

Homes of Hidden Oaks

Homeowners' Association

Standards for Exterior Repairs & Improvements

August 2018



Homes of Hidden Oaks

2867 – 3029 Hidden Oak Drive

Ownership / Area of Responsibility: Drip Line in

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INTRODUCTION

This document provides Standards for modifying or repairing the exterior of residences in the Homes of Hidden Oaks (HoHO) community and the Approval Process that property owners must follow to request and execute exterior changes.

It is important to understand both the Approval Process and its requirement to adhere to the Standards, since they are the key to obtaining approval for any and all exterior changes to units within HoHO. The purpose of the Standards document is to ensure a basic quality of construction and consistency of external appearance throughout the HoHO community.

RATIONALE FOR “STANDARDS”

HoHO construction was begun in 1996 and completed in [date] with 29 homes. The original Town of Seabrook Island (TOSI) approval for construction established a specific exterior appearance for the community, from architectural design to colors and landscaping. These original construction/exterior design details are called the “as built” standards.

As a general rule, TOSI regulations require that HoHO units’ external appearance remains consistent with the “as built” standards. However, it has been necessary over time to adapt to changes in construction methods or available materials (e.g., the original light fixtures are no longer sold in the marketplace or regulators have changed their requirements for positioning of HVAC equipment). In some cases, property owners working on their own have made exterior changes that are noticeably different from the neighboring “as built” units. “Standards” are the tools that the HoHO Board and the Architectural Review Committee (ARC) of the Seabrook Island Property Owners Association (SIPOA) use to ensure consistency of exterior appearance throughout the community.

APPLICABLE STANDARDS AND REGULATIONS

These Standards apply to many aspects of the units’ construction and to exterior elements such as decks, lighting, hardscape, landscape design, appurtenant structures, etc. Over time, certain “as built” standards have been updated, or alternatives have been authorized, with approval of the HoHO Board and the SIPOA ARC. These approved modifications are defined in this document’s Standards.

The Standards in this document are the first-level authority for modifications to HoHO residences. The second-level authority is the “as-built” standard from the time of construction. For subjects not addressed by either of these sources, the HoHO units are subject to requirements defined in the *SIPOA Policies & Procedures for Residential Development* (P&P) and relevant regulations of governmental authorities.

Many aspects of modifications to structures and buildings on Seabrook Island are subject to regulations established by TOSI, the Charleston County Building Code as enforced by its Building Inspection Services Department (CCBIS), certain State agencies (e.g., DHEC OCRM), and certain Federal agencies (e.g., FEMA). It is the responsibility of property owners, architects, and contractors to determine all applicable requirements and to

complete their work in accordance with them.

“FROM THIS POINT FORWARD” POLICY

As a general rule, it is required that repairs match the element that is being replaced. However, under the “From this Point Forward” policy, repairs that involve replacement of 30% or more of a feature of a unit’s existing exterior design must comply with these Standards and/or the SIPOA P&P as appropriate.

PROCESS FOR MODIFICATION OF THESE STANDARDS

Updating these Standards is an ongoing process. Beyond the changes in construction methods or materials mentioned previously, change might be the result of a property owner’s request for an exterior modification that is not currently covered by a HoHO Standard (e.g., a deck awning, hurricane shutters, enclosure of a screened porch, or addition of dormers). Modification requests that successfully transit the Approval Process (see below) will be added to this document so they are available for future use by all HoHO property owners and their contractors. Each Standard within this document is marked with its date of approval or latest update as part of its inclusion in this document.

APPROVAL PROCESS

1. The property owner or contractor completes the SIPOA ARC “Exterior Alteration/Improvement Conditional Approval Request” form (available from the SIPOA website) and submits to the Property Manager a HoHO Request for Modification. While a contractor might prepare the request on behalf of the owner, it is the property owner’s responsibility to be aware of relevant regulations and procedures and to ensure they are followed. The work to be performed is described on this form, and accompanying documentation provides details of construction, materials, color, etc. Where appropriate, the description references relevant sections of these Standards.
2. If the work to be performed is in total compliance with Standards in this document:
 - The HoHO Property Manager approves the request and sends a copy of the approved request to the requestor (property owner or contractor) and to the ARC Administrator.
 - If the ARC Administrator agrees that the work complies with the Standard, he/she approves the request and sends a copy via email to TOSI, the Property Manager, and the requesting property owner or contractor. While there are no HoHO fees due for the request, SIPOA ARC fees might apply. (The SIPOA fee schedule is provided in the P&P on the SIPOA website.) Note that ARC does not charge a fee for maintenance-type projects.
3. If the requested work is not a Standard (i.e., not completely addressed in this document), or if a variance to a Standard as presented in this document is requested:
 - The Property Manager reviews the request and forwards it to the HoHO Board for discussion and approval. If the Board approves the request, the Property Manager sends a copy via email to the ARC Administrator and the

requesting property owner or contractor. If the Board rejects the request, the Property Manager discusses the Board's reasons for rejection with the property owner and helps to resolve any issues.

- The property owner or contractor submits the Board-approved request form to the SIPOA ARC Administrator. The ARC Administrator works with the property owner to gather any additional project documentation needed for ARC review.
 - The ARC Administrator schedules the request for review by the ARC.
 - If the project is approved by the SIPOA ARC:
 - The ARC Administrator sends a copy of the ARC-approved request via email to TOSI, the Property Manager, and the requesting property owner or contractor. While there are no HoHO fees due for the request, SIPOA ARC fees might apply. (The SIPOA fee schedule is provided in the P&P on the SIPOA website.) Note that ARC does not charge a fee for maintenance-type projects.
 - The Property Manager adds the ARC-approved construction elements to the Standards in this document, thereby making them available for use by all HoHO property owners.
 - The Property Manager submits a copy of the updated Standards document to the ARC Administrator and publishes the updated standards document for use by HoHO property owners.
 - If the project is not approved by the SIPOA ARC, the ARC Administrator notifies the requestor and Property Manager of the reasons for rejection. As appropriate, the Property Manager may assist the property owner in addressing any issues that led to ARC rejection of the proposal.
4. The following is some additional information regarding completion of the work:
- TOSI requirements for the contractor to have a TOSI Business License apply for most projects. (For the protection of property owners, the TOSI requires a Business License for contractors in order to verify that the contractor has appropriate credentials, insurance, and, if applicable, Workmen's Compensation insurance.) It may be necessary to obtain permits from TOSI, CCBIS, and/or other governing agencies. Fees charged by TOSI and CCBIS may be found on their websites.
 - Note that, while HoHO and SIPOA ARC approvals are not generally required for interior work (such as plumbing and electrical which are outside the scope of this document), TOSI and/or CCBIS may require permits or licenses for this work.

All work must be completed in accordance with applicable standards, whether contained within this document, in the SIPOA P&P, in TOSI Zoning and related Ordinances, in Charleston County Building Code and Ordinances, and/or in regulations of any other applicable governing authorities.

Upon completion of the improvement project, final approval must be obtained from the appropriate governing authorities (e.g., HoHO Property Manager, SIPOA ARC, CCBIS, etc.).

CONCLUSION

For additional information about either the Approval Process or these Standards, contact the Property Manager. (Contact information is provided on the front cover of this document.) Contact information for the SIPOA ARC Administrator is available from the SIPOA website, and contact information for TOSI and CCBIS are available from their websites.

1. Building Enclosure Elements

1a. Roofing (including Chimney Flue Caps/Termination Covers)

(REV. #1, 06/05/2018)

Responsibility:	Owner
Location:	Villa Roof
Manufacturer:	<ul style="list-style-type: none">• Shingles: GAF-ELK• Any other brand must be checked against the approved standard
Materials:	<ul style="list-style-type: none">• Shingles: GAF-ELK Timberline HD
Style & Description:	n/a
Size:	n/a
Color:	<ul style="list-style-type: none">• Shingles: Timberline HD Weathered Wood• Chimney Flue Caps/Termination Covers: May be kept in the manufacturer's finish
Misc. Details/Comments:	<ul style="list-style-type: none">• Chimney Flue Caps/Termination Covers:<ul style="list-style-type: none">○ Must be designed to cover top of chimney flue and prevent rain, snow, and animals from entering while allowing smoke to escape○ Must include spark arrestor screening

1. Building Enclosure Elements (cont'd)

1b. Siding

(REV. #1, 06/05/2018)

Responsibility:	Owner														
Location:	Villa Exterior														
Manufacturer:	n/a														
Materials:	<ul style="list-style-type: none"> T1-11 untreated or pressure treated, or Cementitious siding (such as HardiePlank or equivalent product) 														
Style & Description:	n/a														
Size:	Siding boards are to be 5/8" x 4' x 8'														
Color:	<ul style="list-style-type: none"> See Appendix A for approved Sherwin Williams paint colors: <table border="0" style="margin-left: 20px;"> <tr> <td>SW6001 – Grayish</td> <td>SW6164 – Svelte Sage</td> </tr> <tr> <td>SW7050 – Useful Gray</td> <td>SW6155 – Rice Grain</td> </tr> <tr> <td>SW7051 – Analytical Gray</td> <td>SW6134 – Netsuke</td> </tr> <tr> <td>SW6171 – Chatroom</td> <td>SW6136 – Harmonic Tan</td> </tr> <tr> <td>SW7060 – Attitude Gray</td> <td>SW7036 – Accessible Beige</td> </tr> <tr> <td>SW6177 – Softened Green</td> <td>SW7038 – Tony Taupe</td> </tr> <tr> <td>SW6178 – Clary Sage</td> <td>SW6000 – Snowfall (for stucco exterior only)</td> </tr> </table> Siding must be painted with the approved villa paint color Stucco must be painted with the approved stucco paint color – Sherwin Williams SW6000 Snowfall 	SW6001 – Grayish	SW6164 – Svelte Sage	SW7050 – Useful Gray	SW6155 – Rice Grain	SW7051 – Analytical Gray	SW6134 – Netsuke	SW6171 – Chatroom	SW6136 – Harmonic Tan	SW7060 – Attitude Gray	SW7036 – Accessible Beige	SW6177 – Softened Green	SW7038 – Tony Taupe	SW6178 – Clary Sage	SW6000 – Snowfall (for stucco exterior only)
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SW6178 – Clary Sage	SW6000 – Snowfall (for stucco exterior only)														
Misc. Details/Comments:	<ul style="list-style-type: none"> Mixing of materials (i.e., using both T1-11 and cementitious siding) is not permitted If replacing siding with a different material (i.e., replacing wooden siding with cementitious siding or the reverse), all siding on the entire villa must be replaced at the same time 														

1. Building Enclosure Elements (cont'd)

1c. Trim

(REV. #1, 06/05/2018)

Responsibility:	Owner
Location:	Villa Exterior
Manufacturer:	
Materials:	Cementitious trim boards
Style & Description:	
Size:	Size to match original trim size
Color:	<ul style="list-style-type: none">• Sherwin Williams SW6126 Navajo White• See Appendix A for Approved Sherwin Williams paint color
Misc. Details/Comments:	Mixing of materials (i.e., using both cedar and cementitious trim) is not permitted.

2. Doors

2a. Front / Entrance Door

(REV. #1, 06/05/2018)

Responsibility:	Owner
Location:	First level, main/front entry
Manufacturer:	
Materials:	
Style & Description:	<ul style="list-style-type: none">• Match existing
Size:	<ul style="list-style-type: none">• Match existing• Replacement door to be same size as original door• In no case is size of rough opening for the door to be modified
Color:	
Misc. Details/Comments:	

2. Doors (cont'd)

2b. Sliding Glass Door

(REV. #1, 06/05/2018)

Responsibility:	Owner
Location:	
Manufacturer:	
Materials:	
Style & Description:	<ul style="list-style-type: none">• Match existing
Size:	<ul style="list-style-type: none">• Match existing• Replacement door to be same size as original door• In no case is size of rough opening for the door to be modified
Color:	<ul style="list-style-type: none">• Match existing
Misc. Details/Comments:	

2. Doors (cont'd)

2c. Garage Door

(REV. #1, 06/05/2018)

Responsibility:	Owner
Location:	Garage
Manufacturer	
Materials:	
Style & Description:	
Size:	<ul style="list-style-type: none">• Replacement door to be same size as original door• In no case is size of rough opening for the door to be modified
Color:	<ul style="list-style-type: none">• Painted to match body color of home, or• Factory finish close to body color of home• See Appendix A for approved Sherwin Williams paint colors
Misc. Details/Comments:	

3. Windows

(REV. #1, 06/05/2018)

Responsibility:	Owner
Location:	
Manufacturer:	
Materials:	
Style & Description:	
Size:	<ul style="list-style-type: none">• Replacement window to be same size as original window• In no case is size of rough opening for the window to be modified
Color:	
Misc. Details/Comments:	

4. Porches, Decks, and Stairs

4a. Screened Porch

(REV. #1, 06/05/2018)

Responsibility:	Owner
Location:	
Manufacturer	
Materials:	
Style & Description:	
Size:	
Color:	
Misc. Details/Comments:	<ul style="list-style-type: none">• Open screened porches may be converted to an enclosed porch by installing full length glass window structures• Design and ARC approval will be necessary

4. Porches, Decks, and Stairs (cont'd)

4b. Decks

(REV. #1, 06/05/2018)

Responsibility:	Owner
Location:	
Manufacturer	
Materials:	<ul style="list-style-type: none">• Pressure treated pine, or• IPE, or• Wood plastic composite such as Trex
Style & Description:	
Size:	
Color:	Balusters, railings, and stringers must be: <ul style="list-style-type: none">• Painted an approved paint color (see Appendix A for approved Sherwin Williams paint colors), or• Stained to complement the body color
Misc. Details/Comments:	<ul style="list-style-type: none">• Deck floorboards must be nailed or screwed with stainless steel fasteners

4. Porches, Decks, and Stairs (cont'd)

4c. Staircase Railings, Balusters, Stringers, Risers, and Hand Railings

(REV. #1, 06/05/2018)

Responsibility:	Owner
Location:	
Manufacturer	
Materials:	
Style & Description:	
Size:	
Color:	<ul style="list-style-type: none">• Must all be either painted an approved paint color (see Appendix A for approved Sherwin Williams paint colors), or• Stained to complement the body color
Misc. Details/Comments:	<ul style="list-style-type: none">• Staircase stringers, railings, and balusters must match in color

5. Lighting

(REV. #1, 06/05/2018)

Responsibility:	Owner
Location:	
Manufacturer	
Materials:	
Style & Description:	All exterior lights must be Dark Sky Compliant
Size:	
Color:	
Misc. Details/Comments:	

7. Exterior Accessories

7a. Propane Tank

(REV. #1, 06/05/2018)

Responsibility:	Owner
Location:	Must be hidden behind landscaping or buried so not visible from the road
Manufacturer	
Materials:	
Style & Description:	
Size:	
Color:	
Misc. Details/Comments:	

7. Exterior Accessories (cont'd)

7e. Exterior Shower Enclosure

(REV. #1, 06/05/2018)

Responsibility	Owner
Location:	
Manufacturer	
Materials:	
Style & Description:	
Size:	
Color:	<ul style="list-style-type: none">• Enclosure must be painted or stained to match the villa body color• See Appendix A for approved Sherwin Williams paint colors
Misc. Details/Comments:	

7. Exterior Accessories (cont'd)

7k. Solar Panels

(REV. #1, 08/1/2018)

Responsibility	Owner
Location:	Roof
Manufacturer	
Materials:	
Style & Description:	
Size:	
Color:	
Misc. Details/Comments:	As stated in the SIPOA <i>Policies & Procedures</i> document: <ul style="list-style-type: none">• Solar panels incorporated into the roofscape shall be installed flush with the roof• Rack-mounted solar panels shall be integrated into the roof design using roof wells or parapets• External piping is not permitted

7. Exterior Accessories (cont'd)

7t. Awnings

(REV. #2, 08/01/2018)

Responsibility:	Owner
Location:	Rear deck
Manufacturer	SunSetter Retractable Awning; approved models are: <ul style="list-style-type: none"> • "Motorized Awning" with woven acrylic fabric and hand crank, or • "VISTA" awning with woven acrylic fabric and hand crank
Materials:	See information for Manufacturer and Style & Description
Style & Description:	<ul style="list-style-type: none"> • Overhang is an 8" scalloped valance • Awning housing color is to match the awning color • Motorized unit has an 18' cord on the left end, and includes a hand crank (with cloth cover) for manual closing • Motorized unit installations are required to have a wind sensor • Optional lighting must be SunSetter "Dimming LED lights" mounted into the awning's frame by the manufacturer; owner-installed lighting is not approved.
Size:	<ul style="list-style-type: none"> • Width of deck and 9' projection
Color:	Color choice must be submitted to the HoHO Property Manager and ARC Administrator for approval
Misc. Details/Comments:	<ul style="list-style-type: none"> • SunSetter contact information: 800-876-2340 or www.sunsetter.com • Manual operating awnings are recommended for rental units



Figure 6c
SunSetter Awning, Natural
Linen

8. Hardscape Elements

8a. Paving (Driveway)

(REV. #1, 06/05/2018)

Responsibility:	Owner
Location:	
Manufacturer	
Materials:	<ul style="list-style-type: none">• Asphalt, or• Pervious cement
Style & Description:	
Size:	
Color:	<ul style="list-style-type: none">• Asphalt, or• White pervious cement
Misc. Details/Comments:	

Appendix A. History of Changes to this Document

(REV. #2, 8/1/2018)

Date of Change	Manual Rev #	Change
August 1, 2018	2	Added Section 7k. Solar Panels Rephrased Section 7t. Awnings "Color" section
August 1, 2018	1	HoHO Standards Manual converted to new format

Appendix B – Colors for Body and Trim Paint

(REV. #1, 06/05/2018)

 <p>USEFUL GRAY SW7050</p>	 <p>GRAYISH SW6001</p>	 <p>ANALYTICAL GRAY SW7051</p>
 <p>CHATROOM SW6171</p>	 <p>ATTITUDE GRAY SW7060</p>	 <p>SOFTENED GREEN SW6177</p>

Appendix B – Colors for Body and Trim Paint (cont'd)

 <p>CLARY SAGE SW6178</p>	 <p>SVELTE SAGE SW6164</p>	 <p>NETSUKE SW6134</p>
 <p>RICE GRAIN SW6155</p>	 <p>TONY TAUPE SW7038</p>	 <p>ACCESSIBLE BEIGE SW7036</p>
 <p>HARMONIC TAN SW6136</p>	 <p>ALL Trim NAVAJO WHITE SW6126</p>	 <p>ALL Stucco SNOWFALL SW6000</p>