infraction(s) and/or satisfy all other obligations imposed by the Association documents. Fine(s) levied shall be collected in the same manner as POA assessments.





