SUBJECT: External changes to home or lot.

COMMITTEE: Architectural Control Committee --- ACC

REFERENCE: Supplementary Declaration of Covenants, Conditions, & Restrictions, recorded December 10, 1984

Routine maintenance does not require prior approval. Examples of routine maintenance include:

1) Touch-up painting of trim, siding, decks, porches, fences, and railings;
2) Replacement of rotted trim or rotted pieces of siding as long as it is painted the same exact color;
3) Removing shrubs or planting shrubs, pruning trees;
4) Sodding a lawn;
5) Changing hardware on exterior doors;
6) Changing exterior lights on garages.

Larger projects or complete house trim painting and any painting which changes the color is subject to the Policies and Procedures as outlined below.

POLICY: Any change to the exterior of the dwelling or lot, as outlined below, requires an approved Request for Change form PRIOR TO THE START of any project.

PROCEDURE: Homeowners must submit a completed Request for Change form summarizing the project. The request must include drawings, pictures, samples, color chips or blueprints as needed to properly explain the project. A request form is available at the clubhouse or can be downloaded at woodlakevillage.org. The completed form is to be placed in the ACC box in the clubhouse. Requests will be reviewed at the next regular ACC meetings held the first and third Wednesday of each month. In most cases, a response from the ACC will occur within a few days after the next scheduled ACC Committee meeting. Any request
not acted on by the ACC within 30 days is considered automatically approved. A site visit by a Committee member or members will likely occur prior to approval with follow up visits during and upon completion of the project. The homeowner will be asked to notify the ACC member assigned, as shown on the approved ACC request, upon completion of the project. Owners have 90 days from approval to complete the project unless a specific extension is granted by the ACC. Any project started without ACC approval will be subject to a fine determined by the HOA Board.

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1. **Additions**: All additions to existing structures require a current appropriate plot plan survey with an outline of the proposed addition shown with distances to the street right of way and property lines noted, and a permit from Horry County Code Enforcement. In all cases, the additions must comply with the following guidelines:
   a) Siding must match existing type and color;
   b) The roofline must match the current roofline;
   c) All painted features must match the current color scheme;
   d) Roofing materials must match as closely as possible.

   Any roof addition must have a minimum pitch of **2.5”/12”**.

   Flat roofs are not acceptable.

2. **Arbors**: Arbors to support garden vines and shrubs may be placed in either the back or side yard and must be anchored by placing support posts in the ground at least **12 inches**.

3. **Awnings-retractable**: Retractable awnings may only be placed in the rear of the house using approved samples and colors available in the clubhouse.

4. **Bushes and Shrubs**: Bushes and Shrubs are not permitted within **five (5) feet** of any roadway curb. Please take plant growth over time into consideration when planting to avoid creating safety hazards due to sightline obstruction. No plantings other than grass are allowed in any drainage swale. Plantings should also be avoided within **5 feet of any side or back lot line** to allow for access to easements.

5. **Doors, Exterior Entry**: Replacement doors must compliment the color and style of the dwelling. Color binder is available in the clubhouse.

6. **Doors, Garage**: All replacement garage doors must match the color scheme of the dwelling. Color and style sample must be included with the request. A list of acceptable styles and colors is available in the clubhouse.
Garage door screens may be installed provided they are not visible from the outside when the garage door is closed.

7. **Doors Storm**: Storm doors should be full glass of one or two panes and match the color scheme of the dwelling.

8. **Driveways**: Driveways or any addition or replacement thereof must be constructed of the same type of material and surface finish as the original. The entire driveway should be of uniform appearance and no portion thereof may exceed **twenty (20) feet in width**. Approved coatings and protective finishes may be applied but must compliment the color scheme of the house. Approved coatings are not to extend over curbs.

9. **Fences Back Yard**: Back yard fences may only be in the area between the rear lot line and the back of the house. It may run outward from the rear corners of the house to the side lot lines, then back to the rear lot line and across the rear of the lot. Non-conforming lots (i.e. cul-de-sac) are subject to variation at the discretion of the ACC. All fencing requires matching gates and may **not exceed 4 feet in height**. Rail fences may be screened on the inside with 2” by 4” mesh wire to contain pets. Fence choices are available with pictures in the clubhouse. Other styles and materials may be allowed with ACC approval. A six **(6) foot high**, opaque, barrier, white vinyl or wood, fencing will be allowed only along the outside perimeter of the Woodlake Village Subdivision (rear lot lines only.) Fencing must be approved by ACC.

10. **Fences, Equipment Enclosures**: Enclosures around pumps, garbage cans, and uncovered materials or equipment are limited to permitted fence materials **not to exceed four (4) feet in height**. Propane tanks enclosures **may not exceed five (5) feet in height** and must be enclosed by fencing or landscaping. These enclosures must abut either a back or sidewalk of the house.

11. **Fences Patio**: Fences to enclose a patio are permitted provided they do not exceed **three (3) feet in height** and are permanently installed.
If a gate is installed, it must match fencing.

12. **Flag Poles**: The usual American flag flown by homeowner is 3 feet by 5 feet; a flagpole between 15 feet and 20 feet is essential for its proper display. Any flagpole over 20 feet in height must be placed no closer than 1.5 times the height of the pole from the nearest structure. **Maximum height** that will be allowed is **25 feet and two flags per pole**.

13. **Garbage Cans**: Garbage cans are not to be stored in the front yard. It is preferred that they be kept within a fenced enclosure as provided for in Item 10, under Fences or otherwise out of sight.

14. **Garden Beds-Raised**: Raised garden beds are allowed in the back yard or as approved by the ACC. They are limited to a **height of 12 inches**, may be made of wood or vinyl and no larger than **4 feet by 8 feet** in size. They must be placed in such a way as to prevent obstruction of drainage of the property. Window boxes are acceptable under windows within the confines of the window width.

15. **Gazebos**: Any request for a gazebo [would] will require drawings, an appropriate plot plan, a materials list and appropriate county or state permits. Approval by the ACC and HOA Board will be required. A gazebo cannot be placed in the front yard and cannot be used for storage of any kind.

16. **Gutters and Downspouts**: Gutters and downspouts shall be white or color to match the trim of the house, with the approval of the ACC.

17. **Holiday Decorations**: Do not require approval but must be removed no later than **3 weeks** after the holiday.

18. **Lamp Posts**: Lamp posts for yard lights may be moved or replaced with similar lamp posts. Pictures and placement sketch are required.
19. **Lawn Ornaments**: Man made lawn ornaments, rock gardens, fountains and fish ponds not to exceed **3 feet in height** are permitted in the front, side, and back yards without ACC approval. Anything over 3 feet in height requires a picture or drawing in order to be considered. Please use restraint regarding the number of ornaments.

20. **Outdoor Storage**: Lawn equipment, tools and landscape materials are not permitted to be stored in the open outdoors. Fences are not be used for hanging or storage of ladders or other equipment. Please refer to item 10 and 35 of this document.

21. **Painting**: Painting of an exterior surface requires ACC approval, except routine maintenance as described on page 1. All exterior house paints must have a flat or semi-floss finish. High gloss finishes are not permitted. Color samples are available in the clubhouse.

22. **Patios**: Patios or decks may be added or changed and may be either treated wood, concrete, patio stone or brick pavers. Please attach a sketch of any changes to existing patios and a plot plan for new patio.

23. **Pergolas**: Pergolas with or without swings are allowed if fastened to back patio slabs or anchored to concrete footers that are **12 inches by 12 inches** and **18 inches deep**. Anchors must be of a type designed for attachment to concrete. Pergolas may be placed anywhere in the back yard but must not impinge on any easement or building set back lines. Sides are to be open, without screens, and the top is to be left open except for the structural braces needed for proper installation. No top coverings are allowed. Pergolas cannot be used for storage of any kind.

24. **Protective Nets**: Golf course homes may use protective netting to prevent damage from stray golf balls. Netting must be installed by properly credentialed installers and must include drawings or a sketch with the ACC request. Do it yourself projects will not be approved for protective nets.
25. **Retaining Walls:** Any retaining wall requests must include drawings, must not impede water drainage, and extend no more than **six (6) inches** above grade.

26. **Roof Replacement:** Replacement roofs must match the color scheme of the house and blend with the existing homes. Please include a sample with request. A list of suitable roof materials and samples is available in the clubhouse.

27. **Satellite Dishes and Antennas:** Satellite dishes must not be visible from the front of the house unless reception of an acceptable quality signal is not possible. Roof mounted antennas may be approved on a case-by-case basis. Freestanding antenna towers are not permitted in Woodlake Village.

28. **Shutters Window:** Samples of approved window shutters and colors are available in the clubhouse.

29. **Sidewalks/Walkways:** Sidewalks/walkways may be added or replaced provided they are constructed of concrete, brick, or other approved material. Submit sample. Protective finishes and coatings may be applied but must compliment the color scheme of the home. Approved color samples are available in the clubhouse. Stamped designs or patterns are not permitted in the front but can be used for back patio or as approved by the ACC.

30. **Siding:** A list of approved siding colors is available in the clubhouse.

31. **Signs:** Signs are generally not allowed with the exception of “For Rent” or “For Sale” signs which cannot exceed **2 feet by 3 feet in size.** Contractor signs not exceeding 2’ x 3’ are permitted while a contractor is actively working on a project at the home site.

32. **Sky Lights:** Sky lights may be installed on any rear or side facing roof panel, but are not permitted on front facing roofs.
33. **Solar Panels:** Solar panels will be addressed on a case-by-case basis. Any application must include drawings, a materials list and specifications. Permits from County or State authorities must be obtained and provided to the ACC prior to construction.

34. **Solar Tubes:** Solar tubes may be installed on any roof surface.

35. **Storage Sheds:** Storage sheds of the prefabricated type may be permitted provided they do not exceed 3 feet in depth, 5 feet in width and must be tucked under the rear or side overhang of the home. It must be anchored to a concrete slab or wood deck.

36. **Storm Shutters:** Placement of storm/hurricane shutters is only allowed during a reasonable period of time prior to and after a storm/hurricane. Long-term placement of storm/hurricane shutters is not permitted. Storm/hurricane shutter and other storm deterrents such as sand bags must be stored out of sight when not in use. Permanently mounted hurricane shutters must be kept in their designed stored position when not in use.

37. **Trees and Stumps:** Removal of any tree 4 inches or more in diameter as measured 4 feet from the ground must have approval prior to cutting. Live Oak trees are protected by the County and State and cannot be removed without written permission from Horry County Planning and Zoning Commission. Other trees may be approved for removal is they are dead, diseased, or present a hazard to either your home or a neighbor’s home. Tree removal includes removal of the stump which must be ground to at least four inches below grade level unless they interfere with underground utilities in which case they must be cut to grade level. All tree and stump debris (shavings) are to be removed. Any hardwood tree removed may require a replacement tree as determined by the ACC. Replacement trees must have a trunk of at least 1” in diameter and be planted within 90 days of any tree removal. After any natural calamity, property owners can proceed with recovery efforts at their discretion but recovery must be completed
38. **Trim**: House trim can be wood, vinyl, metal or cement board. Colors selected must compliment the siding colors. Approved colors can be found in the clubhouse.

39. **Windows**: Replacement windows must be at least double pane and match the existing color scheme of the dwelling. Supplier information must be included with your application. Non-reflective window tinting equivalent to Sun-Gard Optivision 35 or 45 is acceptable, samples available in the clubhouse. Other tints to be evaluated on a case-by-case basis.

40. Any item not included in the above will be considered on a case-by-case basis by the ACC within the constraints of the Covenants of Woodlake Village Homeowners Association. Approval of any request within this procedure does not mean an automatic approval of any similar request. Each request is evaluated on its own merits with regard to adherence to rules, property values and overall appearance impact on the neighborhood. Samples of acceptable materials, colors, etc. are available in the clubhouse and have been approved by the HOA Board.

Any decision by the ACC can be appealed to the HOA Board of Directors whose decision will be final.

41. Any non-conforming changes installed after approval of these regulations will be subject to fines in accordance with the Woodlake Village schedule of fines. Non-conforming items installed prior to March 1, 2018, that do not have action pending, will be allowed to remain but must be brought into compliance when making further changes.
Pursuant to Article VII of the Declaration of Covenants, Conditions and Restrictions for Woodlake Village, the following rules have been established for ease of understanding.

Landscaping

In an effort to maintain the integrity, beauty and home values in our community the following rules will be enforced.
1. Each lawn shall be kept mowed and edged on a regular bases and at no time shall the grass exceed 6” in height.
2. Lawns must be kept free of leaves, pine needles and other debris.
3. All curbing must be edged and all gutters along the curbs should be kept free of debris.
4. Ditches and swales must be kept clear of debris.
5. Landscape shrubbery must be kept trimmed and can obstruct no more than 50% of windows.
6. Plant and tree pruning should consist of the removal of dead, dying, diseased, interfering and objectionable branches or limbs.
7. Sidewalks, driveways and pathways must be kept cleared of any plant growth.
8. Flowerbeds must be kept free of weeds and other debris.
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File: A-002-1
October 31, 2018

9. At no time shall vines be allowed to grow attached to the exterior of any home.
10. Upon the owners failure to maintain their lot, the association may at its option after giving the owner 10 day written notice take corrective action as needed to achieve compliance at the expense of the owner as outlined in Article VII referenced above.

Houses

1. Upon the owners failure to maintain their home, the association may at its option after giving the owner 30 days written notice take corrective action as needed to achieve compliance at the expense of the owner as outlined in Article VII referenced above.
2. The exterior of the home must be kept in good repair, no rot, peeling or faded paint, no rust stans, dirt or mold on siding.
3. Roof must be in good condition with no holes or missing shingles.
4. House address numbers must remain visible from the street at all times.
5. Driveways should be clean and free of stains.

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6. All motor vehicles in driveway must be licensed and operable.
7. Yard tools, gardening materials and equipment must be stored out of sight.

Special maintenance for duplexes.

Please refer to Declaration of Covenants, Conditions and Restrictions, Article VIII for additional instructions regarding exterior maintenance of duplex units.