

(Return no later than the first business day of the month for next meeting).

## Windjammer Village of Little River Property Owners Association

### Procedure and Requirements for Approval of Construction Requests

All plans, specifications and fees must be submitted by the first business day of the month, before the workshop meeting of the Board of Directors. The Architectural Control Committee will meet one or more times each month to review plans. However, recommendations concerning construction proposals will be made to the Board of Directors only at its monthly meeting. (Rev. 10/08) (Roofing added 03/17/09)

In order to be considered for review, plans, specifications, fees and lot preparation must be complete. Incomplete submissions will be returned without review. To be complete, requests for approval must include all of the following:

#### NEW CONSTRUCTION

- Completed application form, with necessary fees.
- Two sets of plans, to scale, fully dimensioned and showing all construction details and in accord with applicable codes. Plans must include the following:

##### Plot Plan (min. scale: 1" = 20')

Must be certified by a licensed land surveyor and include:

- Orientation of lot with North arrow.
- Lot dimensions and bearings (all sides).  
Outline of house, patios, decks, porches, walls, driveways, walks, etc.
- Minimum distance from edge of lot to house (all sides).
- Adjacent street(s) labeled.
- Direction(s) of storm water run-off flow for the lot in its finished condition.
- Measures planned for drainage and erosion control such as grass, plantings, gravel, timbers, etc.

##### Floor Plan (min. scale: 1/4" = 1')

Must show the following:

- Floor plan of each level; include decks, terraces, patios, garages, carports, etc.
- Materials of decks, patios, walks, driveways, etc. - indicate colors of above if other than natural concrete or asphalt.
- Show location of external heating and/or cooling units.
- Indicate square footage of each level (heated area and total – include porches, decks, patios, etc. with roofed above-ground construction and garages. Exclude driveways, walks and uncovered stoops).

**Elevations** (min. scale: 1/4" = 1')

A minimum of four elevations are required to show:

- All windows, doors, louvers, chimneys, solar panels, etc. Chimneys must include spark arresters and extend a minimum of 2 feet above the roof ridge line.
- Type and color of exterior siding,
- Type and color of roof covering,
- Type and color of exterior trim,
- Type and color of chimney exterior, and
- Type and color of exposed foundation (facing).

**Lot Preparation**

Survey markers must be visible. Lot must be staked and strung to show perimeter of lot and location of house. Trees to be removed must be marked prominently with colored cloth or tape. Marking must remain until a post-clearing inspection is completed.

**ADDITIONS OR MAJOR ALTERATIONS**

Submission requires a plot plan and adequate scaled line drawings. In addition, indicate total square footage of existing structure and of the addition/alteration (heated and total area).

**REMODELING AND MINOR ALTERATIONS**

Provide plans or descriptions which thoroughly describe the work to be done.

Architectural requests [other than for new home construction] must be started within 6 months after approval or the request must be resubmitted.

Trees are defined as 4 or more inches in diameter or 10 feet or more in height. For purposes of construction, trees within 3 feet of the proposed structure(s) may be removed.

Manufactured plastic storage sheds/bins less than 25 sq. ft. in floor area will be considered 'storage bins.' Storage bins must be approved by the Architectural Committee. The guidelines for approval require that the property offsets not be violated without a variance, the storage bin be attached to the house, and that the storage bin meet the general aesthetics guidelines established by the Architectural Committee. Storage bins will not be subject to the Fee Schedule that follows.

**Fee Schedule (Rev. 10/08)**

**A. All new construction to have the POA fee based on square foot area of \$.30 per square foot.**

1. \$300.00 fee for a 1000 sq. ft. home
2. \$450.00 fee for a 1500 sq. ft. home, etc.

**B. All additions or alterations:**

1. \$50.00 fee if under 200 sq. ft.
2. \$.30/sq. ft. 201 sq. ft. and over
  - a. \$82.50 for a 275 sq. ft. addition
  - b. \$90.00 for a 300 sq. ft. addition, etc.

**Specifications for Contractors/Owners**

**FLOOR SPACE REQUIREMENTS**

One-story houses shall have a minimum of 750 square feet of heated area and a total area, including heated area, porches, decks, patios, garages, etc., shall not exceed 1800 square feet.

Two-story houses shall have a minimum of 1000 square feet of heated area on first floor. Total ground floor area, including heated area, porches, decks, patios, garages, etc., shall not exceed 1800 square feet. The second floor area shall not exceed 1500 square feet of heated area. Maximum area of 3300 square feet will apply for a raised “beach house” with entire first floor garage/storage.

The area of a house built on two or more lots may be increased by 50% from the above requirements.

If the minimum size house will not fit on a lot due to the size or shape of the lot the Board of Directors may consider applications with less than the minimum square feet. Property owner should discuss with the Architectural Committee before completing and submitting plans.

A house with the maximum allowable square feet must fit within all setback lines. No variance shall be granted to decrease any setback, and no variance shall be granted for any additional expansion in the future.

**SETBACK REQUIREMENTS**

No dwelling or structure shall be erected on any lot nearer than:

- a. Twenty-five (25) feet to the front line of the lot. No house to front on Little River Drive.
- b. Eight (8) feet to the side line of the lot.
- c. Fifteen (15) feet to the rear of the lot.

Inclusions into the rear setback require a variance and will not be approved if greater than 25% of the distance to the lot line. No variances will be approved to front and side setbacks.

**Corner Lot Setback Requirements are: (Rev. 10/08)**

- 25 feet from the front
- 8 feet from the one side
- 15 feet from the rear
- 11 feet from adjacent road or roads

Some **pie-shaped lots** have a front and two sides, but no back. According to Horry County the setbacks are as follows: **(added 10/08)**

1. along the street – 15’ setback (WJV would be 20’)
2. back is eliminated
3. each side is 7.5’ (WJV would be 8’)

**SETBACK VARIANCES**

Any setback variances that Windjammer grants will also have to be granted by the Horry County Zoning Board of Appeals.

Simply put, it means that all setback variances must be approved by both Windjammer POA Board and also the Horry County Zoning Board of Appeals. It would be best if zoning requests would be requested first to the POA. It increases the time involved for processing requests, but the chance of passage is better if Windjammer POA passes the request first.

**MATERIALS**

The following materials may be used for exterior siding: Redwood, Spruce, Cedar, Pine, Fir, Brick, Stone, Weathered Wood, and Cinder or Concrete Block, if stuccoed (for foundation only). Solid Vinyl Siding designation D-3679-92 or later. Samples of Vinyl must be submitted for color determination.

The following materials may **NOT** be used for exterior siding: Plastic except as indicated above, metal of any kind, white or bright red brick, cinder or concrete block, stucco, precast or poured concrete, asbestos, Miami stone, or bright colors in contrast to natural environment.

Homes built on wood pilings or masonry piers 5 feet or more in height must be equipped with break-away walls (lattice work or other suitable covering).

**ROOFING – Added 03/17/09**

The following materials may be used on roofs: wood, slate, asphalt, composition and fiberglass; panels of steel, aluminum-zinc or copper in standing-seam, or faux-shake styles.

The following materials may NOT be used on roofs: clay tile or similar manufactured material, tin or plastic.

Architectural standing seam metal roofing is defined as concealed clip fastened and site mechanically seamed metal panel roofing system uniformly supported by a separate structural substrate.

Recommendations for metal roofing: minimum slope is 2:12; proper underlayment membrane should be used; attic should be properly ventilated to prevent condensation under roofing; since metal roofing may last 50 years the basic structural roof should be carefully inspected and any repairs or upgrades made.

Metal roofing must be factory pre-finished [painted] with an approved color. Samples of the material and color must be submitted for approval. Nails are not permitted for the fastening of metal panels; use corrosion resistant fasteners.

Colors: dark brown, brown/black, dark green, dark blue, gray. Additional colors may be approved when submitted.

Colors NOT allowed: white, “aluminum” paint color, red, yellow, bright blue, orange, bright shade of any color.

The guidelines for metal roofing will be updated as required. Verify with the Architectural Committee that you have the latest information.

### **PLAN APPROVAL**

Plan approval is conditional to performance of and adherence to all applicable codes and restrictions. Any proposed external changes to the building and or site, as shown on approved plans, must be submitted to the Board of Directors for approval prior to proceeding with these changes. Plan approval is valid for a period of six (6) months from date of approval. If construction is not started within 6 months after approval, plans must be reapproved by Architectural Committee.

### **CONSTRUCTION TIME**

If construction is not complete within six (6) months after approval, POA dues will be charged at the finished residence rate.

APPROVED BY THE BOARD OF DIRECTORS ON SEPTEMBER 14, 1985.

ADDITION – 05/09/87

### **REQUIREMENTS WHEN USING FILL DIRT**

When using fill on any property where there is a possibility of any runoff onto any other property or drainage ditches, a retaining wall must be installed.

**ATTACHED STRUCTURES** [Added by Board of Directors 5/09]

A new building constructed or placed on a lot must be attached to any existing buildings that remain on the lot. There may not be two separate buildings on the same lot unless they are joined. Architectural plans for construction will not be approved by the Board of Directors with two separate structures.

The structures may be joined at the roof line with a breezeway, an open or enclosed porch type of connection. Alternate plans for connecting the structures may be submitted to the Board of Directors for consideration.

A lot is considered as one or more combined parcels which have the same tax identification number.

In situations where there are two existing structures on the same lot the structures do not have to comply with the revised rule; however, any existing separate structure can't be enlarged or substantially improved unless it is joined with the main structure.

**WINDJAMMER VILLAGE OF LITTLE RIVER  
PROPERTY OWNERS ASSOCIATION  
INSTRUCTIONS TO CONTRACTORS/OWNERS**

1. Fires are prohibited on all construction sites.
2. **No** dumping at all in dump area.
3. Clubhouse, pool area, and compound area are off limits to subcontractors and workers. Portable toilets are required on all construction sites. (One is allowable if the contractor has more than one nearby site.)
4. Care must be exercised in use of heavy equipment so as not to damage Village roads or adjacent properties.
5. Transit mix concrete trucks and mortar boxes may not spill same on roads or adjacent properties during pouring or cleaning of such equipment.
6. Construction site must be kept clean and orderly during construction by contractor on the job. Site must be cleaned up at the end of each week, or an assessment of \$50.00 minimum will be levied against contractor.
7. Construction and contractor working hours are between 7:00 AM and 6:00 PM weekdays only. Construction and contractors may not work on weekends and holidays listed below. Special permission, obtained in advance, is required for Saturday work by contractors and is approved only in extreme situations. Contractors working inside houses, with no noise outside, may request approval for Saturday work. Property owners can work on their own homes, without any contractors, on holidays and weekends. Excluded holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. *Revised: January 18, 2016*
8. Posted speed limits and posted One Way signs must be observed at all times. Violators will be denied entrance to the Village. No blocking of roadways is permitted.
9. All damage to Village gates, roads, common properties, etc., will be charged to Contractor responsible for said damages.
10. No contractor's signs are permitted at construction site. (Rev. 10/08)
11. During construction, the contractor is responsible for any erosion or runoff of any material onto roads and adjacent lots, and must take immediate remedial action to correct the situation. After construction is completed, this becomes the responsibility of said property owner.
12. A Building Permit from Horry County must be posted on the site prior to starting construction.
13. Inform POA Office (249-2460) when foundation and/or slab are to be poured.
14. General contractors are responsible for seeing that subcontractors and workers adhere to these rules.

Construction Permit Requirements – 3/97 (Rev. 07/09)

15. Non-conformance with the above rules could result in an assessment against your company.
16. Copy of permit must be given to POA office prior to start of construction. (Added 10/08)
17. Contractor’s contact information/address must be given to the POA office prior to start of construction. (Added 10/08)

**ARCHITECTURAL RULES**

**PAINTING**

Outside color of houses, garages, etc.

1. New Construction – the proposed color(s) must be supported by the paint chips and submitted as part of the construction application. If acceptable to the Architectural Committee, it will be presented to the Board of Directors for approval as part of the overall plan.
2. Re-paints – The proposed color(s), supported by paint chip(s), must be submitted to the Architectural Committee for approval.

If in the opinion of the Architectural Committee the supplied paint chip cannot be determined to meet the aesthetic requirements of the Village, the Committee may request additional evidence for review. This additional evidence should be mutually agreeable to the Committee and the property owner. Additional evidence such as a 12-inch by 6-inch piece of exterior siding material, painted with the proposed coating allowed to dry thoroughly, or a like-size section of vinyl siding would be a satisfactory sample of the proposed coating to make a valid decision on the acceptability of the proposed paint color.

While final approval is left to the discretion of the Architectural Committee and the Board of Directors, no bright colors or blacks, reds, yellows or white will be approved as a primary color. Earth tones of grey, brown, blue and green are preferred.

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(Screens/Fences)  
(Setback Requirements)  
(Materials)  
(Construction Time)

**REQUEST FOR VARIANCE  
FROM BOARD OF DIRECTORS**

I (we) lot owner(s) in Windjammer Village of Little River request a variance from the Architectural Committee specifications.

Name(s) \_\_\_\_\_

Address of Lot \_\_\_\_\_ Lot # \_\_\_\_\_

Mailing Address (if different from above:) \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ email \_\_\_\_\_

Description of work you want to complete:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Variance requested: \_\_\_\_\_

\_\_\_\_\_

It is understood that an attempt will be made to solicit the opinion of lot owners within 50 feet of your property concerning this request. Their opinions could influence whether or not this variance is granted.

A property owners' hearing concerning this request may be held to allow the feelings of property owners to be expressed. You will be advised of the date.

There will be a charge to send certified letters to all adjacent property owners.

All Owners Must Sign: \_\_\_\_\_

\_\_\_\_\_

**WINDJAMMER VILLAGE OF LITTLE RIVER  
PROPERTY OWNERS ASSOCIATION**

**APPLICATION**

**ARCHITECTURAL COMMITTEE PERMIT**

1. Name \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Lot Number(s) \_\_\_\_\_ Improved \_\_\_\_\_ Unimproved \_\_\_\_\_

3. Mailing Address \_\_\_\_\_

4. Estimated Starting Date \_\_\_\_\_

5. Estimated Completion Date \_\_\_\_\_

6. Builder/Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ email \_\_\_\_\_

S. C. License# \_\_\_\_\_ Horry County License # \_\_\_\_\_

7. Has site been “staked” or “stringed”? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Was lot originally purchased from developer before January 8, 1979? \_\_\_\_\_. (If answer is yes, provide copy of pertinent information from deed, letter from closing attorney, etc, - then, square footage restrictions will not apply.)

Description of proposed work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Signature

**PLEASE SUBMIT A COPY  
OF YOUR PROPOSED PLANS TO THE POA  
BEFORE SIGNING A CONTRACT WITH A BUILDER**