

ARCHITECTURAL GUIDELINES AND REVIEW PROCEDURES OF HAMPTON PLANTATION
Adopted 12/13/2017 and Effective 1/1/2018
Revised September 2018

I. PURPOSE OF THE ARCHITECTURAL ADVISORY COMMITTEE

The Hampton Plantation Architectural Advisory Committee and their guidelines enforced by the Hampton Plantation Board of Directors have been created to enhance the appearance of Hampton Plantation, to protect property values, and to increase the enjoyment of living in your community. The following guidelines are designed to help you plan your new home in Hampton Plantation. Time and care have been taken to assure that all requirements are explained in these guidelines. Please contact the Architectural Advisory Committee, c/o Association Management LLC, 2483 Demere Road, Suite 101, St. Simons Island, Georgia, or by phone at 912/638-4590, or email address at association@bellsouth.net.

II. PHILOSOPHY

These guidelines are not all inclusive. They should be used in conjunction with the Hampton Plantation Protective Covenants, Article VII, latest amendments. If there is a conflict between the Protective Covenants and the Architectural Guidelines, the Protective Covenants prevail. These guidelines specifically apply to single family residential dwellings and patio homes within the boundaries of Hampton Plantation.

Hampton Plantation is fortunate to be located in an area of great natural beauty. The terrain, water features, and beautiful trees combine to create an aura to tranquility unmatched in the Coastal Islands of Georgia.

Simply stated, our philosophy is to protect this unique setting and to assure that the homes built at Hampton Plantation add to the beauty and quality of the community rather than detract from it.

With that philosophy in mind, Hampton Plantation's Architectural Advisory Committee will be guided by these general concepts:

- A. We will encourage a variety of architectural styles, and we particularly encourage designs appropriate for a southern low country setting.
- B. The Architectural Advisory Committee will continually evaluate the building styles and techniques at Hampton Plantation to determine those that have fulfilled development objectives. A feature or an entire home now considered satisfactory will not be construed as a precedent for repetition.
- C. It is not necessary for every home at Hampton Plantation to be unique; however, frequent repetition of designs within a neighborhood may not be acceptable.
- D. Although building costs may continue to escalate, it is not in the interest of Hampton Plantation to permit lesser quality development in response to cost considerations.
- E. Speculative builders provide an important service within the community by providing homes for people who do not wish to build a custom home. The same standards will be applied in reviewing designs submitted by speculative builders as for all other applicants.

III. WRITTEN APPROVALS REQUIRED

Article VII, Section 1-6 of the Declarations of Protective Covenants for Hampton Plantation provides for the establishment of an Architectural Advisory Committee, sets forth the Committee's responsibility and authority, and mandates that no trees greater than 8 inches in diameter at 3 feet above the ground, no landscaping work, and no building, fence or other structure may be constructed or altered on any lot without written approval by the Hampton Plantation Board of Directors. While the ultimate responsibility rests with Hampton Plantation's Board of Directors, the Architectural Advisory

Committee may act to assist or advise the Board of Directors in all matters covered by Article VII of the Covenants.

IV. COMPOSITION OF THE COMMITTEE

The Architectural Advisory Committee shall consist of at least two representatives from Hampton Plantation Property Owners Association as appointed by the Board. The Board of Directors of the Hampton Plantation Property Owners Association has complete authority and responsibility for architectural review and control.

V. PLANNING YOUR HOUSE

A home is a significant investment, and construction practices may vary in different parts of the country. We highly recommend that the architect you select is familiar with Hampton Plantation. Each house should be designed for a specific site and for the particular needs of the owner. A competent architect or designer will help you achieve this objective. All building plans must be certified by an **architect registered in the State of Georgia** per Article VII Section 3(b)(iv).

VI. GENERAL CRITERIA

Most of the designs for houses constructed in Hampton Plantation have been submitted by property owners building for their own use. While individual thought and new design approaches are always welcome, they must not detract from other homes in the plantation. It is important to realize that the overall impact of a house design involves issues of taste and judgment, which cannot be reduced to measurable standards such as square footage, setbacks, roof pitch or similar items. **A house, which meets all of the statistical criteria, may be unacceptable for purely aesthetic reasons, and the Board of Directors has the authority to make subjective judgments of this nature.**

Following are some specific guidelines to be considered in planning your new house:

- A. Required Flood Plain Elevation- As is common to all coastal areas, the Federal Government requires that the elevation of the first heated and air-conditioned living space is above the level of possible floodwaters expected at statistically predicted 100-year intervals. You should check with the Glynn County Engineer to confirm the flood plain elevation for your Home Site.
- B. Exterior Design- In evaluating the exterior appearance of a home, the Board and Architectural Advisory Committee takes into consideration all elements of design, which contribute to a successful design resolution. These include, but are not limited to:
 - a. Site Utilization- Relationship of proposed construction to existing natural and man-made features; views to and from the home and adjacent structures; effect upon the streetscape, common open space, neighbors, drives, parking and landscape treatment. At Hampton Plantation, special site restrictions exist for all lots. The sole objective of these site restrictions is to protect the natural environment and/or ensure site and landscaping compatibility with adjacent property. Details are provided in Hampton Plantation's Covenants and Restrictions.
 - b. Scale- Relationship of proposed structure to surrounding structures and site size in terms of lot coverage, height, width and overall visual impact.
 - c. Massing- Relationship of the elements of the structure to one another.

- d. Fenestration- Relationship of exterior openings (doors, windows, etc.) to the solid portions of the design and to one another, compatibility with the design of the home, materials used, and the manner in which fenestration is detailed.
 - e. Roofscape- Relationship of roof shapes and treatment to the overall design concept of the home to ensure that the design will represent a comprehensive design resolution.
 - f. Aesthetics- Overall design quality based on the professional judgment of the Board and the Architectural Advisory Committee.
- C. Building Development Standards- Specific development standards relating to land use, building type, building height, building quality, minimum living area, and location of dwellings and structures on lots are contained in Hampton Plantation's Covenants and Restrictions and its various Addenda. All design efforts should be preceded by careful investigation of the restrictions pertaining to the specific lot on which construction is planned. For reference, the most commonly applied standards and rules-of-thumb follow. When any of these standards conflict with the Covenants and Restrictions, the Covenants and Restrictions will govern.

1. Minimum and Maximum Square Footages (Heated and Air-Conditioned Space)

a. Full Size Home Sites-

- i. Minimum 2,000 square feet plus an attached or detached two-car garage.
- ii. Minimum first habitable floor enclosed dwelling area of 1,500 square feet for a multistory residence plus an attached or detached two-car garage.

b. Patio Lots-

- i. Minimum 1,400 square feet plus an attached or detached two-car garage.
- ii. Minimum first habitable floor enclosed dwelling area of 1,000 square feet for a multistory residence plus an attached or detached two-car garage.

2. Setbacks- The following setbacks for all man-made structures (including decks, patios, porches, etc.) have been established by the Architectural Advisory Committee. Unless the Committee concluded, at its sole discretion, that lesser setbacks are justified by circumstances unique to a specific lot configuration or house design, the following shall apply:

	Full Size Lots	Patio Lots
Front Yard Setback	20 feet	15 feet
Side Yard Setback	10 feet	N/A
Rear Yard Setback	15 feet	7 feet

Patio Homesite Setbacks

On Zero Lot Line Side	2 feet
On Non-Zero Lot Line Side	7 feet

*** No structure of any kind (including any fence) can be installed on any lot closer than thirty (30) feet of any property line which is a common boundary line with any portion of the Golf Club property.*

3. Building Height- All houses should be limited to three total stories or floors.

4. Materials and Colors- The materials and colors selected for the exterior of your house are very important to its appearance and are expected to be in harmony with the character and natural surroundings of the community. Rough-sawn woods, hardi-board, brick and stucco in combination with subdued, earth-tone colors are appropriate on any lot. Use of nonindigenous materials such as stone should be minimized.

Exterior finish materials are expected to be of the highest quality. Woods used for siding or trim should be durable by type and/or treatment. Wood, brick, tabby, stucco or other materials proposed for exterior use should be submitted to the Committee and approved before installation.

The roof of a building is often a major feature of its design and the proposed roofing material; color and application will be critical parts of the Committee's design evaluation. Good quality windows and doors are required. Wood frame windows are preferred. Aluminum jalousie type windows or aluminum single-hung windows are not permitted. Window shutters are appropriate when sized to match window openings and mounted to appear functional.

Samples of all exterior materials, colors and textures should be submitted at the time of application for final review. Color samples should be submitted on the actual material to which they are to be applied.

5. Off-Street Parking and Driveways- A minimum of two off-street parking spaces (not including inside garage space) should be provided for each house.

Off-street turn-arounds or back-up areas should be provided to avoid the danger of backing from a driveway directly into a street. Turn-arounds should be directed inward on the lot, if at all possible, to avoid infringing upon the neighboring lot line.

Every house must have a defined driveway constructed of concrete, asphalt, brick, stone, shell or other hard and impervious material. Driveways must not be located closer than five (5) feet from a property line to allow for landscape plantings. Where a lot fronts on more than one street, access from the secondary street is preferred. Where possible, driveways should be curved gently for aesthetic purposes.

6. Garages- All garages shall be constructed such that they house at least two (2) normal sized automobiles. Garages should be designed to be compatible with the architecture of the home. Garage doors should be of the overhead type and have the appearance of wood. Garage doors are to be closed at all times except when in use. Electric garage door operators are encouraged. Detached garages should be connected to the house by a covered breezeway.

Side entrance garages (garage door is perpendicular to the centerline of the street) are preferred. Garage doors should not face the street unless it is a patio home, except in unusual cases as determined by the Board of Directors or the Architectural Advisory Committee.

Landscaping should be designed such that the view of the garage door from the street is minimized, even if the garage door does not directly face the street. Front facing detached garages are acceptable if they are a minimum of forty (40) feet from the street.

7. Outbuildings- If your lot size permits an outbuilding (such as a pool house, detached garage, greenhouse or work shed), the outbuilding must be compatible with the main house. It is recommended that outbuildings be of the same material and colors as the house. Only an outbuilding specifically approved by the Board of Directors will be permitted.

8. Fences and Screens- Solid fences to enclose or define property lines of individual homesites are discouraged but may be used to enclose service areas or other area requiring total privacy. Open fencing or decorative forms of screening are permitted around patios and swimming pools. If a fence, screen, shed or other addition is desired, its plan must be submitted to the

Board of Directors for approval prior to construction. Wood, masonry or plant materials are considered suitable components for fences and screens.

9. Television and Radio Signal Receiving and Sending Devices- Television antennae towers or similar devices are not allowed. Digital satellite dishes are allowed if they are located on the side or back of the house and are not noticeable from the street. If the satellite service technician does a test and determines that the front of the house is the only location where the proper signal can be received, then it can be located in the front but visibility from the street should still be minimized.
 10. House numbers and Nameplates- Each house is asked to display the number assigned as a street address on the front of the house where it is visible from the street. Letters or numbers may be used; however, no letter or number shall exceed four (4) inches in height. Nameplates are permitted provided they are mounted on the front wall of the house and do not exceed a total of eighty (80) square inches. A primary purpose of house numbers is to assist emergency personnel when answering calls. House number locations should facilitate rapid identification.
 11. Exterior Lighting- The design and location of all exterior lighting is subject to the approval of the Board of Directors. Lights shall not be of such intensity, location or direction as to adversely affect adjoining property owners.
 12. Service Area- Plans must include an enclosed area to screen air conditioning compressors and garbage cans from view. Such areas should be of materials and colors compatible with the house and convenient to utility services to the site and must have sufficiently side access to allow free movement of garbage containers. If an enclosure is not available to screen propane tanks, irrigation system pump assemblies and tanks, swimming pool pumping assemblies, and electrical service connections from view, properly sized and located landscaping should be used.
 13. Mailboxes- All mailboxes must be ordered through the Board of Directors.
 14. Irrigation System Wells- Pumping assemblies for irrigation system wells shall not be located in the setback. Deep wells are preferred for irrigation and other purposes. Wells shall be at least 400 feet deep, but dependent on location relative to marsh/salt water and same limitations. Shallow wells are discouraged due to iron staining.
 15. Pool Coverings- Pool coverings (lanai) are acceptable as long as they esthetically look like they are integral with the house. Plans must be presented to the Board of Directors for approval.
 16. Yard Displays- Flag poles may not be greater than twenty (20) feet in height or length. The size of the flag flown on the pole must be proportional to the height or length of the pole. Proper flag protocol shall be maintained. Memorial markers may not exceed a size of twelve (12) inches by twelve (12) inches. The wording and designs on the memorial marker must be submitted to and approved by the Board of Directors.
- D. Repetitive Designs- Some house designs may be unacceptable for a particular lot because of similarity to homes in the immediate neighborhood. If, in the judgment of the Architectural Advisory Committee or Board of Directors, the massing, basic style, roof lines, exterior materials, colors or other features of a home are too similar to those of its neighbors, the design will not be approved

- E. Patio Homes- A patio home is one of a group of architecturally related detached single-family dwellings designed to attain maximum privacy on a small lot by the use of interior courts and exterior walls and fences.

In all patio home sections of Hampton Plantation, one side wall of a patio home will be located two (2) feet from a property line (providing you have not more than a 2-foot roof overhang) designated on the plat as the “zero lot line”. This wall should be constructed without openings and extend to the front and rear of the dwelling to a length and height that should exclude interior views of the house from adjoining lots.

F. Landscaping

- a. Objectives: Considerable effort has been made on careful land planning, conservation, and enhancement of the natural environment throughout Hampton Plantation. Suitable landscaping for your new home is an ESSENTIAL part of our effort to create a quality development sensitive to its existing surroundings.

Therefore, pursuant to the Declaration and Covenants, Article VII, Section 3 (b), (v), landscaping plans shall accompany all new architectural submissions and that these plans will be implemented at the time of the original home construction.

Landscaping plans must include the following:

These plans must include the following:

- a. Location of all existing trees on the property with a diameter of 8” or more at 3 feet above the ground.
 - b. Outline of planned structures, drives, walkways and pool layout.
 - c. Planned foundation plantings beds and grass areas of the lawn.
- b. Landscaping should be integrated into the design of the home and compatible with existing properties.
- i. Adequate landscaping must be provided to screen structures and equipment, such as pool pumps, air conditioning units, and propane tanks that are visible from the street and are not screened by fencing.
 - ii. Landscaping should be placed along non-wooded boundary lines on both sides of the property to ensure privacy between neighbors. Patio homes and zero lot line homes are the exception to this rule.
 - iii. The front of the home as seen from the street as well as any windowless walls longer than 20 feet must have foundation plantings.
 - iv. ALL disturbed grounds must be landscaped. Landscaping must be harmonious with the natural environment of Hampton Plantation. Proposed plant materials and their configuration must be suitable to local climate and wildlife conditions. While it is difficult to recreate the natural landscape, new plantings must appear comfortable with the old.
 - v. Grass area must be planted with sod.

- vi. All landscaping must be irrigated to ensure survival and continue acceptable condition. This includes planting beds, shrubbery and lawn.
- vii. Planting beds where bare earth is visible must be mulched.

c. Landscaping Review Process:

Your landscape plans are a basic part of your architectural submission and are subject to the review and approval process of the Board of Directors. You will receive written approval or disapproval within 30 days of submission of these plans. The Board of Directors will review the plans using the above guidelines. In addition to the above guidelines, the following proposals will be denied:

- i. Unwarranted removal of any specimen tree as defined in Article VIII, Section 4.
- ii. Intensive use of any plants with forms or colors not native to the area.
- iii. Earth fill that threatens existing trees survival.

d. Suggested Plant Materials:

THE FOLLOWING IS A PARTIAL LIST OF RECOMMENDED PLANTS, SOME OF WHICH ARE NATIVE TO LOW COUNTRY MARSHLANDS AND WOODLANDS.

Plants permitted are not limited to this list; however, these are the ones that experience indicates grow best in our climate and most reflect the intent of landscape planting expected in Hampton Plantation.

Trees: Oaks, Pines, Southern Magnolia, Sassafras, Dogwood, Redbud, Red Maple, Taiwan Cherry, River Birch, Tulip Tree.

Shrubs: Azaleas, Cleyera, Nandina, Pittosporum, Podocarpus, Raphiolepis, Yaupon Holly, Wax Myrtle, Oleander, Crape Myrtle, Juniper, etc.

Grasses: Centipede, St. Augustine and Zoysia grass is most common; Bermuda grasses are excellent but require more care and are therefore less common. Bahai grasses are not approved.

Groundcover: English and Algerian Ivy, Asian jasmine, Dwarf Lilyturf (monkey grass), Some species of non-invasive fern.

The HPPOA encourages original landscape designs and a variety of plantings. The major criterion is compatibility with the native environment and other homes within the community.

- e. Restricted Plant Materials- There is not plant that is specifically prohibited at Hampton Plantation; however, there are some that should be used with great discretion. Generally, they include plants that are very unlike coastal vegetation. Examples are dense, rounded, ball-shaped shrubs or those plants associated with exotic effects such as an attempt to achieve a Floridian tropical or Arizona desert look. The landscape planner should also keep in mind our large population of deer, which enjoy many plants and those plants will not survive.
- f. Earth Mounds- As with plant materials, any earth forms used should be consistent with the natural setting of the location. Generally, the topography of our coastal area is very

flat. Earth mounds can add interest to a home site, but, if used, should be done with sensitivity. Nothing looks more artificial than a small earth mound rising abruptly from a flat landscape. Since earth fill on roots can kill existing trees, earth mounds should be held away from the root area of the tree.

G. Tree Removal-

- a. Objectives- Hampton Plantation is fortunate to be located in an area of great natural beauty and beautiful trees; therefore, these trees need to be preserved and protected by home builders and home owners. In order to protect these trees, the Declaration and Covenants, Article VII, Section 4 addresses tree removal. In keeping with the Declaration and Covenants, any Live tree over 8 inches in diameter at a height of 3 feet above the ground must not be removed without prior approval of the Board of Directors.
- b. Guidelines for Tree Removal- Special site restrictions exist for all lots. Removing a particular specimen tree on one lot will not be construed as a precedent for other lots. The number of trees on a particular lot or the way they are clustered can be a significant factor. Approval is more apt to be given when lots are so heavily treed that grass cannot grow, or the interior of the house cannot receive sufficient sunlight. Approval is not required for any tree that is less than 8 inches in diameter or 3 feet tall nor is it necessary for removal of dead trees.

VII. ARCHITECTURAL REVIEW PROCESS

The Board of Directors must approve plans for all new construction, subsequent alterations, additions or color changes. Applicants should adhere to the following procedures:

- A. Application Form – Applications should be made in duplicate on forms provided by the Board of Directors. One form will be returned to the applicant advising approval or disapproval after plans are reviewed. A blank form is attached to these guidelines. Applications are complete only when the application is filled in and signed by all parties involved and **ALL REQUIRED PLANS ARE SUBMITTED. Incomplete applications will not be reviewed for final approval.**
- B. Meetings – Normally, the Board of Directors meets on the second Wednesday of each month. Complete applications received by the Association's management firm no later than the close of business on the Friday before the scheduled meeting will be reviewed at the scheduled meeting. Applicants are not required to attend meetings unless requested by the Committee.

Applications received after close of business on the Friday preceding scheduled meetings will be reviewed at the following scheduled meeting.

- C. Board of Directors' Response – The Board may offer specific suggestions to resolve design problems they find. It can, however, reject an application based on the professional judgment of its members. When plans are rejected, it is often for one or more of these reasons:
 1. Insufficient information to adequately evaluate the design intent;
 2. Poor overall design quality;
 3. Incompatible or inappropriate elements, concepts or treatment;
 4. A design considered to have an adverse effect on the character of Hampton Plantation; or
 5. Inadequate or poorly designed landscaping plans.

The Board will not reject a home because of its interior elements unless those elements adversely affect exterior appearance.

The decisions of the Board are final; however, the Board will continue to work with the applicant to resolve any difference.

- D. Preliminary Application – While it is permissible to combine the preliminary and final applications, the Board of Directors and the Architectural Advisory Committee recommends that the applicant submit a preliminary application for its comment prior to the preparation of construction drawings. In this manner, conceptual errors may be resolved, and the possibility of a lengthy review period avoided. The preliminary application should include two sets of plants and the following supporting information:
- a. Site Analysis:
 - i. Provide a tree survey that clearly identifies the species, location and diameter of all trees at 3 feet above the ground, as well as the location of significant clusters of smaller trees.
 - ii. Indicate views and vistas to and from the site.
 - iii. Where possible, show neighboring buildings and the effect of the proposed construction on these existing structures.
 - iv. Designate other natural or man-made features, which could affect the design.
 - b. Site Plan:
 - i. Drawn to a scale of 1" = 10', superimposed over the existing tree survey.
 - ii. Show and identify species and diameter of all trees as described above and indicate trees to be removed and reason for removal.
 - iii. Show existing and proposed topography. Show grading plan. Draw arrows to indicate the direction of drainage. (You are responsible for avoiding any unfavorable drainage impact on neighboring property.)
 - iv. Show property boundaries, location of house and setbacks from all lot lines. Indicate overhang by means of a dotted line.
 - v. Show walkways, driveways and turn-arounds, patios, decks, fences, etc.
 - vi. Show elevations of lot corners, first floor and edges of roadways and walkways.
 - vii. Show proposed landscaping, indicating general massing of plants and trees and intended use of plant materials.
 - c. Floor Plans:
 - i. Drawn to a minimum scale of ¼" = 1".
 - ii. Show changes in level, relationship to important site features, etc.
 - d. House Elevations:
 - i. Drawn to a minimum scale of ¼" = 1".
 - ii. Show all elevations.
 - e. Sections- Show at least one building section through the most important portion of the house.
 - f. Submit any additional information, which will aid the Committee in evaluation of the proposed design.
- E. Final Application- Two complete sets of documents shall accompany the final application. One set of documents will be returned to the applicant, marked "Approved" or "Not Approved" and signed by a member of the Board of Directors. Each sheet of drawings and the first page of other documents shall include the lot number, street name, applicant's name, architect or designer, and a date of drawings. Documents to be submitted include the following:

- a. Site Plan- Show all information required for a preliminary submittal. Drawings must identify all materials, be properly dimensioned, and show the roof plan (unless shown on a separate drawing) and all exterior lighting.
 - b. Landscape Plan- Superimposed over the site plan, show the location, bounds, numbers and species of all plants, trees, shrubs and ground covers, as well as the size of shrubs to be planted. (1, 2 3-gallon, etc.)
 - c. Floor Plans-
 - i. Drawn to a minimum scale of $\frac{1}{4}'' = 1''$.
 - ii. Show any changes in floor level.
 - iii. Show all dimensions.
 - iv. Include door and window symbols and schedules.
 - v. Show all attached decks, fences and other appurtenances.
 - vi. Show electrical, plumbing and mechanical details to confirm conformity to local codes. (Can be shown on separate sheets.)
 - d. Elevations-
 - i. Drawn to scale of $\frac{1}{4}'' = 1''$.
 - ii. Show all exterior views of the house including those, which will be partially blocked from view by garages, fences or other parts of the building.
 - iii. Indicate all exterior finish materials and colors.
 - iv. Show finished floor elevation and existing and proposed grade lines.
 - v. Show all exterior openings.
 - e. Building Sections- Show a minimum of two building sections, which best reflect the interior of the house.
 - f. Wall Sections-
 - i. Drawn to a minimum scale of $\frac{3}{4}'' = 1''$.
 - ii. Indicate roof pitch.
- F. Submission of Typical Building Materials- On the form provided in the application, indicate the name and description of proposed exterior materials. Provide physical samples of colors, applied to samples of actual materials to be used, and roofing materials. An application will not be considered complete without these exterior samples.
- G. Inspections-
- a. Stake-Out- After approval of the final application but prior to the issuance of a Hampton Plantation Building Permit, the applicant or his builder should:
 - i. Flag all trees to be removed;
 - ii. Stake and string the lot lines and an outline of the proposed buildings, drives and walkways; and
 - iii. Request an on-site inspection by a member of the Architectural Advisory Committee to verify adherence to the plans submitted. Upon verification of adherence, a Hampton Plantation Building Permit will be issued.
 - b. Batter Boards- When the batter boards are in place, the applicant must again request and receive an inspection before pouring slabs or footings.
 - c. Final- When the buildings and landscaping are complete, and a Certificate of Occupancy has been received from the Building Department of Glynn County, the applicant should

request a final inspection to ensure conformance with the approved plans. Upon verification of conformance of the above, the Board of Directors will close the file on said building project.

VIII. CONSTRUCTION

The purpose of this section is to inform both the owner and the builder of policies and procedures required or suggested by Hampton Plantation, which will eliminate potential problems and further insure a quality house. It is important to remember that the Covenants and Restrictions of Hampton Plantation require that once construction starts, all exterior work must be completed within one year and that no home may be occupied until exterior construction has been completed and a Certificate of Occupancy has been granted by the Glynn County Building Inspector.

A. Pre-Construction Activity:

- a. Except for under-brushing, no work may be done on a lot prior to receiving approval of the Board of Directors. In no event, may live trees over 8 inches in diameter be removed or earth removed prior to Board approval.
- b. A Building Permit must be obtained from the Glynn County Building Inspections Department.
- c. There are no fees associated with the Hampton Plantation POA application review and approval process; however, the following FULLY REFUNDABLE DEPOSITS are required as a performance guarantee:
 - i. \$4,000.00 for all new construction applications.
 - ii. \$2,000 for any new pool construction application.
 - iii. \$500.00 for any new fence construction applications.
 - iv. \$2,000.00 for any application that adds to the existing footprint of a house or garage; or, for any major landscape redesign.

All fully refundable deposits will be promptly returned after an inspection has determined that construction has been completed in accordance with submitted plans, has caused no damage to the surrounding area and that the landscaping has been installed in accordance with the approved plans. The AAC will issue written approval and release upon successful completion of approved work or plans to the management company, which, in turn, will notify the property owner indicating the same.

B. During Construction:

- a. A portable toilet **must** be provided for workers prior to your receipt of a Hampton Plantation Building Permit, and it must be maintained during the entire construction process. Beyond the portable toilet facility, no other temporary structures may be placed on a lot without the written permission of the Board of Directors. If allowed, such structures may never be used as residences and may not remain on the lot after construction has been completed.
- b. Every precaution must be taken to prevent damage to the street and right-of-way. Any damage to the street, curbs, common areas or adjoining lots will be repaired and/or replaced at the expense of the owner.
- c. **Access to a building site by means of adjacent property will not be allowed. Parking of workers' vehicles/equipment will be limited to the construction lot and street parking only. Applicant is responsible for damages done by workers' vehicles to adjacent property, easements and roads around work areas.**
- d. **No materials may be placed on adjacent property, even on a temporary basis, without permission of the adjacent property owner.**

- e. There are no disposal areas available in Hampton Plantation, nor is there a pit for obtaining fill dirt. Glynn County maintains a disposal area and numerous independent contractors in the area can provide fill material.
- f. The connections for water and sewer, where applicable, are indicated on each lot by stakes driven into the ground at each stub-out. The green stake indicates your sewer and the reinforcing rod indicates your water connection. Care should be exercised not to disturb these markers. Should they be missing, the Brunswick-Glynn County Joint Water and Sewer Commission (JWSC) can assist you in locating them. The JWSC can assist you in locating them. The JWSC will install a water meter after final approval of the Board of Directors, so that construction water is available.
- g. Georgia Power Company will make available temporary power during construction. The contractor must provide temporary service facilities. Application for this service must be made at Georgia Power's office and an inspection of the service by the Glynn County Building Inspection Department is required before the service can be activated.
- h. All utility services at Hampton Plantation are buried in the street rights-of-way. Before digging in a right-of-way, it is important that you request each utility company to identify the location of their lines to prevent damage. You may be subject to a fine if a utility's lines are damaged and this utility company has not previously been notified of your intent to dig in the right-of-way.
- i. No burning of any construction materials will be permitted.
- j. The storage of materials should be in an inconspicuous area of the site, and contractors are required to make frequent clean-ups of surplus materials, trash, etc. A trash barrel must be maintained on each site for the disposal of small trash and litter.
- k. One sign identifying the contractor may be displayed on the lot. This sign must not exceed four square feet in area, must be in harmony with the design standards of Hampton Plantation, and must be approved by the Board of Directors or Architectural Advisory Committee. When the job is completed, the sign must be removed immediately. No other signs will be displayed at any time.
- l. Access and Work Hours- Construction access to Hampton Plantation is allowed between 8:00 a.m. to 6:00 p.m. Monday through Saturday for interior work. Access hours for exterior work shall be from 8:00 a.m. to 6:00 p.m. during the summer months and 8:00 a.m. to 5:00 p.m. during the winter months. No non-emergency work is to be performed outside of these times without advanced approval from the Board of Directors.
- m. Radio Playing and Other Nuisances- Workers are guests in this community. The playing of radios, tapes, etc., at volume levels that disturb surrounding neighbors will not be permitted.
- n. Do not feed or otherwise molest the alligators.
- o. No fishing on Association or Hampton Club property is permitted.
- p. Any costs resulting from vehicles, including but not limited to automobiles, trucks, carts, golf carts, mules, etc., persons, bikes (motor or otherwise) striking, damaging and otherwise requiring the repair of any gates or other Association property, shall be the sole responsibility of the associated property owner. Failure of the property owner to reimburse the Association for damages may result in criminal or civil charges being filed.

NOTICE:

1. **BROKEN WATER AND SEWER LINES/STORMWATER DRAINS/CURBS:** Property owners are responsible for the reporting of and the cost to repair any utility lines or common property broken or damaged during construction.
2. **BACKFLOW PREVENTERS:** All temporary water service during construction must have backflow preventers installed. This is a requirement of the Georgia Department of Health and Environmental Control.
3. **SEWER CLEAN-OUTS:** Sewer clean-outs must be installed in all lines connected to the Glynn County Sewer System.
4. **DUMPING OF TRASH:** Hampton Plantation does not have a dump area. Anyone caught dumping illegally will be prosecuted.