

THE FORD
FIELD & RIVER CLUB



Architectural Review Board Design Guidelines
and Procedures

November 16, 2023

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1.0 Introduction & History

1.1 Introduction

From its majestic oaks along the winding banks of the Ogeechee River to the grand house rebuilt by Henry Ford on this property, The Ford is representative of the history of the Low Country. We, as its current stewards, must manage and preserve this beautiful place and respect its rich architectural history and setting. The POA created the ARB and adopted the Guidelines, so that we will remain focused on these priorities.

1.2 History of the Low Country and Architecture at The Ford

Following the Spanish in the late 1500s, English colonists, under the leadership of General James Oglethorpe, settled in Savannah in the early 1700's. The earliest record of this area is a land grant awarded by King George II in 1759. The modern era of this area began in 1925, when Henry and Clara Ford bought the land and its surroundings in the village named Ways Station, now called Richmond Hill.

Clara Ford personally designed her dream house and selected the site overlooking the Ogeechee River. Her design evolved from the design of a historic house further up the Ogeechee River and was built using the reclaimed Savannah grey bricks we see today.

The land passed through several owners over the intervening years, and in 1998, 1800 acres was purchased to establish a Sporting Community, attracting people who wish to spend time outdoors in physical activities. Today, these activities remain at the heart of the Ford lifestyle.

The Ford is distinguished from other communities by the careful planning of its site, balancing the needs of a successful development with the beauty and heritage of its Low Country setting on the Ogeechee River. In addition, the developer insisted on exemplary architecture for the community buildings and the residences, based on historic precedents and traditions of the region, much the way the Fords designed their house.

2.0 Introduction to the ARB

2.1 Purpose

The management of the community grounds, roads, and the review and approval of designs for any construction is the responsibility of The Ford Field & River Association, called "POA."

Responsibility for administration of the Design Guidelines and Procedures and review of all applications for construction and modifications under this Article shall be handled by the ARB. The ARB members shall be selected by the Board, but need not include Members or representatives of Members, and may include architects, landscape architects, engineers or similar professionals, whose compensation, if any, shall be established from time to time by the Board. Whenever the ARB consists of one member, that member shall be a licensed architect.

2.2 The Town Architect

As member(s) of the ARB, the Town Architect has full responsibility for reviewing and approving all architectural and landscaping design submittals at The Ford. Accordingly, all owners of lots at The Ford are required to obtain the approval of the ARB for any current or future construction on their lots, as well as for any significant alterations of landscape and vegetation, consistent with all POA documents.

2.3 Director of Association Management

The Director of Association Management shall be authorized to make decisions and approvals of issues as delegated by the POA that come before the ARB without input from the Town Architect. The review of construction of any new building on a lot shall require the direction and approval of the Town Architect and may have input from the Director of Association Management. The director's responsibilities also include monitoring construction for compliance with the ARB-approved plans and specifications.

2.4 An Overview of the Design Guidelines and Procedures

The Design Guidelines and Procedures (called "Guidelines") are provided for the purpose of maintaining and enhancing the aesthetic, historic, and cultural values of the Low Country and The Ford. The Guidelines establish the goals and standards for reviewing residential designs and provide advice and guidance to property owners, design professionals and builders in the planning, design, and construction processes.

The Guidelines are based on the well-established practice in which architects' study previously successful designs and work to evolve and improve them, to make them appropriate for the current time and site conditions, and to modify them to meet the client's wishes, while retaining the essence of the original design. The Guidelines follow this approach using established Low Country Historical Precedents.

For these guidelines, Common Areas are defined as lakes, lagoons, amenities including but not limited to the golf course, Lake Dye, sports barn, ODP, club house, main house, and any green space areas owned by the Club or POA.

2.5 The Review Process Overview

The Guidelines contain a well-defined and transparent approval process during which Owners and their architects can demonstrate to the ARB how their designs conform with the Guidelines, and the ARB will provide guidance along the path to final approvals. See section 5.0 for details on the design process.

The key steps in the process are:

- The first meeting at the site is to review the site conditions and discuss the process and relevant historic design precedents, dependent on the setting, as the basis for the design.
- The first review (schematic drawings) will focus on the mass, scale, proportion, site conditions, as they relate to the selected historic precedent.
- The second review (design development drawings) will build on the notes from the first review, furthering the design and adding appropriate details.
- The third review (construction documents) will examine any design or detail changes after the second review and finalize the drawings and other documents.

2.5.1 Review Schedule

The goal of the ARB is to approve all submittals of Owners promptly and efficiently if possible, following the process outlined above. The time required to complete the ARB process varies, given the nature, magnitude, and complexity of the proposed work. Complete and timely submissions by Owners will aid greatly in moving the review and approval process forward. ARB meetings are held monthly. Submissions are due one week prior to the date of the meeting. A schedule of meeting and submission dates may be found on The Ford's Members' only website.

2.5.2 The ARB Approval

Owners shall not construe that the review and approval of plans and/or specifications by the ARB or that following the Guidelines will result in a properly designed or constructed building or that such standards comply with pertinent law. ARB approval does not mean that the ARB ensures that a design is code compliant.

The Design Guidelines and Procedures can be accessed on The Ford's Members' website.

3.0 Architectural Review Board Process

3.1 The ARB Goals

At The Ford, we share the responsibility to protect and enhance a unique place with an extensive history and extraordinary natural beauty. It is important that future improvements and construction do not compromise the beauty and environment found here.

The ARB, using the Guidelines, ensures the long-term interests of all property owners are well served by directing a well-defined approval process for all improvements and construction with

the goal of preserving the vision and unique environmental, scenic and neighborhood qualities of The Ford.

3.2 Purpose of the Design Guidelines

The Guidelines establish standards to preserve the unique and desirable qualities of The Ford and to ensure that residential designs are harmonious with each other. These standards are not intended to create “look-alike” residential structures, but to ensure that homes are designed and constructed in a manner which supports and enhances the overall beauty of the neighborhoods, the buildings, the environment, and our lifestyle.

The Guidelines were prepared not only as an outline of appropriate and desirable development, but also to provide practical guidance for property owners, architects, landscape architects, and builders in the development of each residential lot.

3.3 The Design Pillars of the Guidelines

The design principles of the Guidelines set the framework for all designs at The Ford. The challenge to Owners and their design team is to draw from historic residential architectural examples (discussed in Section 4) found in the Low Country and interpret them creatively without losing the essential characteristics (mass, proportion, and scale) of the chosen historic example, making sure the design is compatible with the site conditions.

The five Design Pillars are:

- Authentic historic precedent for the design.
- Site conditions and surroundings.
- Massing and form consistent with the historic precedent.
- Proportion and scale consistent with the historic precedent.
- Materials, textures, and colors consistent with the historic precedent.

3.4 Functions of the ARB

Owners at The Ford are required to obtain the approval of the ARB before starting any construction on their lot, now or in the future, as well as for any meaningful alterations to the landscape or vegetation. Pursuant to the Declaration, the POA has adopted these Guidelines to describe the review and approval process and to provide guidance to Owners. The Guidelines provide the framework for approvals, but compliance with the Guidelines does not guarantee final approval of any application.

The ARB will:

- Preserve and enhance the natural environment and beauty of The Ford.
- Preserve and enhance the privacy and tranquility of the individual lots.
- Assist Owners in obtaining maximum utilization and enjoyment of their property within the applicable Guidelines for The Ford.
- Guide the harmonious design and construction of homes at The Ford in a manner that

will enhance the value of real estate over time.

The ARB, through the Director of Association Management, will review and monitor all construction for compliance with the Approved Plans and specifications. Upon completion of construction, the ARB requires certification from the Architect, Contractor, and Landscape Architect that all improvements and plantings were completed in compliance with the Approved Plans and specifications.

To avoid any conflict of interest, the Town Architect(s) may not approve of the professional services they have provided to The Ford members. However, the Town Architect may provide professional services to The Ford Field & River Association and The Ford Field & River Club.

3.5 ARB Responsibilities

The responsibilities of the ARB are as follows:

- Review and approve the designs of all projects and landscaping alterations proposed for lots at The Ford, following the five Design Pillars.
- Propose amendments to the Guidelines, as may be needed.
- Review and approve all applications for compliance with the Guidelines and the Declaration.
- Review and approve architectural and landscape designs for harmony with the natural environment and neighboring building sites consistent with Low Country architectural precedents, as described in the Guidelines Section 4.
- Promote high standards of design.

3.6 Responsibilities of the Owner

These responsibilities include the following:

- Demonstrating to the ARB how their designs comply with the Guidelines and the chosen historic precedent.
- Completing the review process.
- Ensuring the work by the contractors complies with the Approved Drawings.
- Compliance with all laws, codes, and ordinances of any governmental agency or body.
- Determination of environmental restrictions, runoff protection, drainage and grading requirements and all surface and subsurface soil conditions.
- Determination of structural, mechanical, and electrical requirements and all other technical aspects of the proposed project.
- Compliance with the Declaration.
- Delivery of deposits and fees.
- The Owner is responsible for compliance with all policies and procedures throughout the completion of the project.

NOTE: The ARB assumes no liability for the responsibilities of the Owner, or for any responsibilities or performance of the Architect, Landscape Architect, or Contractor.

3.7 Use of Professionals

3.7.1 Professionals List

Only professionals and their firms, qualified by the ARB, shall be entitled to participate in the design and construction of residences, renovations, other construction, and/or landscapes at The Ford.

All Architects, Builders and Landscape Architects working at The Ford must be licensed. The Director of Association Management will maintain a current list of qualified Architects, Landscape Architects and Contractors (called “Professionals List”) who have met and continue to satisfy the criteria established from time to time by the ARB.

Owners may either select professionals from the Professionals List, or have other professionals submit applications for review and qualification. Information regarding the application and review process for new professionals may be obtained from the Director of Association Management.

Professionals desiring to provide services within The Ford are required to adhere to the highest standards of professionalism, integrity, and competence.

3.7.2 Professional Services Required

Owners must engage a licensed Architect and a licensed Landscape Architect for all construction and projects to fulfill the ARB approval requirements. To achieve the best quality and outcome, the ARB requires professional submissions regardless of the project’s size. The architect must be familiar with Low Country historic precedents and residential design. The landscape architect must be familiar with Low Country native plantings, soil conditions, wetlands, etc. Requiring licensed professionals allows for maintaining high standards and consistency within the community. Understanding of The Ford Guidelines, practices, and procedures is important for all professionals.

3.7.3 Building and Landscape Contractors

Only licensed and insured Building Contractors and insured Landscape Contractors who agree to abide by the Guidelines and other applicable requirements, rules, and regulations will be allowed to work within The Ford.

NOTE: Due to potential conflicts of interest between the builder and the ARB, owners that do not hold a Residential Home Builders license may be restricted from the construction of their own home. Owners will be required to submit a Qualifications Statement and be qualified by the ARB.

4.0 Design Philosophy

4.1 Design

This chapter, in combination with Section 6 (Site Development) and Section 7 (Architectural Materials), sets forth standards for all design work relating to new construction, renovation, alteration or addition of the exterior finish of an existing structure and/or of building(s), including building heights, massing, color, materials, and sustainability measures. It also addresses the architectural character established by the settings which define each neighborhood context.

4.2 Settings

Settings are the defined neighborhoods that make up The Ford Field & River Club. In designing and constructing a residence here, diligence and forethought are required to ensure that an architecturally appropriate home is designed in harmony with each of the various settings (established neighborhoods) within The Ford.

Settings and their Building Styles:

1. Cherry Hill Village—Low Country Cottages
2. Cherry Hill Oak Allée Special District—Beaufort Houses, Charleston Double House
3. McAllister Point—Charleston Single House and Savannah Square Town House
4. Country Estate Lots—Primary Estate House i.e., Farmhouse, Beaufort house, Georgian, Federal, French Colonial, Charleston Double House, Victorian Farm/Village house, Greek Revival
5. Silk Hope Village (HMAF)—English Vernacular Cottage
6. Silk Hope Oak Allée Special District – English Vernacular cottages, Low Country Cottages, and Manor Houses
7. Silk Hope Harbour Village—Composition of Sea Captain’s Houses and Estate Houses

4.2.1 Cherry Hill Village

The Cherry Hill Village consists of Low Country Cottages. The site of this village is organized around an original Allée of live oak trees that once framed the original Cherry Hill Plantation. The Clubhouse was built on this prominent site and is the central structure that anchors Cherry Hill Village, encompassing a labyrinth of tree lined streets and closely knit lots with distinct Low Country Cottage architectural style houses.

4.2.2 Cherry Hill Oak Allée Special District

The Cherry Hill Oak Allée Special District consists of Beaufort Houses and Charleston Double Houses. This district has been established for lots CH1 through CH4 and CH 39 through Ch 42 with frontage on each side of the prominent Oak Allée on which the Clubhouse is centered. This established streetscape of distinction and formality emphasizes its importance as the heart of

The Ford Field & River Club. These houses will frame the square and shall convey a substantial scale that corresponds to the size and elegance of their natural surroundings. Beaufort type houses are conceptually appointed for this setting with two or more stories in height and substantial in size. These houses are distinguished by a substantial amount of detailing that may include cornice moldings or window and door surrounds and an articulation of the classical orders. Porches, preferably two stories in height, are also suggested.

4.2.3 McAllister Point

McAllister Point homes consist of the Charleston Single House and the Savannah Square Town House. This distinct area of The Ford Field & River Club is inspired by two historical cities and their domestic architecture from the 18th and 19th centuries.

McAllister Point is planned around a central square, a park-like setting inspired by the iconic plan by General James Oglethorpe for Savannah. The Savannah plan was laid out using a neighborhood unit organized around a square framed with houses making a streetscape fronting the street with narrow but deep lots. Charleston's urban plan had similar narrow, but deep lots. The common theme produced vertical forms of architecture based on classical similar forms of mass, proportion, and scale, adapted to the southern climate. McAllister Point, based on these historical contexts, has similar narrow lots planned to take advantage of the extended views of the maritime marsh of Sterling Creek and the Ogeechee River area in a majestic live oak forest setting.

The two most prevalent types of architecture from these cities intended for this setting are the Savannah Town House and the Charleston Single House.

4.2.4 Country Estate Lots

Estate lots are the larger lots ranging in various sizes, strung together on streets that create a labyrinth tying all settings together. In designing a home for the larger lots, it is important to consider the context and scale of the natural landscape as much as the visible relationship to the other houses on any given street. Planning of ancillary structures and their relationship to the main home is equally important. The Country Estate Lots consists of the Primary Estate House, i.e., Farmhouse, Beaufort House, Georgian, Federal, French Colonial, Charleston Double House, Victorian Farm/Village house, Greek Revival

4.2.5 Silk Hope Village (HMAF)

The Silk Hope Village consist of the English Vernacular Cottage and the Low Country Cottage. Silk Hope Village is a unique jewel whose architecture has truly defined this special area of The Ford.

Like most of colonial America, British influences were profound and abundant. Silk Hope Village pays homage to the British country house found in the Cotswold region of rural England. Many American architects designed modern versions of such rustic homes, with the Cotswold or similar Tudor style becoming especially popular in the U.S. in the 1920s and 1930s. Although this is a departure from the American Low Country vernacular, it beautifully relates to the maritime

villages of Beaufort and Savannah in that it is an intimate scale of cottages strung together with covered porches, paths, fences, hedges as well as ancillary structures forming a continuous quaint streetscape.

4.2.6 Silk Hope Oak Allee Special District

The Manor Houses in Silk Hope Oak Allee Special District are comprised of Estate lots front each side of a prominent allée of live oak trees originally centered on the historic site of the Silk Hope Plantation home. As an adjoining context to the Silk Hope Village, these lots are intended for larger scale manor homes that relate to their natural landscape context. This special site of almost architectural order under the guise of massive ancient trees calls for houses to be thoughtfully aligned in a manner that creates a streetscape composition.

4.2.7 Silk Hope Harbour Village

The Silk Hope Harbour Village is comprised of Composition of Sea Captain’s Houses and Estate Houses. This intimate setting is created on a peninsula of land defined by Lake Clara and the mouth of an inlet leading to the marina from the Ogeechee River. At the intersection of these two elements is an early 18th century dike road meandering two miles to Henry and Clara Ford’s home. It is with this maritime association to the water that this village is defined architecturally, with estate lots on the edge of the peninsula bordering Lake Clara. By contrast, “Sea Captain’s” structures, with their vertical scale but classical elegance, peer over both to Lake Clara and the Marina water setting. This hierarchy provides vistas to the pristine maritime marsh environment.

4.3 Architectural Building Styles

Introduction

This section is a design tool and general guide providing definitions for historic precedents and noted features for commonly known architectural styles used in the early development of the American colonies by which The Ford Field & River Club was originally inspired and used as a unifying theme. As noted in Section 4.1, some settings have design specific homesites that provide harmony and identity, while others with larger lots offer much broader possibilities.

This section is intended to inspire lot owners and their architects with the rich array of architectural historic precedents and draw upon the classical and regional heritage of the vast Low Country region. This section is to be used as a jumping off point for one’s own designs while keeping in mind the foundational tools of historic architecture: mass, scale, and proportion.

4.3.1 Low Country Cottage

Low Country Cottage is a very general term based on the gabled colonial houses of the south. This was a smaller scaled plantation house, occasionally with dormers, usually raised up on piers. Originally known as a Carolina tidewater house, it has often been called the Low Country Cottage. There are variations of this classic style seen in coastal areas of Georgia, Maryland, Virginia, Mississippi, Louisiana, and North and South Carolina.

“The plantation houses of the Carolina Low Country were introduced by English planters from the West Indies who brought the concept of a raised house surrounded by verandas to the humid climate of the tidewater coast.” (Russell Versaci, *Roots of Home, our Journey to a New Old House*, 2008, p. 156.)



Snee Farm, Charleston County, Charleston, SC



Retreat, Built ca. 1745, Battery Creek, St. Helena's Parish, Beaufort County, SC



Circa 1830, Walterboro

Low Country Cottage

Noted Feature Central gabled roof or pyramid roof incorporating a regionally common to the south “piazza” (porch) created by a shed or sweep pitched or hip roof that can extend from the front to the sides.

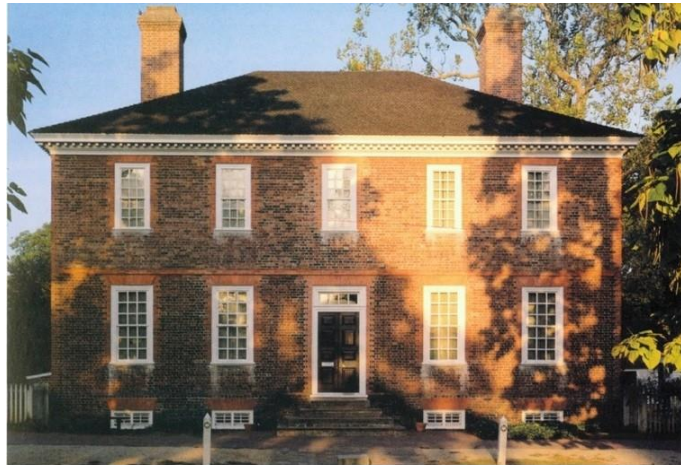
- Primary materials—clapboard wood siding, often in combination with board and batten siding.
- Small scale, basic classical gabled, or pyramid roof often with carefully proportioned dormers.
- Small simple square or round columns with an integrated railing.
- Symmetrically balanced design usually with a centered entrance.
- Built on raised piers.



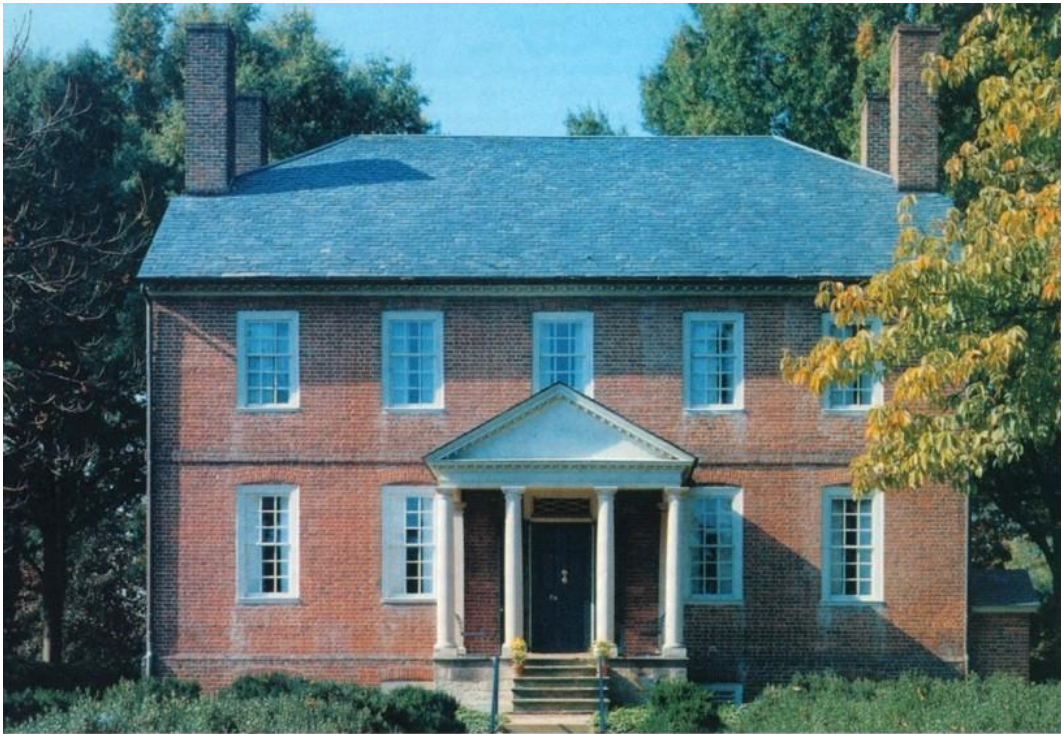
Isle of Hope, Savannah, GA

4.3.2 Georgian

The Georgian style arrived in America via British architectural building manuals called pattern books around 1700. As the style spread to the early American colonies, it reflected a period of colonial growth and prosperity and a desire for more formally designed buildings. This iconic style created a basic foundation for many of the other styles that followed, such as the Federal (Adam) style to everything from a rural farmhouse, tidewater plantation homes, and the grand Charleston Single House.



George Wythe House, Williamsburg, Virginia



Fielding Lewis House; Fredericksburg, Virginia

Noted Features

- Symmetrical composition and window placement formal but with restraint and use of classical details.
- Multi-pane windows (6 over 6, 9 over 9, etc. window arrangement).
- Usually a 5-bay design, 2–3 stories, with a central entrance.
- Side gabled or hip roof.
- Brick or wood lap board siding.
- Corner quoins when brick is used, corner board for wood lap siding.
- Usually shuttered windows.
- Transom window over paneled front door.
- Pediment or crown and pilasters at front entry.
- Cornice with dentils.
- Water table or belt course.



Georgian

4.3.3 Federal

What began as Adam neoclassicism in England translated to the Federal style (1780–1820) in the early American colonies. It is really a refinement of the Georgian style, which was popular in the

years preceding the Federal style. Like the Georgian style, the Federal style is designed around a center hall floor plan, or side hall for narrow row houses. Thomas Jefferson started the architecture of this time by using parts of classical architecture with exposed redbrick and white trim. The Federal style became popular throughout the colonies after the American Revolution and was dominant until about 1820, when it was supplanted by the Greek Revival Style.



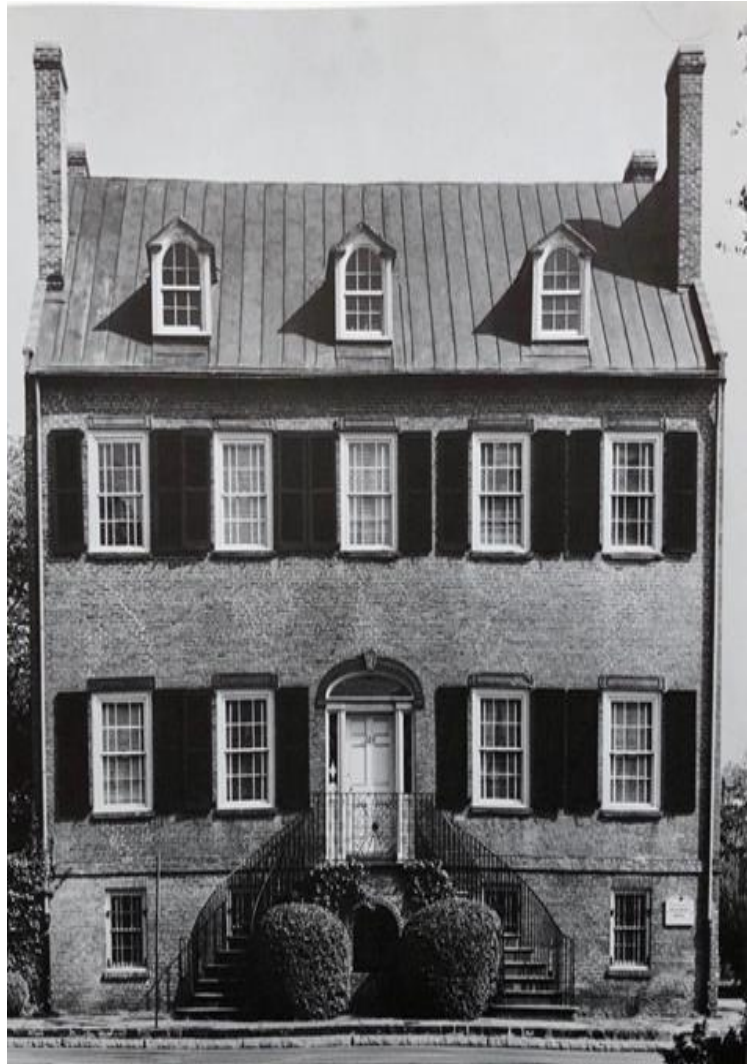
Federal. Palladian inspired double portico with taller Greek orders supporting at the lower porch create a sense of proportion to the shorter columns at the upper porch, note Palladian window in the side



Federal

Noted Features

- Federal details are more delicate, slender, and finely drawn than their Georgian counterparts and may feature swags, garlands, and urns.
- The Federal style is also known for dramatic windows, three-part, or Palladian windows with a curved arch.
- The Federal style has many of the same elements of the Georgian style such as symmetry, classical details, and a side gabled roof—yet it is different in its ornamentation and sophistication.
- A Federal feature is the use of curving or polygonal window projections.
- An elliptical fan light over the front door.
- Palladian windows.
- Symmetrical front, usually a five bay of windows, with the entrance door in the center.



The Davenport House is an example of how a building can have Georgian and Federal features, The organization of windows, roof, and dormers gives it a Georgian foundation; the entrance door and curved steps provide added Federal elements.

4.3.4 Charleston Single House and Savannah Town House

A. *Charleston*

This area and its tidewater coast were first settled in 1670 by English planters with roots in the Caribbean islands. Although Charleston’s classicism was derived from London, its regional architectural characteristics also evolved from its roots in the West Indies. The roots of classicism were combined with architectural elements, such as covered piazzas (porches) designed to deflect the sun and provide space for open-air living to deal with the climate. What started as a utilitarian appendage became an enlarged and elaborately designed porch to serve

as a processional, ceremonial entrance to the private quarters of the house. These houses with side piazzas overlooking gardens were built separately from their neighbors to prevent fire, on narrow but deep lots which became the famous Charleston Single House.

Noted Features

- Narrow rectangular plan, 2–3 stories tall over a raised basement, with piazzas (porches) on 2–3 floors, the first floor being services such as kitchens and pantries.
- The long side elevation (with piazzas) faces a side garden and is essentially a symmetrical Georgian design with a roof extending over the top piazza the entire length of the house.
- Central entrance to a stair foyer with windows in the stairwell, but minimal windows on the property line wall, providing privacy to the neighboring single house.
- “Charleston Street Door,” the most noted feature, is the initial entrance from the street entering to the piazza, at the narrow end of the house, often with an elaborate classical frontispiece. The piazza is sometimes raised well above the street requiring a stairway that leads from the sidewalk to the entrance “street door.” The piazzas served as gallery passageways either to enter the home or to access the ancillary structures beyond without having to enter the home.



Savannah Town House. 108 Jones Street, Savannah, GA; Greek Revival pediments over windows; piazzas could have been modified or added later given the Victorian detailing at the cornice.



Charleston Double House. Miles Brewton House. 1769



Judge Elihu Bay House



Charleston Single House. John E. Poyas House, 69 Meeting Street, Charleston, SC, circa 1796-1800.



Charleston Single House. Thomas Heyward House, 18 Meeting Street, Charleston, SC. Note: Taller windows on the more prominent second floor, also known as the Piano Nobile.



Example of a Charleston Single House: William Steele House, 89 Beaufain St., Charleston, SC



Charleston Double House. William Gibbs House, 1772.

B. Savannah

The city planned by Oglethorpe in 1733 was designed as neighborhood units, organized around park like squares. It provided a solid, useful design for the city's growth from its original geometric plan intended as an agrarian colony to what has become a regal urban city. The characteristics created by the town houses on narrow lots combined with grander trustee lots for larger, more prominent homes, fabricated a sophisticated urban setting similar to Charleston. The Savannah Town houses were similar to the "Single Houses" of Charleston built on narrow parallel lots.

These lots in their tight alignment, created an orderly architectural streetscape.

Savannah Town Houses

Noted Features

- Balanced, symmetrical design, but entrance is most often to the side with stairs leading to a stoop.
- Tall windows align in height with the front entrance door at the second main floor, and third floor windows would adjust in height gradating to smaller windows creating a gradual proportion to the overall composition of the façade.
- Operable shutters proportioned to their windows.
- Raised stoop, created by the entrance stair. Below this stair, a small nondescript door would access the first floor which was usually for utilitarian service spaces. In grander homes, this stoop has a roof supported by classical columns and curved steps with iron railings.
- Many houses were built of locally manufactured red brick (known as Savannah gray brick) or covered entirely with stucco. The stucco facades would often be subtly scored to simulate blocked stone.
- Some original town houses prior to 1850 were wood construction with shiplap siding.
- Simple classical proportions would exhibit Greek Revival details such as arched pediments over windows and dentil detailing under the eaves. These simple Georgian-like forms would take on varying decorative ornamental styles and evolve over the years to Italianate iron details and decorative moldings for example.



Savannah Town House. Town house with stucco over brick.



Example of Savannah town hoses using shared common walls.



Savannah Town House. Federal style town house, raised on a full basement, Francis Stone House, Savannah, circa 1820.



22 Jones Street, Savannah; simple stone or cast stone lintels over every door and window.



Savannah Town Houses. Example of a classic Savannah Town House: 10 West Jones Street, Savannah, GA. Town house with a covered stoop and iron railings (originally wood). Tall casement windows on the second floor, made to look like double hung sashes. Cast stone pediments adorn the tops of these elegant windows. Note the typical raised basement.

4.5 Farmhouse

The term farmhouse is a ubiquitous and general building mode that took on various colonial forms of architecture. Many “plantation” houses were humble farmhouse dwellings in an agrarian setting, or they could be most regal in their perfect proportions and classical details. This ubiquitous building mode, common throughout the US, arose and evolved from an agrarian context. It could be simple, full of restraint and simplicity, or be an elaborate Georgian style plantation house with more refined classical detailing and ornament. Similar structures are also seen in an urban or suburban context as part of an early American streetscape.

Noted Features

- Simple, singular massing similar to a Georgian format with front porch added to main mass.
- Columns round or square, simple chamfered at corners or with classical embellishment.
- Built on raised piers.
- First floor windows are usually taller than second floor, in consideration of porch roof lines.
- Most roof materials for farmhouse structures in the 18th and 19th centuries were either metal or wood shakes.



Farmhouse



Farmhouse. McGill House, 1767, Prince Frederick's Parish, South Carolina. Special note: columns stand free of the balustrade and chimneys at the second floor stand free from the house to avoid necessary flashing.



Farmhouse. Walnut Grove Plantation, 1765, SC, is a classic, Southern I-House, a simple, symmetrical clapboard house with attached porches. The style was so popular that it migrated well beyond the South, eventually becoming the iconic American farmhouse from coast to coast.

4.6 French Colonial

The French Colonial early architecture started with French Canadian explorers who ventured down the Ohio Mississippi valley, bringing with them Norman construction adapted to the heat with large hovering roofs and gallery porches sometimes wrapping around all sides or in a double front portico.

French Canadians migrated down through the Mississippi Ohio valleys and rivers, eventually finding their way to what became La Louisiane. By the end of the 17th century, the French arrived in the lower Mississippi Valley, with a hot, humid climate. The French settlers merged cold- climate building traditions of New France with those of the French West Indies, creating Creole and Cajun style homes, referred to as French



French Colonial

Colonial. These varied building styles spread through Louisiana and Mississippi delta areas and spread to South Carolina and Georgia Low Country areas, influencing designs from large plantation homes to small Creole cottages.



French Colonial. Homeplace, Hahnville, St. Charles Parish, LA

Noted Features and Variation

- Double gallery porches or single story with wrap around galleries.
- With or without dormers.
- Second floor gallery porches usually have slender square chamfered columns with vertical picket wooden rail or “x” braced patterned rail.
- Lower-level gallery usually has Tuscan style columns made of cast brick and coated with stucco/plaster.
- French doors with transom windows, shuttered.
- Windows align in height of entrance doors, most often shuttered.
- Roofs can vary from either a gabled or hipped and double hipped.

Noted Features for a French Colonial Raised Cottage

- Raised foundation, or brick piers with large pavilion roof which incorporates a variety of gallery porches.
- Double hip or single hip pitched roof, some with dormers, front and/or back but small in scale relative to the roof structure.
- Multiple pairs of French doors with operable transom windows at the top span the main level, which is often the second floor; most always these doors are adorned with operable shutters.



French Colonial with exterior stair adjoining porches, an example of the changing refinement with Greek Revival influences by the use of the Tuscan Columns on the first floor.

4.3.7 Vernacular English Cottage

In the 1920s and 1930s, the Tudor or English Vernacular style was second only to the Federal and Greek Revival style in residential popularity. This influence spread through pattern books, builders' guides, and mail order catalogs from England. The English Vernacular, often referred to as Tudor, is an eclectic mixture of early and medieval English building traditions dating back to the early 17th century to create a picturesque, traditional appearance, as in the rural Cotswold region in England. It is an amalgam of late medieval English inspired building elements built of local limestone and rough timber.



Historic home in Mobile, AL, one of 93 such English influenced homes.

Well known British architect Sir Edwin Lutyens designed magnificent country estates in this manner in the late 19th and early 20th century. His work was of classical details combined with Arts & Crafts influences showing massive sweeping roof profiles. In the early 20th century, Savannah had its own share of English inspired buildings in Ardsley Park and along Victory Drive and Abercorn Street. This style is almost always of stucco, masonry, or masonry-veneered construction, often with ornamental stonework or brickwork. In some Tudor buildings, the roofs curve over the eaves to imitate medieval thatching, or the roof line itself curves from peak to cornice to suggest a medieval cottage. The scale of these houses can be anything from a small quaint cottage to a large manor home with more expressive chimneys, 1–2½ stories tall.



Rose Cottage, 1619, Cotswold English cottage, purchased in 1929 by Henry Ford. Restored, disassembled, and moved to his family grounds in Dearborn, Michigan.

Noted Features

- Steeply pitched roof.
- Entry porches or gabled entry.
- Patterned stonework or brickwork.
- Overhanging gables or second parapeted or Flemish gable.
- Prominent chimneys.
- Front facing gables, multiple gables, cross gables.
- Abundant dormers.
- Small scale quaint entrances or arched doorways.
- Decorative half-timbering.
- Narrow multi-pane windows.



Vernacular English Cottage. Nashville, TN, 1939

4.3.7 Victorian Farm/Village House

The history of the Victorian architectural period roughly parallels the same period in which the British Monarch Queen Victoria ruled the British Empire, hence the name. Exuberant eclecticism is a hallmark of Victorian design, which is a compilation of many styles such as the Second Empire, Romanesque Revival, Victorian Gothic, Queen Anne, Stick/Eastlake, Shingle, and Renaissance Revival. Most particular to Savannah and the local vernacular in southern coastal towns are variations on the Queen Anne.



“Boxwood” with its formal parterres, Madison, GA

Extending beyond Oglethorpe’s city plan of Savannah, GA, a Victorian District was platted between 1868 and 1872. The use of three-dimensional wood trim called spindle work was an American innovation made possible by the technological advances in the mass production of wood trim and the ease of improved railroad transport.



Victorian, East Gordon Street, Savannah, GA, circa 1898

Noted Features

- Steeply pitched gables, as part of an elaborate roof line.
- Elaborate porches and railings, columns, paired arched windows.
- Shingle style, shake siding, finishing off with a curved swoop as a transition point.
- Turrets, towers, and bay windows enhanced with decorative brackets at cornices and eaves and peaks of gables.
- Abundance of decorative elements.
- Cross gables.
- Asymmetrical façade.
- Large partial or full width porch.
- Round or polygonal corner tower.
- Decorative spindles work on porches and gable trim.
- Projecting bay windows.
- Patterned masonry or textured wall surfaces including half timbering.
- Columns are turned post porch supports.
- Patterned shingles.



Victorian Farm/Village House. Georgetown, SC circa 1885 Victorian

4.3.9 Coastal Sea Captain's Cottage

This mode is seen mostly in Greek Revival and Victorian historical precedential styles in coastal villages like settings from Edgartown, Maine to Beaufort, SC, to Key West, FL. It is the narrow lot size, part of a coastal streetscape that makes this an urban like context.

Sea Captain's Cottage. 314 Charles "Sea Captain's Cottage" is a general reference to the narrow but regal houses along the Eastern seaboard in coastal towns from Key West to Maine, usually 2–3 bay houses with symmetrically placed classical columns supporting a double portico with a facing gable. This simple composition by its repetition along the water's edge also creates a rhythmic streetscape.



Sea Captain's Cottage. 314 Charles Street, circa 1855 Beaufort, SC

Noted Features

- Narrow width building facing street, with longer depth, raised foundation or brick piers which may be covered in stucco or tabby.
- Double portico with classical pediment facing street.
- Operable shuttered windows.
- Classical revival details or Victorian brackets or railings.
- Square or round columns separated by the second porch line or full in height.
- Wood lap siding.
- 2–3 stories tall.
- An open platform on the top of the house with a balustrade is called a "widows walk" for views of the water or seascape.

4.3.10 Greek Revival

The Greek Revival Style evolved from The Grecco-Roman Classical Revival Style promoted and further popularized by Thomas Jefferson, who found the impressively monumental architecture of ancient Rome a suitable model for the newly formed nation.



Greek Revival. 1833 Oakleigh Plantation, Mobile, AL.



Greek Revival. The Pine House, circa 1847 Trenton, SC

“...the Greek Revival was neither particularly American nor particularly Southern. The road from Athens to New Orleans traveled by way of Paris, London, Philadelphia, and New York. An English publication, James Stuart, and Nicholas Rivett’s *Antiquities of Athens*, the first three volumes of which appeared between 1762 and 1794, illustrated ancient monuments that became icons of 19th-century Greek Architecture.” *Architecture of the Old South Louisiana*, by Mills Lane, Beehive Press, Savannah, Ga, 1997, p. 96.

This one publication was a prolific inspiration to many pattern books or even new additions of existing ones, such as Asher Benjamin’s *Practical House Carpenter*, a desire to take architectural inspiration directly from the ancient buildings of Rome and Greece to the hands of builders and landowners throughout this country. While earlier styles (the Georgian and Federal styles) were also inspired by classical forms, they relied more on architectural details and did not attempt to recreate the composition of those ancient buildings.

Noted Features

- Full height entry porch (portico) with pediment and columns.
- 1–3 stories in height.
- Lunette window as an optional addition to the center of a portico pediment.
- Adornments such as elliptical fanlight or straight window lights over paneled front door; side lights each side of front door.
- Side gabled or low-pitched hipped roof.
- Symmetrically placed large double hung or triple hung windows, with alignment in scale to the front door, spaced in a symmetrical evenly spaced composition, with operable shutters.
- Use of the classical orders (columns) would be the full height to support the portico or be separated at the second floor.



Greek Revival. Bocage Plantation, circa 1837 near New Orleans, LA

4.3.11 Beaufort and Georgetown Southern Coastal Houses

Both Beaufort and Georgetown are small cities on the South Carolina coast with beautifully preserved examples of iconic historic homes from the 17th, 18th, and 19th centuries. Beaufort, lying just south of Charleston, and Georgetown just to the north were both robust port cities and active agrarian communities prior to the Civil War.



Georgetown. Elizabeth Hext House, "Riverview", circa 1720, Beaufort, SC



Beaufort Houses. Lewis Reeves Sams House, circa 1850, Beaufort, SC

Noted Features of Beaufort Houses

- Unlike that of Charleston and Savannah, is generally made up of free standing Federal, Early Classical Revival, and Greek Revival style houses on large lots that is more akin to the style of the larger agrarian estates of the period, brought to town and adapted to the summer weather and dampness of lowlands, but in a more formal early American streetscape.
- Double piazzas facing the street.
- Foundations on raised piers.
- Classical detailing and use of the orders.
- Central entrance doors, large main story windows.



Beaufort, SC



William Fripp House, circa 1830, Beaufort, SC



Georgetown Houses. Georgetown, SC, circa 1750

Noted Features of Georgetown Houses

- Examples of Federal, Greek Revival, and Victorian houses.
- Some are distinctively similar to the Charleston Single House, facing a side garden, with a double piazza, but without a formal Charleston Street Door. They simply have steps from the sidewalk to the end of the porch. This version of architecture also has fences and gates as an entry to the garden.
- The more classical Federal and Greek Revival houses, grand in scale, have double piazzas on raised piers, decorative railings, and classical detailing, some with simple square columns as well as more elaborate example of the orders.



Georgetown

4.4 Architectural Guide to Building Styles & Modes

Introduction

The residential architecture of 18th, 19th, and early 20th centuries across many southern coastal urban and rural areas provide an abundance of inspiration and cultural heritage for building a home at The Ford Field & River Club. This guide is intended as an abbreviated pattern book, a common but prevalent design tool brought over from England in the beginnings of the colonies from which American architecture sprung.

Refer to *The Ford Plantation Architectural Pattern Book*, 1999, by Donald M. Rattner and Anne H. Walker, Ferguson Shamamian & Rattner Architects, LLP, for a comprehensive description of the design inspiration envisioned during the original development of The Ford Field & River Club. The Pattern Book shows numerous photos of examples of many of the architectural styles that have been reviewed above.

4.5 Elements of Design

Following are design elements defined that make up the composition of traditional architecture. They must be considered the most fundamental and prevalent in the compositional measure of mass, scale, and proportion, across all historic precedents listed in 4.3.2.

4.1 *Balance (i.e., symmetry)*

Balance is the relationship between parts of the building, making sure that the “weight” of each part is evenly distributed. Balance is most obvious in a symmetrical facade such as in Georgian architectural historic precedents.

4.2 *Solids and Voids: Windows, Doors, and Porches*

- Consider the relationship of wall to opening (solid to void). Always try to maintain the feeling of a substantial wall structure.
- Use window and pane sizes to create hierarchy while maintaining a sense of balance between floors.
- Relate each window’s opening and light proportions to the other windows and to the proportions of the building as a whole.
- Garage doors and their approach, where possible, shall not be visible from the street or from the adjoining properties. If such an arrangement is not practical, year-round screen planting must be provided that will be of sufficient size to cover the garage etc. with mature plantings.

4.3 *Massing: Roofs and Building Mass*

- Let historical precedents be your guide. Most styles and modes that inspired traditional architecture had simple roof forms.
- Figure in scale and proportion, maintaining the central focus of the original structure in terms of hierarchy.
- Consider the roof as you are designing a plan. Think about the volumes of the house before you get locked in a floor plan that cannot be covered with simple forms or one may

- end up with a less than harmonious roof line.
- There must be a clear hierarchy in mass and scale.

4.5.4 Foundation Lines

- Molded brick water table is a course of brick or cut stone, solid plinth like form with a rounded or sloping top course to cast water away from the foundation, common in Georgian and Federal architecture built of brick.
- An elevated basement usually built of brick or covered in stucco, often seen in Savannah Town Houses and Charleston Single Houses.
- Raised piers, built of stone or brick, often covered in tabby or stucco; some used to raise southern structures well above the damp ground to encourage air flow.

4.5.5 The Orders

In Western-based architecture, anything called “classical” means it is from the civilizations of ancient Greece and Rome. A classical order of architecture is the approach to building design established in Greece and Rome during what we now call the Classical period of architecture, from roughly 500 B.C. to 500 A.D. Greece became a province of Rome in 146 B.C., which is why these two Western civilizations are grouped together as Classical. This thought of architecture became very prevalent in our early American architecture.

The orders are a system of proportion that rigorously relates every element of a building in a harmonious whole. One sees the orders used especially in Greek Revival, Georgian, and Federal and in the later part of French Colonial architectural styles.

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5.0 The Review, Approval, and Permitting Process

5.1 Introduction

Responsibility for administration of the Design Guidelines and Procedures and review of all applications for construction and modifications under this Article shall be handled by the ARB. The ARB members shall be selected by the Board, but need not include Members or representatives of Members, and may include architects, landscape architects, engineers or similar professionals, whose compensation, if any, shall be established from time to time by the Board. Whenever the ARB consists of one member, that member shall be a licensed architect.

These Guidelines set the goals and standards under which residential designs will be reviewed and provide advice and guidance to property owners, design professionals, and builders in the planning, design, and construction processes.

The goal of the ARB is to review all submittals of Owners promptly and efficiently. To that end, the Guidelines contain a well-defined and transparent approval process that Owners and the ARB will use. Following the process outlined, Owners and their design team are encouraged to explain to the ARB how their designs conform with the Guidelines, and the ARB will respond by providing coaching along the path towards approval.

5.2 Review Criteria

When reviewing designs, the ARB considers the five Design Pillars of the Guidelines, as well as other factors:

- The overall design and architectural details.

- The site conditions, the streetscape, and the surrounding natural environment.
- Other existing or proposed improvements in the area.
- Any impacts on adjoining or nearby properties, including sight lines and privacy.
- Any other potential adverse impacts arising from the construction.

The ARB has the right and the responsibility, in its sole discretion, to reject any inappropriate designs and to require that modifications be made, including changes in proposed materials and colors. Requirements are different for the various Settings of The Ford, and approval of a certain design does not imply that a similar or comparable design will be approved at another site.

5.3 Summary of the Review and Approval Process

The review and approval process for all new construction, additions, and significant renovations consists of the steps listed below.

1. On-site/Design Concept Meeting.
2. Submittal of Application and Fee.
3. Schematic Design Review.
4. Design Development Review.
5. Construction Documents Review.
6. Final Document Submission (Only required with conditional approval of CDR)
7. Pre-Construction Conference.
8. The TFP Building Permit.
9. Completion Review and Certificate of Compliance.

Significant changes can emerge in the normal course of the review and approval process. For this reason, Owners and their design professionals are strongly advised not to advance from Schematic Design to Design Development or from Design Development to Construction Documents until all required reviews have been completed and the approval obtained.

5.3.1 On-Site Design Concept Meeting

To initiate the review and approval process, prior to preparing any drawings for any proposed improvements, the Owners, and their design team, i.e., architect and landscape architect, will schedule a meeting with the ARB members on site to discuss the five Design Pillars, and the site conditions as well as site orientation, streetscape, views, neighbors, trees, wetlands, easements, etc.

Owners and their professional team are encouraged to read the Guidelines before this meeting, so that any questions about the review and approval process, building requirements, or other matters can be addressed before starting the Schematic Design.

This site visit will include a visual survey of the site, its immediate surroundings, and the broader environment. The ARB believes it is important that all design professionals understand the unique characteristics of The Ford and the features of the site to develop a thoughtful and appropriate design.

In addition to the Site discussion, the ARB asks the Owners/architects to provide a brief written

outline of their design approach, explaining their choice of historic precedent as the design theme, and how that approach successfully aligns with the five Design Pillars embraced by the Guidelines. Photos and other documentation to support the design strategy are welcomed.

The design team is requested to attend the meeting with the following information:

- The tree and topographical survey of the lot, showing prominent trees.
- Survey showing setbacks, easements, wetlands, water's edge, lot perimeter, etc.

The members of the ARB will also bring information about neighboring properties and as well as the Guidelines for review and discussion.

5.3.2 Schematic Design Review

All required fees, bonds, and the application are due prior to the start of this review.

The focus of this meeting will be the scale, massing, proportions, and relationship of all buildings as they relate to each other and to site conditions. The Owner's chosen historic precedents for the design, presented at the On-Site Concept Review, (see Section above) will be discussed in detail, while reviewing preliminary drawings that illustrate the basic concepts of the design.

NOTE: Even if the Owner's intention is only to build an accessory building (guest house or garage), a primary building footprint must be shown on the Site Plan and include elevations for proper review of size and massing. This ensures that there is a workable location for the main residence, should it be constructed in the future.

The siting of the project components will be reviewed for Lot Coverage Area limits, setbacks, as well as site features such as driveways, parking areas, patios, and utility services. In addition, exterior materials, colors, and the impact of the proposed improvements on neighbors will be reviewed.

Suggested documents and discussion topics for Schematic Design Review:

1. Historic precedent photos or other information supporting the Low Country historic design context and appropriateness for The Ford.
2. Developable Area shown on survey, including any easements.
3. Existing site conditions schematic showing sun exposure, prevailing winds, major trees, and wet areas/wetlands.
4. Schematic Site Plan to scale showing the footprints of all present and future buildings to scale and their relationship to neighboring buildings.
5. When a house is visible from the street, a drawing indicating the design will be harmonious with its immediate neighbors in mass and scale and that siting arrangements are compatible and consistent with the location.
6. Preliminary massing drawings (elevations, plans, and sections) to scale showing proportions, roof lines, roof pitches, openings, porches, dormers, railings, chimneys, etc.
7. Site plan to scale showing driveway, street entrance, fences, gate posts, etc.
8. Conceptual landscape plan showing planned areas of plantings for screening, views, etc.
9. Preliminary selections for exterior finishes, materials, and colors.

See the Schematic Design Review Checklist (ARB Form No. 200) in the Appendix to the Guidelines for a list of documents for this review.

Once this Review is completed, the building footprint(s) and driveway must be staked out after the underbrush has been removed. The corners of the building must be staked out, the floor elevations be established, and marked out with tape. The Town Architect and/or the Director of Association Management will visit the site with the architect to review the building locations chosen and the site conditions with the goal determining if the location(s) might reasonably be adjusted to conform to the existing contours, save important trees, and generally minimize the impact to the site.

5.3.3 Design Development Review

The Design Development Review builds on the progress of the Schematic Design Review, starting with a discussion of any design alterations made because of comments and observations from previous meetings. In this stage the drawings shall be developed in greater depth and detail, showing window openings, soffits, trim profiles, chimneys, roof joints, etc. It is critical that these details are consistent with the initial design concept of massing, scale, and proportion as well as with historic precedent adopted for the project. In this phase the design details are developed further, and materials and colors selections are confirmed.

After the completion of the Design Development Review, the ARB will request that the building footprints, the driveway, etc. be staked out.

Suggested documents and discussion topics for Design Development Review:

1. Floor plans, elevations, roof plans, building sections, and wall sections, drawn to scale.
2. Detail drawings to scale of columns, cornices, soffits, window and door trims, dormers, chimneys, porches, steps, etc. showing materials selected.
3. Detailed site plan to scale showing building footprints, service and utility enclosures, and other site improvements as well as trees to be removed/remain, and any required silt fencing or tree protection.
4. Preliminary Landscape Plan to include open and screened areas, view corridors, grading and drainage, landscape alterations/improvements noted, including lawn areas, planting beds and trees.
5. Drawings, to scale, of fences, walkways, entry gates, and other architectural site improvements, showing materials selected, to confirm their consistency with other design elements.
6. Drawings and specification sheets for any outdoor lighting, showing location, wattages, etc.

NOTE: To better allow Owners to understand the site with the building on it, the final landscape plan is required to be submitted to the ARB for final approval within six months of the issuance of the Ford Building Permit but in no event later than two months prior to scheduled completion of the construction.

The final Landscape Plan must show specified plantings, detailed drainage, walkways, fences, driveway, parking, apron, gate posts, etc. Material selections must also be noted.

See the Design Development Review Checklist (ARB Form No. 300) in the Appendix of the

Guidelines for a list of documents for this review.

5.3.4 Construction Documents Review

Following the completion of the Design Development Review, the Owner and his design team will submit construction drawings and specifications to the ARB for Review. The ARB will review these documents for overall and specific conformance with the Guidelines, as well as assessing any design or detailed alterations resulting from comments at the previous reviews.

The Construction Documents shall describe in detail all the information needed to complete the construction of the project.

As part of this review, a preliminary landscape plan must be submitted showing the general arrangement of planting and remediation for plants and trees removed during the construction process.

Suggested documents for the construction documents submission:

- Foundation and floor plans,
- Roof plan and elevations,
- Building and wall sections,
- Exterior and interior details
- Site plan
- Preliminary landscape plans

See the Construction Document Submission Checklist (ARB Form No. 400) in the Appendix to the Guidelines for a full list of documents for this review.

5.3.5 Final Drawing Submission

The Final Submission will follow the Construction Document Review and is only required if the Construction Documents Review was issued a conditional approval. All conditions must be addressed and resubmitted for the Final Submission.

See the Final Submission Checklist (ARB Form No. 500) in the Appendix to the Guidelines for a full list of documents required for this review, since some additional information needs to be submitted for the Final Review. The ARB will perform the review only when the submission is complete and will provide a written response to the Owner.

Following the approval of the Final review, any changes in the documents require the filing of the Plans Change Request before such changes are implemented.

Following the approval of the Final review documents, the Owner may submit the Ford Application for a Construction Permit to the ARB. A pre-construction meeting must be scheduled, and the following items submitted with this application:

- Copy of the City of Richmond Hill Building Permit.
- Compliance deposit.
- Letter of Acknowledgement.

- Drainage Compliance Agreement.
- Contractor Department Agreement.
- Subcontractor List.

A Ford Building Permit will be issued once all the items above have been received. No work may commence until all items have been received by the ARB. Receipt of this permit does not relieve the Owner or his design team from responsibility for compliance with all applicable ordinances, rules, and regulations of government agencies.

After the Final review and anticipating the on-site Pre-Construction Conference, the ARB expects that a mock-up of the approved primary materials and colors be built on the site for approval. See the Appendix for details.

In addition, the ARB requests that the stakeout of the building footprints, the driveway, etc. be updated and confirmed as accurately representing the approved plans. Staking applies to all buildings, driveway, parking, walks, and utilities. Trees for removal must be clearly marked in red. All stakes must be a minimum of three feet (3') high and connected with colored tape to define buildings, parking, roads, etc.

5.3.6 Pre-Construction Conference

A pre-construction conference shall be held prior to the commencement of construction. The pre-construction conference requires the presence of a member of the ARB, the Owner or his representative, and the building contractor.

The purpose of the pre-construction conference is to review the construction rules and regulations (See Section 11) to ensure that plans for site access, construction fencing, drainage, and grading, on-site storage of construction materials, tree protection, utility tie-ins, etc. are implemented. The conference must occur prior to any clearing, site preparation, material deliveries, or the beginning of any construction work. The job sign and any filtration fencing must be in place before any clearing is done or materials delivered.

5.3.7 The Richmond Hill Building Permit

It is the responsibility of the Owner to obtain a City of Richmond Hill Building Permit and any other required permits from county, state, or federal agencies. The ARB must be notified of any changes in Approved Plans resulting from obtaining such permits. Approval by the ARB does not guarantee the issuance of permits or approvals by any governmental agency.

Following the pre-construction conference and after the receipt of a City of Richmond Hill Building Permit, and provided that the owner or Approved Contractor has submitted the Compliance Deposit, and the Approval-Agreement Letter has been fully executed and delivered to the ARB, The Ford Building Permit shall be issued to the Approved Contractor.

The Ford Building Permit must be displayed on the construction sign in the space designated for that purpose.

5.4 ARB Decisions

Given the uniqueness of each residential homesite in The Ford, approvals granted by the ARB do not set any precedents for future decisions. The ARB will review all submitted plans and render one of three types of decisions in writing, as described below.

To signify the end of each of the Schematic Design, Design Development, and Construction Documents Reviews, the ARB will provide the Owner with an approval in writing. The ARB may provide comments as part of that approval; if so, those comments will become the starting point for the following review.

The Owner or Owner Representative will receive one of the following notices in writing:

Approved

At this point, the Owner may apply for the next review or apply for the Ford Building Permit.

Approved Subject to Limiting Conditions

If plans are “Approved Subject to Limiting Conditions,” the Owner is expected to make specified changes and submit the plans for next review, showing clearly how the requested alterations were addressed.

Not Approved

In the event plans are “Not Approved,” the ARB will provide the Owner and the Architect reasons for the denial of approval in writing. Prior to re-submitting the plans, the Owner and the Architect are encouraged to contact the Director of Administration Management if they have any questions or need clarification of the reasons for the denial, so that the concerns can be addressed expeditiously.

5.5 Reliance Upon Written Decisions

The ARB’s review decisions shall be provided in writing to the Owner, the Architect, and/or the Landscape Architect and shall be the sole source of reference regarding the decision. Previous oral statements or comments are not binding on the ARB and may not be relied upon.

5.6 Review & Approval Expiration

An Owner must complete the review process of plans for a project within twelve (12) months from the date of the first submission. If the review of a project extends beyond twelve months, the ARB will require a re-submission of plans for review to ensure compliance with the Guidelines current at the time of submission. An additional review fee may be required for resubmission of previously reviewed plans.

An Owner that has not started construction of approved plans within twenty-four (24) months following the date of the Final Review and approval, the ARB will require a re-submission of plans for review to ensure compliance with the Guidelines current at the time of submission. An additional review fee may be required for resubmission of previously approved plans.

5.7 Variances

Owners may apply to the POA Board for relief from compliance with any of the Guidelines. All requests for variances need to be made in writing. See the Variance Request Form (ARB Form No. 900) in the Appendix to these Guidelines. Applications for variances may be reviewed by a second architect independent of the ARB. Variance Requests shall require the balancing of two elements:

1. The reason for the Variance Request and benefit to the Applicant if the Variance is granted; and
2. The disruption to the community or neighborhood if the Variance is granted.

The following factors shall be considered in reviewing the Variance Request:

1. Is there a hardship to justify the Variance Request?
2. Is there a historic style precedent (See Section 4.0) to support the Variance Request?
3. Does the Variance Request result in a change to the “look and feel” or adversely impact the environment or other conditions in the immediate surrounding area?
4. Can the benefit sought by the Applicant be achieved by another method than the granting of the Variance Request?
5. What is the impact, if any, on any of the neighbors caused by the Variance Request? Neighbors will be notified of the variance application if the variance involves an encroachment.

The Board-designated independent architect will submit a written Variance Request Report for review and approval by the POA Board. All Variances granted shall be considered unique and will not set any precedent for future decisions.

5.8 Changes to Approved Plans

Proposed exterior changes to Approved Plans must receive prior written approval from the ARB before implementation. Applicants requesting such changes shall submit the Plans Change Request form (ARB Form No. 800), found in the Appendix, along with supporting documentation.

6.0 Site Development

6.1 Elements of the Site

With the development of each property, the goal is to preserve the natural features of each lot. Each residence must be individually sited to blend harmoniously and minimize disruption of the existing environment. It is important to take into consideration the views of the structures from common areas and adjacent properties. Site conditions are one of the five Design Pillars of the Guidelines.

Each lot consists of the following:

- The Lot is that area within the perimeters of the survey.
- A wetland is any area within the Lot that is deemed wetland—see Section 7. It is not permissible

to construct anything in a wetland area.

- The Developable Area of a lot is that area within the allowed setbacks, less any easements on the site; this is the area on which construction is permitted.
- Lot Coverage Area is that portion of the lot within the Buildable/Developable Area (area within the setbacks) where improvements will be built, including driveway, gardens, pools, etc. and must lie within the Developable Area with one exception--it will overlap the front yard setback to allow access to the road via a driveway, apron, walkway, and entry gate posts.
- See below for the maximum allowable Lot Coverage area for each lot.
- The Transitional Area is that portion of the Lot which remains unimproved after the Lot Coverage area has been deducted.
- Setbacks have been created to provide the maximum amount of flexibility in siting structures, while preserving significant Natural Areas, separation of neighbors, and “view corridors.” No construction is allowed within the setbacks, except as noted above.
- It is expected that the architect and landscape architect will consider the natural features of the lot: soil conditions, seasonal path of the sun, views, topography, significant vegetation, and relationship to the Lot Coverage Areas of adjacent lots when locating all the improvements.

The site and landscape plans shall be developed with the following principles:

- Providing a wildlife habitat.
- Providing a natural filtered view that provides privacy and softens the view of the home from adjacent properties, roads, lagoons, or any common areas.
- The use of native plant materials.
- Minimizing areas of disturbance during construction.

6.2 View Corridors

A view corridor allows for plant trimming, selective removal and/or plant spacing designed to enhance a view. Depending on the Setting, site location, and conditions, the architect shall consider the potential impact of future homes and existing improvements on neighboring and nearby lots. Conversely, Lot Owners shall consider the impact of their home upon the views and privacy of neighbors, as well as from properties across a lake, lagoon, fairway, or other open space. Such considerations are an important component of the ARB review of the site and its conditions.

The following guidance shall be noted:

- View corridors must be made within the Developable Area. If a specific view is sought through the Setback Area of the lot, and selective clearing is desired, bring this to the attention of the ARB during the initial on-site meeting. View corridors affecting neighboring lots shall be considered. Clear cutting to improve a view will not be allowed.
- Lake and lagoon edges provide important wildlife habitat and filter runoff. Pruning to achieve views to a lagoon shall be done with wildlife and lagoon bank erosion in mind. Lawns must be a minimum of 30’ from any lake or lagoon edge to allow for filtering of any chemicals that may be applied to a lawn. Vegetation on lake and lagoon banks helps to stabilize the banks and prevent erosion.
- For any lagoon or waterfront lot with shoreline vegetation or any lot bordering a common amenity, the view corridor may be broken into several smaller openings of 10’ to 15’ but shall

not exceed a combined width of 50% of the lot length.

6.3 Buildable/Developable Coverage and Site Work Areas

The Lot Coverage Area of any lot, as defined in Section 6.1, shall not exceed 40% of the Buildable Lot Area for Estate lots. At Silk Hope Harbor, smaller lots in Silk Hope Village and Cherry Hill, Lot Coverage Area shall not exceed 70% of the Buildable Lot Area. The lot coverage for lots in McAllister Point shall not exceed 80%.

All sitework must take place within the designated Lot Coverage Area with the previously noted exception of the driveway, etc.

Owners shall attempt to maintain the site's original conditions as much as possible. Care must be taken to protect existing watershed and drainage ways and follow existing contours to balance cut and fill wherever possible.

6.4 Accessory Buildings—Their Design and Grouping

Accessory buildings continue to be an important feature at The Ford. These structures can be designed in a variety of styles, shapes, and sizes. Regardless of size, an accessory structure or dependency shall be designed in harmony with the primary residence in both details and in the way they are grouped. For the purposes of these Guidelines, a dependency is defined as a subsidiary building that is not connected to the main house body with enclosed or conditioned space.

Garage or cart barn doors and their approach, where possible, shall not be visible from the street, from the adjoining properties or common areas. If such an arrangement is not possible, year-round screen planting must be provided that will be of sufficient size to cover the garage etc. with mature plantings.

6.5 General Site Clearing Requirements

Removal of trees must be avoided whenever possible to maintain the wildlife habitat it provides and preserve the natural beauty of The Ford. Trees provide privacy and natural shading. Trees can lower roof and wall temperatures by as much as 20 degrees. The owners or the owner's representatives are responsible for obtaining an accurate survey to confirm the topography and tree locations of their respective property. Site plans must have all trees planned for removal clearly marked on the plan. Trees must be marked onsite with red tape. The final decision on tree removal will be determined at the pre-construction site meeting. The ARB reserves the right to request a written Arborist report to evaluate the health and safety of trees. Likewise, an owner may obtain a written Arborist report for any tree concerns to justify a removal request.

While the natural topography in The Ford varies considerably from lot to lot, the following general limitations will be applied by the ARB in the absence of special circumstances:

- An application must be completed and submitted for any tree to be removed on a lot regardless of size or condition. Approval is necessary prior to any work being performed and unauthorized

removal or cutting of trees is subject to fines by the POA. If fines are assessed and not promptly paid, the POA reserves the right to replace trees at the Owner's expense, in accordance with a mitigation plan determined by the ARB. During any construction or renovation project, the POA may deduct any mitigation costs from the compliance deposits.

- Cut and fill slopes may not be left exposed following completion of construction. No change in natural or existing drainage patterns for surface waters shall be made upon any lot that could adversely affect the Owner of another lot, common properties, or adjacent waterways.
- Excess excavated material or material unsuitable for filling or grading operations, miscellaneous refuse or other items indicated to be removed shall be disposed of off-site in compliance with applicable law.
- The topsoil shall be stripped and stockpiled for later use.

6.6 Site Drainage and Grading

Site drainage and grading must be done with the goal of minimum disruption to the lot and adhere to the following guidelines:

- All site grading and drainage controls must occur within the Lot Coverage Area of the lot with the previously noted exception for the driveway/entry.
- The Owner shall minimize site grading and soil erosion. The design shall take advantage of the natural contours of the site, swales, and depressions to direct water flow.
- Swales or channels shall be planted with ground cover or grasses to stabilize and control soil erosion. Asphalt swales or channels are not permitted.
- The street frontage of most homes has a drainage swale across the front of the lot to allow water to reach drainage inlets. Owners are responsible for maintaining the drainage swale across their property. Piping is required under all driveways so the installation of a driveway does not inhibit the flow of water.
- The use of underground pipes to channel water is acceptable. However, the design must provide for flow controls at the point where water is discharged.
- The employment of water recycling systems to aid in water conservation is encouraged.
- It is the responsibility of each owner to avoid creating drainage problems for adjoining property owners.
- The ARB requires that each owner present a detailed drainage plan for the property, with particular consideration given to site elevations for foundations, sub-surface drainage, final grades, installation of any gutters, and the proper disposal of water from gutters.

6.7 Utility Services

Owners are responsible for all utility services from the point of utility company connections to the Owner's home. All utilities must be underground except temporary electrical service for homes under construction. Meters, transformers, and other utility service equipment/gear must be shielded by screening, walls, or landscaping, as approved by the ARB when they are installed.

Contractors must use only the utilities provided on the immediate site on which they are working.

6.8 Building Limitations

Except as expressly permitted otherwise, no construction shall be allowed within the setbacks, except where a variance may be granted to install accessory structures that may include, among others, a dock or pier. Variances are subject to approval of the POA Board. Please refer to Section 8.6 in the Guidelines, for procedures involving variance requests.

6.8.1 Building Height

Height restrictions, other than those dictated by applicable building codes and regulations, will be determined for each homesite in accordance with its setting, the existing tree canopy, and the applicable City of Richmond Hill Code requirements.

6.8.2 Building Size

Mass, proportion, scale, historic precedent, and site conditions are the core Design Pillars of the Guidelines. The main residence and its outbuildings must follow the key characteristics of the selected historic precedent and be proportional and in scale for the site. Those characteristics will be reviewed carefully by the ARB with the five Design Pillars in mind from the start of the review process.

The size of any building is defined by its conditioned area. The main house is limited to a maximum of 6,000 SF; the area of a guest cottage or other habitable accessory structure must not exceed 2,000 SF.

The conditioned area limits apply to renovations and additions as well as new construction. See below for specific limitations at Silk Hope Harbor and McAllister Point.

6.8.3 Setbacks

Minimum Setbacks for buildings from lot lines are as follows:

6.8.3.1 Estate Lots

- Front Setbacks – 50 feet from boundary line along road. NOTE: Corner lots have two front Setbacks.
- Side Setbacks – 50 feet from lot lines adjacent to neighboring lots. Lots with less than 200' of street frontage, side setbacks may be reduced to up to 25'. This will be addressed based on lot configuration and approved on a case-by-case basis.
- Rear Setbacks – 50 feet from boundary line.
- Special Setbacks – Lots bordering the golf course or common area may require a rear setback up to 100 feet from lot lines to preserve adjacent areas or open spaces.
- Waterfront Setbacks – preferred 100 feet, minimum of 50 feet from boundary line.
- Wetland Setbacks – 35 feet.

6.8.3.2 Cherry Hill Lots

- Front Setbacks – Maximum of 35 feet, minimum of 25 feet from boundary line along

road. NOTE: Corner lots have two front Setbacks.

- Side Setbacks – 5 feet on one side and 20 feet on other side from lot lines with a minimum of 25 feet between the main house.
- Rear Setbacks – To be determined by adjacent lot or amenity requirements.
- NOTE: Please refer to the Oak Alley Special District Guidelines for Cherry Hill Lots 1-4, and 39-42.

6.8.3.3 Silk Hope

SILK HOPE VILLAGE

- Front Setback – 25 feet from boundary line along road.
- Side Setbacks – 5 feet on one side and 20 feet on the other side with a minimum of 25 feet between the main house.
- Rear Setback – 25 feet from the rear property line.

SILK HOPE OAK ALLEE SPECIAL DISTRICT

- Front Setbacks – 40 feet from boundary line along road. NOTE: Corner lots have two front Setbacks.
- Side and Rear Setbacks – 25 feet from lot line.

6.8.3.4 Silk Hope Harbor

CAPTAINS WALK (Lots M1 to M14)

- Front Setbacks - 25 feet from property line.
- Side Setbacks -- 15 feet minimum with a 30-foot minimum in between houses. The dependency side yard setback shall be 5 feet minimum.
- Rear Setbacks -- 50 feet from property line.
- Building heights: The main residence will be 1½ to 2 stories. Dependencies shall not exceed 1½ stories. Garages shall not to exceed 1-1 ½ stories.

RIVERVIEW DRIVE – Lots M15 and M16

- Front Setbacks – 20 feet minimum from property line
- Side Setbacks - 12 feet minimum. Dependency 5 feet minimum.
- Captain’s Walk- House and dependency – 20 feet minimum except for lot corners.
- Building Heights: The main residence will be 2 to 3 stories not to exceed a maximum of 50’. Dependencies shall not exceed 1 ½ stories. Garages shall not to exceed 1-1 ½ stories.

OGEECHEE DRIVE (Lots M17-M26)

- Front Setback – 25 feet from property line: When the porch spans the entire width of the house and is considered the principal face of the house, it shall follow the same rule as the house. When the front porch or steps are unenclosed or considered minor appendages to the main body of the house, they can project over the setback lines.
- Side Setback – 5 feet minimum with 25 feet minimum in between houses. The dependency side yard setback shall be 5 feet minimum.
- Rear Setback – 30 feet minimum. Due to their size and shape, Lots M17 and M18 are

allowed to have a 0-foot setback for both houses and dependency. Garage – 5 feet minimum.

- Building Height: The main residence will be 2 to 3 stories with a maximum of 50' in height. If it is 3 stories an elevator is recommended. The dependencies are not to exceed 1 1/2 stories. Garages: Not to exceed 1-1 1/2 stories.

CAPTAIN'S WALK (Merchant's Way) (Lots M27 to M34) Setbacks:

- Front Setback – 10 feet from property line.
- Side Setback - 25 feet minimum between houses.
- Rear Setback - 5 feet for dependencies.
- Building Height: The main residence will be 2 to 3 stories not to exceed a maximum of 50'. If three stories an elevator is recommended. The dependencies are not to exceed 1 1/2 stories. Garages: Not to exceed 1 1/2 stories.

6.8.3.5 McAllister Point

- Front Setback: Minimum 10 feet from the street and maximum of 25 feet, depending on topographical conditions. For more detailed information, please contact the Director of Association Management and request a copy of The Ford McAllister Point Architectural and Landscape Design Guidelines.

NOTE: All corner lots have two front setbacks. To seek relief from any site or building limits, Owners may request a variance. See Section 5.7 for a discussion of how to apply for a variance.

7.0 Architectural Materials

7.1 Introduction

Other materials, not shown below, may be specified, and installed by Owners if those materials and installation details are specifically approved by the ARB. Approval, if granted, is for a specific product in a specific application and is not a general approval of that product for installation elsewhere. Please note that all approved materials may not be appropriate for all home styles. See Section 5.7 and the Appendix for information about how to apply for a Variance.

7.2 Approved Materials

7.2.1 Foundations

The following are permitted for exposed foundations and ground floor piers:

- Brick veneer on concrete block, or bonded brick and block double wall (brick characteristics as noted for walls below).
- Traditional cement-based stucco applied to concrete block, smooth or scored (stucco

characteristics as noted for walls below).

- Traditional cement-based tabby application by trowel. Sprayed application is not permitted.

7.2.2 Exterior Wall Cladding

Wood

- Clapboard, also known as lap or bevel siding; beaded or plain-sawn bottom edge; 3 1/2" - 6" exposure.
- Flush boards, also known as butted, matched or ship lapped boards.
- Wood detailed to simulate masonry, such as quoins.
- Horizontal ship lapped v- groove boards.
- Board-and-batten and vertical v-groove boards, when used on accessory buildings or on limited areas on minor appendages to the main structure.
- Wood shingles; 6" minimum and 8 1/2" maximum exposure; weathered stained to a silvery grey, white, or light color.
- Hardie-Plank (Artisan Style only).

Traditional Cement-Based Stucco and Tabby

- Hand applied with trowel to brick, concrete block, or wood frame, smooth or scored, consistent with the historical precedents.
- Light sand texture.
- Oyster shell finish, also known as tabby; veneer or integral.
- Painted finish.

Brick

- Standard (2 1/4" x 3 5/8" x 8"), modular (2 1/4" x 3 5/8" x 7 5/8") or traditional Savannah Grey (2 1/2" x 4" x 8 1/2") sizes consistent with historical precedents.
- Hand-molded; rubbed or simulated rubbed bricks may be used around openings and for details.
- Natural color painted or whitewashed finish, in keeping with selected historical precedent.

For Lintels Spanning Openings

- All the above materials plus stone or cast stone.

NOTE

- Brick and stucco may not be used in combination on the same plane on the same façade.
- Painted wood lattice may be used as a decorative covering on limited areas of the exterior walls.
- Painted or stained metal siding is prohibited.

7.2.3 Roofs and Eaves

The following are permitted for roofs:

- Heavy gauge copper, lead-coated copper, lead, terne coated steel, Galvalume or zinc, with hand-worked standing seam or v-crimp for pitches 4:12 or steeper (or as per manufacturer), flat seam for lower pitches; field installed in sheets; natural color or field-applied paint for Galvalume and terne.
- Wood shingles or shakes. Composite shingles by EcoStar in the Aspen Blend series. The approved colors are Cool Drifting Dunes or Hampton Harbour.

- Natural slate; grey, green or combination; graduated or ungraduated. Composite slate by EcoStar in the Majestic Slate series. Colors that simulate natural slate will be considered.

NOTE: Other composite roofing materials may be approved by variance application to the ARB, depending on textures, colors, size, scale in application, and specific installation details. Approval, if granted, is for a specific product in a specific application and is not a general approval of that product for installation elsewhere.

Eaves

- Wood and stucco are permitted materials.

7.2.4 Gutters

The following are permitted for gutters and downspouts:

- Half-round profile for hung gutters, up to 6" diameter.
- Concealed gutters, also known as built-in or trough gutters; visible flashing and drip edges to be metal, interior lining to be metal or membrane.
- Solid wood gutters, if integrated into boxed eave.
- Rectangular or circular downspouts, smooth.
- Leader boxes, ornamental or plain.
- Galvanized steel, Galvalume, Zinc or Copper are acceptable materials for hung gutters, downspouts, and leader boxes.
- K-style gutters will not be approved.

7.2.5 Exterior Doors, Shutters Doors, and Storm/Screen Sash

The following are permitted for solid, glazed, storm/screen and shutter doors:

- Solid wood frames, sills, and trim; solid or veneer wood doors and shutters.
- Aluminum clad doors and shutters, except at front door, which is made of solid wood.
- Shutters may be wood or plastic composite. All wood shutters must have metal flashing set along the exposed top edge.
- Traditional carriage or barn style garage doors with a minimum of 1 3/4" thickness. Doors may not exceed 9 feet in height or width.
- Clear glass with no more than 10 percent reduced-light transmission; no colored, mirrored, sand-blasted or tinted glass.
- Painted or opaque stain finish; clear finish is not permitted.
- Wood, stone, or brick sills.

7.2.6 Windows, Shutters, and Storm/Screen Sash

The following are permitted for windows, shutters, and storm/screen sash:

- Solid wood frames, sills, sash, and trim.
- Aluminum clad windows: aluminum storm/screen sash is not permitted.
- Wood shutters and storm/screen sash.
- Vinyl shutters by "New Horizons" or approved equal; vinyl shutters must have metal flashing set along the exposed top edge.
- True divided or simulated divided lites with interior spacer bars and applied grid (no snap-in or removable muntins).

- Muntins with a minimum exterior depth of 3/8".
- Sills with a minimum projection of 1" from the face of exterior wall.
- Clear glass with a maximum of 10 percent reduced-light transmission; no colored, mirrored, sand-blasted or tinted glass.
- Operable casement, single- and double-hung windows, except for horizontal frieze windows and transoms, which may be fixed or awning type, and circular or oval windows, which may be fixed or pivoting; sliders and jalousies are not permitted.
- For windows visible from the street, window screens must be located on the interior; for other locations, window screens may be located on the exterior side of the window sash.
- Painted or opaque stain finish; clear finish is not permitted.
- Wood, stone, or brick sills.

NOTE: Shutters MUST have fully mounted hardware and be operable.

- Shutters can be single, paired or bifold but must be sized equal to the window. Temporary and built-in storm shutters may only be visible during weather emergencies and are to be removed when the weather emergency subsides.
- The Owner's Architect is responsible for meeting all applicable building codes in the design of doors and windows to withstand local wind and other code requirements.

7.2.7 Posts, Piers, and Columns

The following are permitted for posts, piers, and columns:

- Wood with painted or opaque stain finish.
- Concrete or concrete block with painted stucco or light sand textured finish.
- Brick, natural color, whitewashed, stucco, or painted finish.
- Fiberglass classical columns by approved manufacturers.
- Natural or cast stone, and traditional stucco capitals, bases, and plinths.
- Aluminum for bases.
- Composition and exterior grade plaster for ornamental classical capitals.

7.2.8 Porches, Verandas, Balconies, and Railings

The following are permitted for porches, verandas, balconies, and railings:

- Wood with painted or opaque stain finish for all components.
- White matte finish composite material may be used for railings.
- Brick, terra cotta, or stone for paving.
- Metal with painted finish for railings, brackets, and ornamental features; may be used as decking on suspended balconies.
- Wood screen sash and shutters set back from columns and posts at least half their depth.

NOTE: Other composite materials may be approved by variance application to the ARB, depending on textures, colors, size, scale in application, and specific installation details. Approval, if granted, is for a specific product in a specific application and is not a general approval of that product for installation elsewhere.

7.2.9 Chimneys

The following are permitted for chimneys:

- Where visible on the exterior, brick or cement-based stucco or tabby facing applied to brick or concrete block.
- Lead-coated copper or cement wash coping.
- Brick and stucco arched gable tops.
- Ornamental chimney caps and exposed metal flues are not permitted.

Exposed wood is not permitted.

7.2.10 Exterior Hardware

Where visible from a street, public amenity or other common thoroughfare, solid brass, bronze, or blackened hand-forged cast or wrought iron hardware executed in aluminum or steel.

7.2.10 Column, Basement, and Roof Venting

The following guidelines pertain to column venting:

- Exterior columns requiring venting may be vented through a space between the bottom of the base moldings and the top of the plinth; typically, columns are lifted on 1/4" to 3/8" round metal pads to create the required air space above the plinth.
- Columns may be vented up through the base from openings in the porch below.
- Vent slots cut into the plinth at the column base, and louvers installed in the column shaft, are not permitted.

The following guidelines pertain to basement venting:

- Basements and crawl spaces may be vented by wood lattice panels; through skirt boards set with gaps in between; painted wood louvers; brick vents and ornamental grilles.

The following guidelines pertain to roof and eave venting:

- Roofs and attic spaces may be vented through louvered cupolas and dormers, gable-end vents, frieze grilles and louvers, porch ceilings and eaves.
- Eaves may be vented by means of a continuous slot, provided the slot is concealed between the top of the bed mold and the bottom of soffit, or behind the bottommost molding in the cornice (see detail drawings).
- Continuous vents visible in a boxed eave soffit, self-venting soffit materials and midget louvers are not permitted.

7.3 Site Materials

7.3.1 Garden Walls and Fences

The following are permitted for garden walls and fences:

- Wood with painted or opaque stain finish, "good side" out.
- Brick, natural color or stucco with a painted, opaque stain or oyster shell finish.
- Concrete block; stucco with painted, opaque stain or oyster shell finish.

- Metal with painted finish.
- Natural or cast stone for caps and plinths.
- Living fences.

NOTE:

- Wood, brick and/or stucco may be used individually or in combination for garden walls and fences.
- Chain link, vinyl, PVC or all wire fences are prohibited.
- Alternate garden wall and fence material may be approved on a case-by-case basis.
- See Section 8 for additional information on fencing and materials.

7.3.2 Exterior Steps and Paving

The following are permitted for exterior steps and paving:

- Wood with painted or opaque stain finish.
- Brick in natural color or stucco with painted or opaque stain finish.
- Crushed oyster shell.
- Stone.
- Terracotta.

NOTE: See Section 8 Landscaping Guidelines for additional information on paving and walks.

7.4 Architectural Composition and Details

All materials and designs are to be guided by historic precedents consistent with the Owner's original design thesis or theme and with the Guidelines.

7.4.1 Foundations, Piers, and Exterior Walls

The design goal is to raise the house above the prevailing grade, in accordance with historic precedents.

The following guidelines pertain to exposed foundations and ground floor piers:

- The space between piers may be left open, infilled with painted or stained wood lattice or, in brick construction, perforated by the omission of bricks in a regular pattern.
- NOTE: Views of pipes, duct work, or other objects are not permitted.

The following details are permitted for exterior walls:

- Traditional cement-based stucco.
- Scored, raised or v-groove joints for masonry appearance, or left undivided.

Brick

- All traditional bonding patterns except stack bond (unless used for minor decorative effect).
- Rectangular or shaped trim pieces.

General

- Openings in masonry walls spanned by true load-bearing lintels or arches in approved material.
- Lintels resting on metal angles where angles are substantially concealed.
- Brick soldier courses.

7.4.2 Eaves

The following eave details are permitted:

Wood

- Boxed, also known as soffited eaves, on horizontal cornices; raking cornices may be boxed or flat.
- Exposed rafter ends, also known as rafter tails, are not encouraged except on accessory structures or appendages to the main structure.
- “Pork chop” gable-end details are not permitted.

Traditional Cement-Based Stucco

- Stucco cornices.

Brick

- Cornices composed of shaped, corbelled and/or dog-toothed brick.

7.4.3 Cupolas, Lanterns, Monitors, Skylights and Other Roof Penetrations

The following roof features are permitted:

- Glazed and/or louvered cupolas, lanterns, and monitors.
- Vent stacks, exhaust fans, vents and boiler flues painted to match the roof color.

NOTE: Skylights (glazing parallel to the roof pitch), vent stacks, exhaust fans, vents, or boiler flues, where visible from a street, public amenity or other common thoroughfare are to be avoided. Integrating mechanical devices into architectural features, such as ducting exhaust air through a cupola or placing the boiler flue inside a chimney, is encouraged.

7.4.4 Exterior Doors, Windows, Shutters and Storm/Screen Sash

The following are permitted for exterior doors and windows:

- Vertically proportioned openings for individual doors, windows and sidelights, except for frieze and attic story windows, which may be horizontal, and semicircular lunettes.
 - Vertically proportioned or square lites in glazed doors and windows. All windows must represent historic configurations, complete with muntins. No clear pane windows are permitted, with the exception of the bottom sash of a double hung window.
 - Window sash, screen doors and storm/screen sash divided into a minimum of two lites or panels by a muntin or rail.
 - Transoms equal in width to the door or door units. Transom windows are generally not permitted over windows, unless specifically approved by the ARB for a specific application.
 - Entry doors with leaded fanlights and sidelights in ornamental patterns.
 - Window openings may not exceed 35 percent of the surface area on the front façade

and 40 percent of the surface area on side and rear facades unless historic precedent can be cited. This is calculated based on the floor level and not the entire façade. Filled-in Porches and breezeways may exceed this calculation on their own but will be considered part of the overall calculation for any given façade in question.

- Doors, windows, and dormers shall be placed no closer than their width from building corners.
- 5/8" to 1" wide wood glazing muntins, beveled to resemble historic glazing putty.
- Minimum 4" wide mullions between ganged windows or door and sidelights. Dark windows may require wider mullions or separation between the windows to avoid large dark voids.
- Minimum 3 1/2" wide trim around windows and doors, except brick molds in masonry openings, which are to be a minimum of 3/4" wide.
- Paneled, glazed, screened and/or boarded doors, no flush exterior doors.
- Boarded doors constructed of v-groove tongue and groove boards with or without ledgers, or beaded boards in chevron pattern.
- Paneled, louvered or boarded shutters.
- Garage doors which swing out from hinges, slide horizontally or are upward acting.

7.4.5 Post, Piers, and Columns

The following are permitted for posts, piers, and columns:

- 6 x 6 posts or larger.
- Posts with chamfered corners above railing height, and either a capital or bracket detail at their top.
- 16 x 16 piers or larger.
- Round supports in the form of either turned balusters or columns.
- Round columns or covers which diminish in diameter as they rise, and have entasis; no continuously cylindrical or tube columns are permitted.
- Round columns having a capital at their top and having either fluted or smooth shafts.
- Round columns whose ratio of maximum diameter to overall column height is 1:6 or greater.
- Boxed or straight columns or piers, and pilasters.

NOTE:

Stock ornamental capitals, such as Ionic and Corinthian, must be furnished by the manufacturers. Custom columns and ornamental capitals by any fabricator are permitted provided they conform to the design guidelines above and are approved by the ARB.

7.4.6 Porches and Verandas

The following are permitted on porches and verandas:

- Vertically proportioned bays between columns, posts, and piers; no horizontally proportioned bays between supports, except between foundation piers.

7.4.7 Chimneys

The following are permitted on chimneys:

- Gabled and/or corbelled brick, stucco, natural or cast stone caps.
- Clay flue pots whose projection above the chimney top is no greater than the width of the flue unless required for proper drafting among grouped flues.
- Exposed wood is not permitted.

7.4.8 Mechanical, Electrical and Other Equipment

Air conditioning compressors, utility meters, pool equipment, laundry or other vents, trash receptacles, aboveground storage tanks, well pumps, sports equipment, satellite dishes, or other television apparatus must not be visible from a street, public amenity, or other common thoroughfare.

Where possibly visible from an adjacent property, mechanical equipment, trash receptacles, storage tanks, and other devices are to be placed inside service enclosures. Where not enclosed and as approved by the ARB, plantings may be utilized for screening.

Roof vents shall be placed on the back of the roof and painted to match the roof color. Clothes lines are not permitted unless the installation is specifically approved by the ARB.

NOTE:

The installation of outside antennas and satellite dishes requires the approval of the ARB, which may restrict size, location, and visibility of such devices as allowed pursuant to the Federal Telecommunications Act of 1996.

7.4.9 Signage and Lot Verification

The following guidelines pertain to signage and lot identification:

- All signs are prohibited except as otherwise provided in the Declaration and as may be required by law.
- Seasonal flags or flags of a derogatory nature are not permitted.
- Name signs or other signs, other than those provided through The Ford Field & River Association on the mailboxes, along entry drives are not permitted.
- A single construction sign provided by The Ford Field & River Association is the only acceptable sign during construction. All construction jobs are required to have a construction sign that includes the lot number, owner's name, architect, builder, and landscape architect.
- Political signs or signs used for advertisements are strictly prohibited.

7.4.10 Mailboxes and Nameplates

Mailboxes and nameplates are to be obtained through the Director of Association Management.

7.5 Exterior Colors

The following are preferred exterior colors, consistent with the selected historic precedent:

- Wood cladding: white, light gray, light green, or ochre.
- Unpainted brick: orange red to red-brown, or traditional "Savannah Grey" or similar; purple or over-burnt bricks used for accent headers.
- Painted or white-washed brick or stucco: white or ochre.

- Roofs: Charcoal, Dark Bronze, Patrician Bronze, Mansard Brown, Medium Bronze, natural color, or patina.
- Doors: white, black, dark green, or stained.
- Windows, trim, and railings: white preferred, but other historically correct colors may be proposed. Stained exterior trim is not permitted.
- Shutters: black, dark green, or another natural color darker than the body of the house.
- Painted columns, beams, and eaves: white or color of the rest of the house trim.
- Wood decking: light to medium gray or neutral color.
- Porch ceilings: white, light blue, or light green.

NOTE: Exterior colors generally are to be low intensity and compatible and complementary with each other and the roofing materials. Colors for structures adjoining or easily seen from the golf course shall be especially muted. Colors for all houses, outbuildings, trim, roof materials, screens and fences are to be shown on a sample board constructed of samples of the actual materials to be used and are to be submitted to the Town Architect for approval. Architectural plans must be coded to illustrate the finished color of all materials.

7.6 Exterior Lighting

Designs for all exterior lighting must be submitted on a plan for review and approval by the ARB, including fixture cut sheets with lamps and maximum wattages specified.

Exterior lighting may be focused only on the Owner's lot and must be designed with minimum intensity and effect on neighboring properties. This will minimize the disorientation for nesting wildlife and will create a pleasant nighttime environment for neighboring properties.

Exterior lighting must be subtle and well-focused for the purpose of safety. Low level illumination on walkways, porches and driveway areas is permitted. Lighting sources must have the lamps completely hidden from view, including lighting for docks and walkways, unless decorative lanterns are used. An excessive number of fixtures, higher light levels, and glare will not be approved.

Exterior lighting is permitted only within the developable area (with the setback) and must be within 50' of any building, except at entry drives and at docks/platforms at the edge of a lake. All exterior lighting requires written approval from the ARB.

Colored lighting or flood lights will not be approved.

7.6.1 Building Mounted Lighting and Decorative Site Fixtures

Building mounted lighting means attached to buildings on walls, ceiling, eaves, fascia, or other locations for the purpose of providing general, area, security, or decorative illumination and must be shown on the Electrical plan for review and approval.

Gas lighting is encouraged and preferred over electrical fixtures.

Where visible from a street, public amenity or other common thoroughfare, traditionally styled pendant or post-mounted carriage lamps, and pier or wall mounted fixtures are recommended. Gas lighting, incandescent, or LED lamps shall be used in lanterns. Fixtures are limited to 40-watt incandescent bulbs emitting approximately 600 Lumens or 10 LED watts per fixture. With respect to LED lighting, the color temperature of the lights must be 3,000 Kelvins or less. The ARB reserves the right to further limit the maximum allowed wattage depending on the house location and its proximity and impact lighting may have on adjacent properties. Recessed incandescent or LED porch lighting is discouraged. Halogen lighting is permitted for security lighting only and must be controlled by a motion sensor and by a timer.

Lighting for Entry Gate Posts: Lamps to match Kahalley gas/electric lights around Ford are preferred. Either gas or electric fixtures are acceptable. If electric, output must be limited to two (2) bulbs emitting no more than 375 lumens or two (2) 25-watt incandescent bulbs in each lamp. If LED lighting is used, the color temperature of the lighting must not exceed 2,500 Kelvins.

7.6.2 Landscape Lighting

Landscape lighting shall be subtle and understated and cast light in the immediate area by the home is permitted if the lighting does not affect the night-time sky, adjacent properties, or the natural surrounding habitat. Low level illumination shall be used for safety and restricted to walkways, paths, and driveways. All fixtures should be visually subtle and blend into the landscape. Ornate fixtures should be avoided. Uplighting shall be kept to a minimum and should focus on lighting the trunk of a tree and not the canopy.

All Landscape lighting must be shown on the landscape plan with quantities and locations noted. Cut sheets noting the manufacturer, model number, light specs and color must be noted included in submittal package for review. Landscape lighting shall not exceed 25 watts or 3,000 Kelvins per fixture. Landscape lighting systems requiring remote low voltage transformers must completely conceal the equipment from view. Shrubbery or plantings can be used to conceal equipment if located in a visible location. Lights must be turned away or fitted with shields to prevent light intrusion onto water areas or other neighboring lots. Recessed step lights must have louvers or hoods to hide lamps from the view.

7.7 Service Enclosures

Each residence is required to have a minimum of one service enclosure for all trash/recycling receptacles, utility meters (gas & electric), HVAC units, generators, pool equipment, lawn care equipment and any other materials and equipment to be stored outside. Some homes may have the need for multiple service yards. The location of a service enclosure must be planned to minimize disturbances to adjoining properties and shall be located within the building setbacks of the property whenever possible. Service enclosures shall be “tucked away” and not located on the front of a house. Doors for a service enclosure shall be located on the side of a service and not face the street or the golf course. In cases where this may not be possible, landscaping will be required to screen the door of the service enclosure. Wall height of a service enclosure must be tall enough to **completely screen all utilities** from view outside of the service enclosure. Any items stored in a service enclosure (i.e., ladders, pool skimmer nets, etc.) shall be concealed from a roadway at a

viewing height of 5' above the finished grade by the service enclosure. Well heads and satellite dishes can be located outside of a service enclosure but must be screened with dense evergreen landscaping, so they are not visible from roadways, adjacent properties, or common areas.

Service enclosures must be shown on the architectural and landscape plans. The service enclosure must be constructed of like materials and colors of the house. Details delineating the size, design, materials, and colors must be accurately represented on the plans for approval. If during construction the size of the service yard needs to be altered, a change request must be submitted for approval. be shown on the submitted landscape plan or site plan and approved by the ARB.

All trash/recycling is collected from the service yard by Ford staff. If trash/recycling receptacles are stored in the garage, trash may be placed outside of the garage (preferably not in front where is visible from the street) for collection and returned to the garage by dusk the day of collection. Trash cans must be visually screened by a service yard or landscaping.

8.0 Landscape Guidelines

8.1 Landscape Requirements & Plantings in The Low Country

The ARB requires that a landscape plan, prepared by a licensed Landscape Architect, be submitted as part of the review process. This starts with an initial conceptual plan, showing screening, views, and privacy for/from neighbors. The final presentation shall be a fully detailed planting and drainage plan. New plantings shall be a natural complement to and consistent with the natural environment of The Ford.

NOTE: To better allow Owners to understand their site with the building on it, the final landscape plan must be submitted to the ARB for final approval within six months of the issuance of the Ford Building Permit but in no event later than two months prior to scheduled completion of the construction.

The degree of attention and sensitivity shown in landscaping of each property is a significant part of the approval consideration. Plant material shall be used to minimize the visual impact of structures, common areas, pools, patios, service enclosures and parking areas from adjoining homes, streets, the golf course, and waterways.

Landscaping must:

- Cover a minimum of 50% of the foundation of any structure.
- A tiered or layered design on the front foundation is preferred. Homes that have side or rear elevations that are very visible may require more plantings on these elevations.
- Utilizing plant materials of different sizes, colors and textures in natural grouping that complement the architecture of the home is encouraged.

- Plants must be established at planting. Using plants with the idea that “they will grow” will typically not be successful.
- Natural areas must be maintained. Pruning, weeding, and bushing hogging may be needed periodically.
- Screen pools, accessory structures, parking areas, service enclosures, wellheads and satellite dishes with evergreen plants.
- The use of overstory and understory trees is required to soften the presence of a home, especially on the golf course or any common area. Large lawn areas that are open and clear cut will not be approved.
- Any landscaping planned for lake banks and aquatic landscaping must be included on the landscape plan.

8.2 Paving Materials

8.2.1 Surface

Suggested materials for driveways and parking areas include:

- Brick.
- Exposed aggregate paving.
- Crushed oyster shell or plantation/spring mix.
- Other material approved by the Town Architect.

Driveways must be constructed so as not to disrupt drainage in right-of-way swales.

8.2.2 Paths and Walks

For all walks, paths, and surfaces such as steps, terraces, driveways, and parking areas, permeable materials and treatments are preferred to ensure optimum site drainage.

Permeable materials include the following:

- Crushed oyster shell or plantation/spring mix.
- Compacted stone dust.
- Mulch.
- Porous brick pavers.

Brick and stone paving are appropriate if they are loose laid in a bed of sand or stone dust.

8.2.3 Edging Materials

Loose paving materials shall be contained with metal or brick edging to contain in a confined area.

8.3 Water Features

Careful consideration must be taken when incorporating a water feature into a design. To preserve the enjoyment of quiet moments outside, the sound of splashing water shall not be audible to adjacent property owners. It is strongly recommended that such features be installed behind the residence. All water features must be maintained in working order.

8.4 Protecting and Preserving Plants

Care shall be taken to protect all plants within The Ford, and all improvements must be sited to avoid existing significant trees, if possible.

8.5 Fertilizers and Pesticides

The use of pesticides, fertilizers or other plant-growth inhibiting or stimulating chemicals must be minimized. Owners shall take all precautions when using these chemicals and precisely follow the manufacturer's recommendations for application, use and cleanup.

The dumping or disposing of fertilizers or chemicals on any property anywhere within The Ford is prohibited.

8.6 Wetlands

Under the Clean Water Act, “wetlands” is defined as “those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.”

Like a sponge, wetlands store floodwater or surface water that collects in isolated depressions and slowly releases it. Trees and other wetland vegetation help to slow floodwaters. This combined action of storage and slowing lowers flood heights and reduces the water’s erosive potential.

Water quality is improved by the wetlands’ interception of surface runoff, removing, or retaining its nutrients, processing organic wastes, and reducing sediment before it reaches open water.

Wetlands are an integral part of the Low Country and The Ford and thus, may not be disturbed in any way. No construction or planting in wetlands is permitted without appropriate state and federal permitting.

8.7 Tree Protection

It is important to save and protect as many trees as possible on any property. Split rail fencing is required to protect trees during construction. Trees must be protected in an undamaged condition. Tree protection shall extend to the drip line of the tree and be shown on the site plan. The area within the tree protection zone shall not have any vehicular or equipment traffic, parking of cars, construction enclosure or staging of materials or changes to the grade. Tree wells will be required to protect trees from changes to the grading.

8.8 Tree Removal

Trees are critical to the beauty of Ford. Careful consideration should be taken when considering the removal of any tree. Removal includes choosing to remove a tree as well as loss from storm damage or disease. Trees provide oxygen that we need to breathe and reduce the amount of storm water

runoff, which reduces erosion and pollution in our waterways and may reduce the effects of flooding. Many species of wildlife depend on trees for their habitat. Trees also provide food, protection, and homes for many birds and mammals.

When planning for tree removal, keep in mind that while the view from your home is important to you, the view towards your home is equally important to others. Homes that are adjacent to the golf course, a common area or any body of water are required to maintain 50% tree coverage across the side of the property that faces these areas with openings in tree coverage that are no more than 10-15 feet apart. Clear cutting of trees will not be approved. Existing trees that fall within the footprint of the home or driveway may be spaded and relocated on the property.

With ARB approval, limited tree removal, pruning of understory limbs and thinning of other vegetation may occur within the View Corridor to open views or to improve the health of existing trees. Approval is required for the removal of any tree, dead or alive, on any lot. Application must be made to the ARB for the removal of trees and trees must be clearly marked with red ribbon for review. No trees may be removed until written approval has been issued by the ARB. The ARB reserves the right to request a written Arborist report to evaluate the health and safety of trees requested to be removed. Likewise, an owner may obtain a written Arborist report for any tree concerns to justify removal request.

Mitigation may be required with tree removal. Standard mitigation will be a 3 to 1 ratio for pine trees and a 1 for 1 ratio for all hardwoods. The loss of any tree from storm damage, disease, or beetle damage does not absolve the requirement for mitigation. Mitigation trees must have a minimum of a 4-inch caliper tree. The size of mitigation trees will be determined by the caliper size of the trees being removed. The need for mitigation will be determined on a case-by-case basis.

The ARB may permit modest pruning of trees and vegetation along lake or lagoon banks to enhance the views and breezes. Please be mindful that all areas along the edge of any body of water are environmentally sensitive areas. The ARB must be contacted before removing any plant material along the edge of any body of water.

8.9 Water Wells

Per the city of Richmond Hill, city water can no longer be used for irrigation. Wells are required for irrigation systems and may not be used as a source of potable water. Wells also may be installed for thermal heating and cooling systems.

A permit from the City of Richmond Hill is required for the construction of a well. The location of all wells must be shown on the Site Plan and require the approval of the ARB. All well equipment must be painted green and shall be screened with dense landscaping and not visible from the road, adjacent properties, or common areas.

8.10 Plant Selection

Existing plant material on each lot shall be the basis of the landscape design. Ford has received Certification from the Audubon Cooperative Sanctuary Program. As a community, it signifies our ongoing commitment to using best practices for stewardship of our natural resources, our wildlife, and the environment. For these reasons is highly recommended that Owners select native plants that thrive in the climate, soil conditions, and sun exposure of the Low Country. Native plants left undisturbed and incorporated into a landscape, are low-maintenance and self-sufficient. Native plants provide wildlife habitats that are enjoyable to watch. Native butterflies, insects, birds, mammals, reptiles, and other animals evolve with native flora and are sustained by it year-round, providing diverse food sources, shelter, and support to thrive, as well as fostering an appreciation of the natural heritage and the diverse beauty of our unique landscapes. It is recommended that fifty percent (50%) of your plant selections should be native plants.

Plants that are invasive are to be avoided such as some bamboo species, wisteria, and others that tend to send out runners. Plants that are susceptible to diseases shall not be used, such as euonymus or some hollies.

The following plants are readily maintained, native (*) or naturalized to the area, and will blend with the local landscape.

8.10.1 Vines

Botanical Name.....	Common Name
Bignonia Capreolata.....	Crossvine*
Campsis Radicans F. Flava.....	Yellow Trumpet Vine*
Ficus Pumila	Creeping Fig
Gelsemium Sempervirens.....	Carolina Jessamine*
Hedera Canariensis.....	Algerian Ivy
Ipomoea Imperati.....	Morning Glory*
Lonicera Scoparium.....	Coral Honeysuckle*
Parthanocissus Quinquefolia.....	Virginia Creeper*
Rosa Banksiae	Lady Banks Rose
Trachelopermum Jasminoides.....	Confederate Jasmine
Wisteria Frutescens.....	American Wisteria ‘Amethyst Falls’*

8.10.2 Groundcovers and Grasses

Botanical Name.....	Common Name
Agapanthus Africanus.....	Lily of the Nile
Ajuga Reptans.....	Bugleweed*
Aspidistra Elatior	Cast Iron Plant
Chasmanthium Latifolium.....	Northern Sea Oats*
Cyrtomium Falcatum	Holly Fern
Gardenia Radican	Dwarf Gardenia
Hedera Canariensis.....	Algerian Ivy
Hemerocallis.....	Daylilies

Juniperus Chinensis.....	Chinese Juniper
Juniperus Conferta.....	Shore Juniper
Liriope Muscari.....	Big Blue Liriope, Aztec Grass, Evergreen Giant, Majestic, Silvery Sunproof, Royal Purple
Mulenbergia Capillaris.....	Pink Muhly Grass*
Ophiopogon Japonicus	Dwarf Mondo, Mondo, Silver Dragon
Panicum Virgatum.....	Switchgrass*
Nandina Domestica	Fire Power, Harbour Dwarf
Schizachyrium Scoparium.....	Little Bluestem*
Spartina Alterniflora.....	Cordgrass*
Sporobolus Heterolepis.....	Prairie Dropseed*
Tulbaghia Violacea	Society Garlic

8.10.3 Small to Medium Shrubs

Botanical Name.....	Common Name
Abelia Grandiflora.....	Grandiflora, Edward Goucher
Aesuculus Parviflora.....	Bottlebrush Buckeye*
Aucuba Japonica	Japanese Aucuba
Cephalanthus Occidentalis.....	Buttonbush*
Clethra Alnifolia.....	Summersweet*
Fatsia Japonica.....	Japanese Fatsia, Japanese Aralia
Ilex Cornuta	Dwarf Burfordii, Rontunda, Carissa
Ilex Vomitoria.....	Yaupon*
Illicium Floridanum.....	Florida Anise*
Mahonia Bealei.....	Leatherleaf Mahonia
Mahonia Fortunei	Chinese Mahonia
Pittosporum Tobira.....	Japanese Pittosporum
Raphiolepis Indica	Indian Hawthorne
Rhododendron Atlanticum.....	Coastal Azalea*
Serissa Foetida.....	Snowrose
Viburnum.....	Various varieties*

8.10.4 Medium to Large Shrubs

Botanical Name.....	Common Name
Callicarpa.....	Beautyberry*
Elaeagnus Fruitlandii	Silverberry
Gardenia Jasminoides.....	Gardenia
Ilex Cornuta.....	Burfordi, Nellie R. Stevens
Illicium Anisatum.....	Japanese Anise
Jasminum Mesnyi.....	Primrose Jasmine
Loropetalum Chinense.....	Chinese Fringe, Chinese Witch Hazel
Morella Cerifera.....	Southern Wax Myrtle*
Nandina Domestica.....	Heavenly Bamboo
Nerium Oleander	Common Oleander
Osmanthus Fragrans	Tea Olive, Sweet Olive

Pittosporum Tobira.....	Japanese Pittosporum
Podocarpus Macrophyllus.....	Southern Yew
Raphiolepis Indica.....	Majestic Beauty
Spirea Betulifolia.....	Birchleaf Spirea*
Ternstroemia Gymnanthera	Japanese Cleyera
Viburnum Rificidulum	Southern Blackhaw*

8.10.5 Shrubs with Interest

Botanical Name.....	Common Name
Rhododendron.....	Azalea
Camelia Sasanqua.....	Sasanqua Camelia
Camellia Japonica.....	Common Camelia

8.10.6 Trees

Botanical Name.....	Common Name
Acer Palmatum	Japanese Maple
Acer Rubrum	Red Maple*
Amelanchier Canadensis.....	Serviceberry*
Betula Nigra.....	River Birch*
Cercis Canadensis.....	Redbud*
Chionanthus Virginicus.....	Fringe Tree*
Cornus Florida	Eastern Flowering Dogwood*
Eriobotrya Japonica.....	Loquat
Gordonia Lasianthus	Loblolly Bay*
Ilex Opaca.....	American Holly*
Juniperus Virginiana	Eastern Red Cedar*
Koelreuteria Paniculata	Goldenrain Tree
Lagerstroemia Indica	Crape Myrtle
Liquidambar Styraciflua.....	Sweetgum*
Liriodendron Tulipifera	Tulip Tree*
Magnolia Grandiflora.....	Southern Magnolia*
Magnolia Soulangiana	Japanese Saucer Magnolia
Magnolia Stellia.....	Star Magnolia
Magnolia Virginiana.....	Sweet Bay Magnolia*
Morella Cerifera.....	Wax Myrtle*
Nyssa Sylvatica.....	Black Gum*
Parkinsonia Aculeata	Jerusalem Thorn
Pinus Palustris.....	Longleaf or Georgia Pine*
Pinus Taeda.....	Loblolly Pine*
Quercus Virginiana.....	Live Oak*
Vitex Agnus-Caste	Chast Tree

The above list is only a partial list of plants that thrive in our area. For additional information about native plants in Georgia visit <https://extension.uga.edu/>. Under the publications tab you can search for information on native plants.

8.10.7 Invasive Plants

The following plants are invasive and must not be planted within The Ford:

Botanical Name.....	Common Name/Color
Sapium sempervirens.....	Chinese Tallow Tree; Popcorn Tree
Mentha.....	Mint (peppermint, spearmint, etc.)
Clerodendrum	Glorybower
Pueraria lobata	Kudzu
Ligustrum Japonicum	Japanese Privet
Hedera helix.....	English Ivy
Iris pseudacorus	Yellow Flag Iris
Water Hyacinth	

For more information about invasive plants in Georgia visit <https://www.gaeppc.org>.

8.13 Irrigation

With irrigation, existing plants will take on new life, and newly planted material will grow consistently. It is highly recommended to customize the watering schedule according to seasons, types of plants, and the amount of sunlight or shade. See Water Wells above, section 8.9.

8.14 Maintenance

Maintenance of the lawn and other plant material must be a continuous effort. Failure to keep the property orderly will result in a notice from the Director of Association Management.

8.14.1 Lake & Riverbanks

Lakes at The Ford are one of our greatest assets. They provide natural beauty, recreation, and a thriving ecosystem. As The Ford continues to grow, the Club and members must work together to ensure the care of our 285 acres of lakes.

Water quality is monitored on a weekly basis and includes dissolved oxygen and salt concentrations in all lakes and the Ogeechee River. The leading cause of impaired water quality of freshwater lakes is eutrophication which can naturally occur over long periods of time as lakes age and are filled with sediments. However, human activities can accelerate the rate and extent of eutrophication through lake bank erosion, water runoff, inaccurate application of fertilizers, and blowing debris into water bodies.

What Can Property Owners Do?

Soil sampling is HIGHLY recommended to determine exact fertilizer requirements. This service should be offered by your landscaping company before any fertilizer applications. Most soils at The Ford contain adequate phosphorus and do not need additional applications.

Completing a soil test will tell you what your soil needs. This will save you money and is also ecologically friendly! If your landscape company does not offer this service, visit

<http://aesl.ces.uga.edu/soil.html> for more information.

- Do not apply pesticides, herbicides, and fertilizers when wind speeds are above 10 MPH or when heavy rainfall is expected.
- Maintain a 10-foot buffer along any water body when applying fertilizer to your yard.
- Do NOT blow landscaping waste into water bodies, streets, or storm drain inlets. Do not use a hose to rinse dirt and debris off paved surfaces.
- Sweep, blow, or rake up residual fertilizer, sediment, leaves, and landscaping waste from paved surfaces to prevent dispersal into water runoff or storm drains.
- Inspect lake bank edges for erosion after heavy rainfall events. Maintain a proper lake bank edge as shown below.

To maintain erosion control along the lake bank of any body of water, all natural and planted vegetation (grasses, plants, etc.) along the shoreline must be maintained and not be removed. Wild vegetation can be trimmed but shall remain a living plant. Shoreline properties include all lots that adjoin Lake Clara, Lake Savage, Lake Habersham, Lake Dye, Lake Harn, and Lake Sterling. The area to be maintained runs from the water’s edge to the tree line. A minimum of bi-annual maintenance shall be performed to keep wild vegetation along the lake banks intact. Property owners that do not maintain their property to this standard will be subject to special assessments by the POA for maintenance and/or bank repairs. The POA will not be responsible for lank bank repairs on properties that do not adhere to proper maintenance.

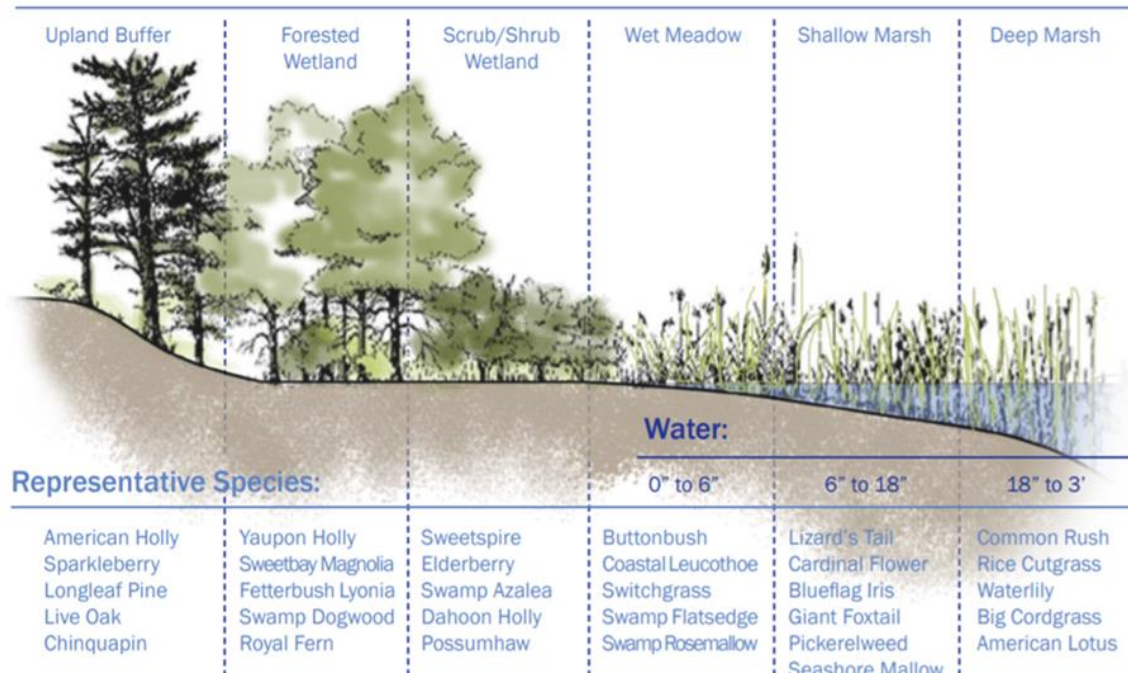
A living shoreline should consist of relatively low maintenance plantings that descend past the waterline to prevent erosion and minimize nutrient losses.

Shorelines planted with non-invasive vegetation provide food and shelter for wildlife and discourage alligator nesting. Planting low height plants is recommended to provide the best view of the water. Maintaining only grass to the water’s edge at low heights is NOT RECOMMENDED. Grass has an insufficient root system to provide proper erosion control, so plantings at edges of lakes are key to holding in the soil. Coir logs may be needed in areas where erosion has already occurred.

It is recommended to mow existing vegetation on the lake bank (4–6 feet) with a blade height at the highest setting (4 inches, for example—see photo letter A) to allow for a “third cut rough” appearance that buffers next to a low maintenance border of wildflowers and tall grass (see photo letter B) that lead to the water’s edge with aquatic plants such as Pickerelweed, Soft Stem Bulrush, Fragrant White Lily, Spatterdock, and Tape Grass (see photo letter C).




Shoreline plantings are critical to the health and beauty of our lakes and create a natural buffer, which stabilizes the shore from water movement, provides a nature habitat for wetland birds and shades and cools the water, helping fish to thrive. Natural shoreline plantings also capture sediment and reduce nutrient runoff that can reach lakes. Aquatic plants also absorb nutrients in the water and reduce nutrient availability slowing algae blooms.



The following plant list and chart provides suggested plants and planting locations for wetland areas.

Other Native Forbs for Constructed Wetlands:

<ul style="list-style-type: none"> <i>Agalinis purpurea</i> (Purple False Foxglove) ✱ <i>Aletris lutea</i> (Yellow Colic-root) ✱ <i>Amianthium muscitoxicum</i> (Fly Poison) <i>Amsonia ciliata</i> (Fringed Blue Star) <i>Bacopa monnieri</i> (Water-hyssop) <i>Carphephorus odoratissimus</i> (Vanillaleaf) ✱ <i>Cicuta maculata</i> (Spotted Water Hemlock) ✱ <i>Eryngium aquaticum</i> (Rattlesnakemaster) ✱ <i>Eryngium yuccifolium</i> (Button Eryngo) ✱ <i>Eupatorium leucolepis</i> (Justiceweed) ✱ <i>Eupatorium fistulosum</i> (Joe Pye Weed) ✱ <i>Helenium autumnale</i> (Common Sneezeweed) ✱ <i>Hibiscus grandiflorus</i> (Swamp Rosemallow) ✱ <i>Hibiscus moscheutos</i> (Crimson-eyed Rosemallow) ✱ <i>Hydrolea corymbosa</i> (Skyflower) <i>Hyptis alata</i> (Clustered Bushmint) ✱ <i>Lachanthes caroliniana</i> (Red-root) ✱ <i>Liatris gracilis</i> (Slender Gayfeather) ✱ <i>Lilium catesbaei</i> (Pine Lily) ✱ <i>Lobelia elongata</i> (Longleaf Lobelia) ✱ <i>Lobelia glandulosa</i> (Glade Lobelia) ✱ <i>Marshallia graminifolia</i> (Grassleaf Barbara's Buttons) ✱ <i>Mitchella repens</i> (Partridgeberry) <i>Nymphaea odorata</i> (American White Waterlily) ✱ <i>Packera tomentosa</i> (Woolly Ragwort) <i>Phlox carolina</i> (Carolina Phlox) ✱ 	<ul style="list-style-type: none"> <i>Ptilimnium capillaceum</i> (Herbwilliam) ✱ <i>Rhexia alifanus</i> (Savannah Meadowbeauty) ✱ <i>Rudbeckia laciniata</i> (Cutleaf flower) ✱ <i>Sagittaria lancifolia</i> (Bulltongue Arrowhead) ✱ <i>Teucrium canadense</i> (Canada Germander) ✱ <i>Tradescantia ohioensis</i> (Bluejacket Spiderwort) ✱ <i>Utricularia sp.</i> (Bladderworts) <i>Vernonia gigantea</i> (Giant Ironweed) ✱ <i>Zizia aurea</i> (Golden Alexanders) ✱ 
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Lake edge tree species such as River Birch, Bald Cypress, Red Maples, Sweetgum, Wax Myrtles, and pines are beneficial to soil stabilization. Selective and conservative pruning should only take place on lake banks. If poor quality vegetation does need to be removed the following guidelines should be followed to best preserve stabilization of the bank:

- Non-native trees or shrubs may be cut by the stumps must remain.
- Any tree that is leaning at or below “3 O’clock” could be removed but preserve any native trees that are slightly leaning and do not grade where native trees exist.

As necessitated by the entrance to a dock, the traditional mowing of grass may extend to the dock entrance. However, additional mowing around the dock is prohibited to retain native grasses and wildflowers as erosion control. Erosion is typically worse around docks, so additional plantings may be required to stabilize the bank around a dock. Some exceptions may be required due to unique dock configurations.

There is an established 25-foot buffer along the banks of all state waters. No land-disturbing activities shall be conducted within a buffer and a buffer shall remain in its natural, undisturbed state of vegetation during construction. After construction, a buffer may be thinned or trimmed of vegetation as long as a protective vegetative cover remains to protect water quality and aquatic habitat and a natural canopy is left in sufficient quantity to provide shade.

8.15 McAllister Point Lot Planning and Gardens

For more information, please contact the Director of Association Management and request a copy of The Ford McAllister Point Architectural and Landscape Design Guidelines, which contain detailed information about siting the house and locating the front stairs, as well as planning the gardens and accessory buildings.

8.16 Swimming Pools

Swimming pools or lap pools must be enclosed with walls or fencing and screened by mature evergreen plantings. Views from view from adjacent properties, adjoining streets, the golf course, and community spaces shall be considered.

All pools must be enclosed with walls or fencing that meet code requirements of the City of Richmond Hill.

Filter equipment must be located within a service yard. The pool, filter equipment, and all plant screening must be shown on the landscape plans for review and approval by the ARB.

8.17 Tennis Courts and Other Sport/Recreational Surfaces

Tennis courts will be allowed on lots of one acre or more. The objective is to create the most inconspicuous tennis court or sport/recreation area as is reasonably achievable. Please observe the following guidelines in the construction of these surfaces.

- Any grading required to create a level playing surface shall be achieved by a balance of cut and

fill.

- The playing surface must be hidden from view from adjoining properties, including but not limited to, streets, common areas and adjacent lots.
- A combination of solid walls and approved fencing is recommended and may be required.
- The height of the perimeter protection may be limited if, in the opinion of the ARB, such devices would be unattractive. Galvanized fencing will not be allowed.
- Additional landscaping with indigenous vegetation may be required to mitigate the court's visibility from nearby streets, lots, and common areas.
- Tennis courts and other sports/recreation areas may not be lighted.
- Storage rooms and connecting walkways must be visually integrated with the main house and surrounding landscape.

8.18 Boat Docks, Floating Boat Docks with Piers, and Viewing Platforms

Any proposed boat docks, floating boat docks with piers, and viewing platforms must be shown on the site plan and approved by the ARB.

If a site is approved for a wildlife viewing platform, a boathouse, boat dock, or a floating boat dock with a pier, and is on Common Area or property owned by The Ford Field & River Club, Inc. (“Club”), the Lot Owner shall be responsible for insuring and maintaining the portion of such structure located on such Common Area as Club property, and may be required by the Association or Club, as the case may be, to enter into a lease, license, or similar agreement with respect to the Lot Owner’s use of such area.

Any boat docks, boat docks with piers, or viewing platforms on government property, such as the Ogeechee River or Sterling Creek, must also have applicable governmental approvals, including a permit from The Army Corps of Engineers.

The Lot Owner is also responsible for maintaining and controlling erosion on the bank or the land alongside or sloping down to the shoreline. Following the construction of an approved boat dock or viewing platform, the Lot Owner shall be responsible for maintaining and controlling erosion on the bank or the land alongside or sloping down to the lake or pond.

8.18.1 Boat Docks on Lakes

Lake lots that are appropriate for boat docks are identified on the recorded plat for lots adjoining Lake Clara, Lake Savage, Lake Habersham, Lake Dye, Lake Harn, and Lake Sterling. Where allowed, the following guidelines will apply. Please note that government approval may be needed for some boat docks.

- One dock will be permitted per lot.
- The ARB discourages more than two boats—kayaks, canoes, and paddle boards—per lot. All must be stored in an approved rack designated for such purposes.
- Only electric motors are approved for use on any lake.
- To build a dock, a variance is required.

- Docks must be fixed and not allowed to float, except where in the opinion of the ARB, natural conditions may require otherwise.
- Docks shall be constructed parallel to the shoreline of the lot and be no larger than 10 feet wide and 20 feet long. The dock must not be more than 36” above the water at high tide.
- Walks and stairs shall be 36” maximum width—stairs to have closed risers. Walkways to the dock must not be elevated and must be kept close to the natural grade.
- No vertical structures may be built on the dock except for storage boxes with a maximum height of 24”.

8.18.2 Floating Boat Docks with Piers on River

These Guidelines apply to boat docks proposed to be built on lots with deep-water access. Please note that government approval will be required before any construction takes place on state property or tidal water. The U.S. Army Corps of Engineers is the regulatory agency that issues permits for this type of structure. Where allowed, the following guidelines will apply.

- The maximum width of the boardwalk shall not exceed 3 feet wide.
- Pier and floating boat dock design must be approved by the ARB.
- No structures are permitted on the pier or the dock, except as specifically approved by the ARB.
- All lighting must be approved by the ARB.
- Motor fuel or chemical storage of any type on the dock is prohibited.

8.18.3 Viewing Platforms

Viewing platforms constructed on piers or pilings affixed to a riverbed, creek bed, or lakebed may need government approval. Where allowed, the following guidelines will apply.

- One platform will be permitted per lot.
- Platforms must be no larger than 10 feet wide and 20 feet long.
- Walks and stairs must be 36” maximum width—stairs to have closed risers.
- No railings are permitted.
- No vertical structures can be built on the platform except for storage boxes with a maximum height of 24”.
- Platforms must be constructed parallel to the shoreline and be anchored with footings on dry land installed on the Owner’s lot.

8.19 Driveways and Parking

All driveways shall have a 12 ft. minimum depth apron where driveway connects to street. A culvert at the edge of the road may be necessary for passage of water in the swale at the street edge. Only one curb cut is allowed per lot, unless connected by a motor court approved by the ARB.

Suggested paving materials are brick, exposed aggregate concrete, crushed oyster shells or other materials approved by the ARB. Concrete pavers or crush-and-run is prohibited.

8.20 Fences

All fences must be shown on the Landscape Plan and approved by the ARB. When selecting a fence, the style of the home and neighborhood must be taken into consideration, as the fence style must

complement the style of the house and neighborhood. Chain link and wire fences are prohibited. Wrought iron, wood, masonry, and brick are encouraged. “Living” fences are encouraged. Solid walls are discouraged except for McAllister Landing and areas of the Silk Hope neighborhoods. Fencing cannot exceed 4’ in height. Any fencing that requires landscape screening must be a minimum of 2-3’ inside of the property line.

NOTE:

- Under no circumstances will a fence be allowed to cross a property line.
- Fences facing the golf course will be required to be screened with dense landscape material.
- The location of “invisible fencing” for containment of dogs must be installed a minimum of 20’ from any property lines.

8.21 Grass

Landscaping plans must designate all areas to be covered by grass as compared with areas to be left in a natural state. The ARB reserves the right to disapprove any type of grass it feels is unsuitable for planting in a certain location. The use of grasses that are shade tolerant should be considered for lawns with significant tree cover. Artificial turf is not permitted. Artificial turf will not be approved in lieu of a natural grass lawn.

Owners are responsible for maintaining properties to the edge of the street. This includes landscaping and turf maintenance, irrigation, and drainage. The grade should match that of the street to mitigate elevations differences between the street and the adjacent property. This will help to protect the edges of our roads.

8.22 Utilities

Connection boxes, manholes, etc., serving utility hook-up points to each lot shall be effectively screened by suitable landscape materials to give year-round coverage.

8.23 Entry Gate Posts

Materials and finish: Brick preferred. Stucco, with some details for scale, is acceptable. Tabby stucco is not permitted for entry posts. It is preferred that the brick be left in its natural state. Painting brick white is discouraged.

Height and profile: Proportions of posts’ height and width are important. A square cross-section of the post is strongly preferred. Maximum height 5 feet plus the height of a lamp, a maximum of 16”. If the lamp is mounted on the side, then maximum height of post is 6 feet.

Post and flanking wings: wings shall conform to mass, size, and scale. Entry Gate Posts at existing Ford fencing: posts may be in line with existing paddock fencing—see Location below for other sites. Flanking wings are discouraged in this situation.

The location must be in relation to the entry apron and a minimum of 12 feet from the edge of the street

and inside of the property line. No entry posts should inhibit or block sight lines.

See section 7.6.1 for guidelines on lighting for entry posts.

9.0 General Administration

9.1 Plan Submissions

All submissions must include all plans required in the appropriate checklist for each review. If submissions are incomplete, no action will be taken by the ARB until all documents have been received.

The time required to review applications varies given the nature, scope, and complexity of the submission. The ARB will use its best efforts to respond to each submittal in a timely fashion.

9.2 Job Site Plans

A complete set of approved plans must always be maintained on the job site.

9.3 Architect's/Contractor's Progress Reports

The architect or the contractor is required to submit periodic reports to the ARB during construction, providing a summary of progress, making note of any changes from the Approved Drawings. Progress reports must be submitted no less than monthly during any project. Any exterior changes require promptly filing the Plans Change Request for ARB approval.

9.4 Foundation Survey Requirement

Upon the completion of site clearing, batter board placement, foundation excavation/ grading/filling, setting of forms, or pier construction, the Approved Contractor shall have the location and finish elevation of the forms and any other vertical construction certified by a Georgia Registered Land Surveyor as part of the foundation survey. If the structure is on piers, the piers may be built to establish elevation. A copy of this survey must be submitted to the ARB prior to pouring or installation of permanent foundation structures.

9.5 Completion Review

The Owner's Contractor shall provide the ARB with written notice upon the completion of all construction and request a final inspection. The building contractor must be present at the review.

Prior to the review, the Architect and Landscape Architect are required to submit a written verification that the project was completed in accordance with the plans approved by the ARB. At the review, either of the ARB members will review the site for compliance, screening, construction

damage to vegetation, removal of all stacked material and construction debris, etc.

Documents that are required to be submitted to the ARB prior to the return or release of the Compliance Deposit are as follows:

1. As-built set of plans.
2. Pictures of all elevations.
3. City of Richmond Hill Certificate of Occupancy.
4. City of Richmond Hill Water Well Permit.
5. "As-Built" Survey.
6. Certificate of Elevation.
7. Approved Architect's and Landscape Architect's letters certifying compliance with the Approved Plans.

Thereafter, the ARB shall conduct a review for the issuance of a Ford Certificate of Compliance.

9.6 Work Deficiencies, Enforcement, and Remedies

It is the expectation of the ARB that all construction will be completed in accordance with the approved drawings. Members of the ARB shall have the right, during reasonable hours, to enter upon any site to review all improvements for conformance with the Approved Plans.

If the ARB finds that work was not completed in compliance with the Approved Plans and specifications, it will issue a notice in writing to the Owner, the architect, the landscape architect, and the contractor stating the reasons for non-compliance.

The Owner and his team must correct the deficiencies within 10 calendar days. When corrected and completed, the Director of Association Management must be notified to schedule a re-inspection.

Alternatively, the Owner and his team may file a Plans Change Request for ARB review and approval. No further work shall be done in that area until this submission is approved.

9.7 Violations

If after 10 days following the notice of violation sent to the Owner and his team, the violation has not been addressed, the ARB has the right, but not the obligation, to enter upon the site and correct the violation and assess all costs incurred against the Compliance Deposit.

In addition, the POA has the right to impose fines for violations of these Guidelines or failure to complete work in accordance with Approved Plans. Prior to exercising any rights to cure or imposing sanctions, the POA shall comply with the applicable enforcement procedures set forth in the Declaration and By-Laws.

9.8 Miscellaneous Guidelines

9.8.1 Damage to Infrastructure

Any damage to roads, curbs, drainage inlets, sewer lines, utilities, etc., caused by the general contractor will be repaired by the Association or its agent and such costs will be charged against the Compliance Deposit or billed to the general contractor. Such costs are ultimately the responsibility of the Owner, and if not fully paid, the Association may exercise all its rights and remedies under the Declaration.

9.8.2 Road Closure

Ford reserves the right to close any road within The Ford to vehicular and construction traffic without advance notice. The roads to be closed will be marked and a notice placed with a security guard on the morning of the day of the closing. The purpose of this provision is to prevent damage to the road system throughout The Ford due to the combination of traffic and extreme climatic conditions. All closed roads will remain closed at the sole discretion of The Ford Security Department until such time as they deem them to be passable without damage.

9.8.3 Roads/Curbs

Owners and their contractors must, at the time of plan submission, define the full range of measures to be implemented to eliminate mud and dust contamination of The Ford roads. A tire wash or other silt control measures, including the installation of a rip-rap construction entrance, must be utilized. All silt and construction debris must be cleaned from the streets and adjacent areas at the end of each day. Bridging of the curbs is required to prevent damage by construction vehicles. Failure to comply with agreed procedures will result in a fine from the ARB to the Owners and/or Contractor.

9.8.4 Site Impact Minimization

The ARB recognizes that the natural beauty of The Ford is a critical asset for all members. It is the goal of the POA and the ARB to preserve this environment. To that end, the ARB encourages Owners to be aware of the sensitivities of their homesite and disturb as little as possible by thoughtfully managing the design and construction of their new home.

9.8.5 Owner Contacts

Owners must provide the ARB with a 7-day, 24-hour contact person or persons who can address any issues that arise during construction.

9.8.6 Severe Weather Alert

Contractors will be required to secure their construction sites, empty dumpsters, and remove and/or secure any equipment and/or materials that may become projectiles during severe weather conditions.

9.9 Job Site Maintenance

The maintenance of each lot, including buildings, landscaping, parking areas, driveways and other improvements will be the sole responsibility of the Owner and his contractor. The grass should be kept below the height of the silt fence. Roads must be kept clean

from silt and should be cleaned at the end of each workday. The jobsite must be kept clean of trash and materials should be kept in an orderly fashion. Dumpsters and portable toilets must be regularly emptied and remain screened while on property.

9.10 Future Exterior or Interior Alterations

Future improvements including additions, outbuildings, landscape elements and all alterations to the exterior require approval by the ARB. The specific requirements for approval will be determined by the ARB on a case-by-case basis, dependent on the nature and scope of the proposed alterations.

9.10.1 Interior Alterations

If alterations do not in any way affect the exterior of the residence, review of the plans/alterations will not be required unless the interior livable conditioned square footage is being altered. However, application shall be given to the ARB by the Owner along with a summary of the project. Contractors must be named, and copies of licenses shall be provided.

9.10.2 Exterior Alterations/Additions

All exterior alterations, including landscaping, follow the same procedures and applications for new construction. The fee for review will be determined at the discretion of the ARB, depending on the nature and scope of the proposed alterations or additions.

9.10.3 Submittals

When submitting drawings and documents for the ARB to review any proposed alterations, presentations shall include, but are not limited to, the following:

- Color and Materials Samples: Samples are most important when applying for approval of alterations, because of the need to coordinate with existing materials.
- Site Plan: A plan with dimensions of the property must be submitted showing the location of the proposed improvements.
- Drawings: Sufficient plans, sections, and elevations must be prepared and presented by a licensed architect to adequately define and explain the alterations.
- Landscape Plan: If the footprint of the structure is being altered, then a landscape plan prepared by a licensed landscape architect may be required.
- Pictures of all existing elevations.

10.0 Fees, Deposits, and Fines

10.1 Construction Services Fee

The Construction Services Fee includes up to four (4) plan reviews: On-Site Design Concept Review, Schematic Design Review, Design Development Review, and Construction Documents/Final Review. The fee also comprises ARB professionals' time for the Pre-Construction Conference, Work in Progress Review, and Completion Review.

An additional fee may be charged where more than four plan reviews are required. The Construction Services Fee is non-refundable.

10.2 Compliance Deposit

The Owner and/or the Contractor must deliver the Compliance Deposit to the ARB. The deposit will be held by the POA in a non-interest-bearing account.

This deposit is intended to ensure completion of all elements of construction in accordance with the approved plans and in compliance with all relevant rules and regulations of The Ford. These funds will be returned to the Owner upon the satisfactory completion of the project.

In addition, the POA may also use the Compliance Deposit Funds to reimburse The Ford for damages to The Ford infrastructure caused by or during the construction process. When such damage is recognized, the ARB will send notice to the Owner and the contractor describing the damage. If there is no response to the written notice within 10 days, the ARB may issue a stop-work order to halt all construction activities at the site, until the Owner or a team member addresses the concerns of the ARB as described in the original notice.

10.3 Schedule of Fines for Violations

A fine may be levied when an Owner, Approved Contractor, Landscape Contractor, or one of their sub-contractors violates these guidelines or any other rule, regulation, or covenant of The Ford. Upon proper notification such fines may be deducted from the Compliance Deposit, as appropriate based on the nature of the violation. If the Compliance/Construction Deposit is insufficient to cover such fines, the Owner shall be responsible for paying any difference.

Stop work orders or revocation of The Ford Building Permit may also occur for repetitive violations or for other violations that the ARB determines are willful or demonstrate a reckless disregard of these Guidelines.

For a Schedule of Fines for Violations, please see Appendix (form 1300).

11.0 Site and Construction Procedures

11.1 Contractors

Only contractors that have been reviewed and qualified by the ARB may construct improvements at Ford.

11.2 Workdays & Times

Construction is permitted Monday-Friday from 7:30am-6:30pm. Construction work may not be performed on the following days: Saturdays, Sundays, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day & the Friday following, Christmas Day.

Special permission must be obtained from the Director of the Association and Architectural Review for Saturday access. Saturday access is limited to inside quiet work (i.e., manual painting, applying a wood floor finish, grout work, etc.). Working with any power tools, nail guns, or cutting tools is strictly prohibited. Home should be dried in and have doors and windows that remain closed during any Saturday work. Requests for exterior work on Saturday will not be approved. Requests must be made in writing with the contractor information and received by noon on Thursday prior to the Saturday request.

Emergencies that occur after hours will be addressed on a case-by-case basis.

11.3 Behavior On-Site

The builder/contractor is responsible for ensuring that all their employees and subcontractors obey all work rules. Owner representatives, workers, contractors, subcontractors, delivery companies, staff, etc., must carry out their duties in a professional manner and in such a way that work proceeds as discreetly as possible.

Specifically, the use of loud music, alcohol, illegal drugs, bad language, and excessive noise will not be permitted. Proper attire, including shirt and shoes, is required at all times. Any persons failing to comply with this provision may be removed from The Ford, and/or refused access to The Ford.

11.4 Site Prep & Maintenance

11.4.1 Erosion Control

To protect all undisturbed areas of a lot from damage due to construction operations, a silt fence must be installed to enclose the lot as shown on the Final Review Plans. The fence must have a single entrance located at the driveway entrance with a rock bed that is maintained intact until the completion of construction. The construction trailer (if any), portable toilet, construction material storage and dumpsters must all be contained within the fenced area. In special cases, the ARB may allow materials to be stored outside the fenced area when approved in advance.

Silt fences at least three feet (3') in height shall be installed on all sides. Special attention shall be given to portions of the lot that are adjacent to streets and water, i.e., lake, pond, creek, stream, river, or wetlands. Posts must be spaced a maximum of 10 feet (10') apart at the barrier location and driven securely into the ground (minimum of 12 inches (12")). When extra strength fabric is used without the wire support fence, post spacing must not exceed six feet (6'). A trench must be excavated approximately four inches (4") wide and four inches (4") deep along the line of posts and upslope

from the barrier and be backfilled and the soil compacted over the filter fabric. Silt fences must be maintained intact until the completion of construction.

11.4.2 Site entry

- Builders/contractors must, at the time of plan submission, define the full range of measures to be implemented to eliminate mud and dust contamination of The Ford roads.
- All construction sites are required to establish a rock bed entry with split rail fencing on either side. The following guidelines shall be followed:
- Stabilized construction entrances must be used at all points where traffic will egress/ingress a construction site onto a road or any pervious surface.
- Install a non-woven geotextile fabric prior to placing any stone.
- Install a culvert pipe across the entrance when needed to provide positive drainage.
- The entrance shall consist of 2"-3" D50 stone placed at a minimum depth of 6".
- The minimum dimensions of the entrance shall be 24' wide by 50' long and may be modified as necessary to accommodate site constraints.
- The edges of the entrance shall be tapered out towards the road to prevent tracking at the edge of the entrance.
- The key to functional construction entrances is weekly inspections, routine maintenance, and regular sediment removal.
- Construction entrances must be removed after the site has reached final stabilization. Permanent vegetation shall replace the construction entrance unless it is replaced with a permanent driveway entrance.
- All silt and construction debris must be cleaned from the streets and adjacent areas at the end of each workday. Bridging of the curbs is required to prevent damage by construction vehicles. Contractors are responsible for repairs of any damage to the roadway, curbing, adjacent properties, roadsides, or other areas. Failure to comply with agreed procedures will result in a fine from the ARB to the Owners and/or Contractor. If a contractor fails to make repairs to damaged areas, repairs may be made by Ford and the costs of the repairs deducted from the deposit.

11.4.3 Sanitary facilities

The contractor shall be responsible for providing adequate sanitary facilities for its workers on each construction site. The portable toilet must be emptied on a regular basis. During the summer months, a portable toilet may need to be emptied more frequently. The portable toilet must always be screened while on the job site and shall be placed in the construction enclosure with the dumpster. Those facilities must be screened from roads, the Club, waterways, and adjacent homes and located as shown on a site plan with the Lot Coverage Area and approved by the ARB. At the end of construction, the portable toilet may need to be relocated outside of the construction enclosure to install landscaping but must remain screened. If there is a vacant lot next to a job site, the portable toilet must be placed on that side of the construction site.

11.4.4 Dumpster

A dumpster is required for each job site. Builders/contractors must obtain a dumpster that is large enough to handle the expected debris and trash that is produced at the construction site.

Contractors are not permitted to use any dumpster that is located on another job site or Ford property. All sanitation and refuse equipment must be enclosed in a 30'X12'x8' enclosure. The location must be noted on the site plan. The enclosure must be located to allow access to empty. If there is a vacant lot next to the job site, the construction enclosure must be located on that side of the lot. Dumpsters must be emptied or replaced when the full line is reached. Debris must not be visible over the top of the dumpster. Contractors must schedule the removal of a full dumpster to avoid fines. A dumpster may not be placed on Ford common property or on any private property of others without written permission from the owner and the ARB in advance. Debris of any kind may not be left of the ground outside of the dumpster enclosure. All food waste must be removed from the job site daily and must not be placed in the dumpster that may attract animals.

11.4.5 Maintenance of job site

Contractors are required to maintain a neat and orderly jobsite during construction. Daily cleanup of all trash and debris on the construction is expected. Construction supplies must be stacked and stored in an orderly manner. Collected trash and debris must be removed from each construction site frequently and not be permitted to accumulate. Lightweight materials, packaging, and other items must be covered or weighted down to prevent being blown off the construction site.

Contractors are prohibited from dumping, burying, or burning trash anywhere on The Ford. During the construction period, each construction site and the route to and from the construction site must be kept neat and clean. Unsightly dirt, mud, or debris from activity on each construction site must be promptly removed, and the general area cleaned up.

Grass and weeds must be maintained to avoid an unsightly jobsite. Regular mowing may be required. The height of the grass must not exceed the height of the silt fencing.

11.5 Construction Time Frame

Construction of a structure must be completed within twelve (12) months of the issuance of The Ford Building Permit unless an extension is applied for and granted in writing by the ARB. If construction improvements are commenced and abandoned for more than ninety (90) days, or if construction is not completed within the required twelve (12) month period, the ARB, at its discretion, may impose an appropriate fine. Such fines will be a specific assessment as provided in Article 9 of the Declaration.

Landscape plans, as approved by the ARB, must be implemented as soon as is reasonably practical, with completion no later than sixty (60) days prior to the issuance of a certificate of occupancy by the City of Richmond Hill. Requests for an extension due to seasonal factors may be granted by the ARB.

11.6 Construction Trailers, Portable Field Offices, etc.

An Owner or contractor who desires to bring a construction trailer or field office to The Ford must first apply for and obtain written approval from the ARB. To obtain such approval, the Owner must submit a copy of the site plan showing the proposed location. All temporary structures must be removed upon completion of construction.

11.7 Perimeter and Silt Fencing

To protect all undisturbed areas of a lot from damage due to construction operations, a fence at least three feet (3') in height must be installed to completely enclose the Lot Coverage Area as shown on the Final Review Plans. The fence must have a single entrance located at the driveway entrance and must be maintained intact until the completion of construction. The construction trailer (if any), portable toilet, construction material storage and dumpsters must all be contained within the fenced area. In special cases, the ARB may allow materials to be stored outside the fenced area when approved in advance.

Silt fences at least three feet (3') in height must be installed along portions of the lot that are adjacent to water, i.e., lake, pond, creek, stream, river, or wetlands. Posts must be spaced a maximum of 10 feet (10') apart at the barrier location and driven securely into the ground (minimum of 12 inches (12")). When extra strength fabric is used without the wire support fence, post spacing must not exceed six feet (6'). A trench must be excavated approximately four inches (4") wide and four inches (4") deep along the line of posts and upslope from the barrier and be backfilled and the soil compacted over the filter fabric. Silt fences must be maintained intact until the completion of construction.

11.8 Trash Removal

Contractors are required to clean up all trash and debris on the construction site at the end of each day. Collected trash and debris must be removed from each construction site frequently and not be permitted to accumulate. Lightweight materials, packaging, and other items must be covered or weighted down to prevent being blown off the construction site.

Contractors must ensure that all dumpsters are located within the Lot Coverage Area and out of view from the road and adjacent properties whenever possible. Dumpsters must be screened from roads, the Club, waterways, and adjacent homes and located as shown on a site plan within the Lot Coverage Area and approved by the ARB. Enclosing the area with a screen of unmarked material has been a successful solution.

Contractors are prohibited from dumping, burying, or burning trash anywhere on property at The Ford. During the construction period, each construction site, and the route to and from the construction site, shall be kept neat and clean. Unsightly dirt, mud, or debris from activity on each construction site must be promptly removed, and the general area cleaned up.

11.9 Sanitary Facilities

The contractor shall be responsible for providing adequate sanitary facilities for its workers. Those

facilities must be screened from roads, the Club, waterways, and adjacent homes and located as shown on a site plan with the Lot Coverage Area and approved by the ARB.

11.10 Vehicles, Parking, and Storage Areas

Construction vehicles and machinery shall be parked only within the Lot Coverage Area or in areas designated by the ARB. No parking on roads or verges will be allowed whereas the site allows for onsite parking. For jobs that do not allow for onsite parking, all vehicles must be parked on one side of the road in the direction of traffic and may not inhibit traffic. Some sites may require parking in another location where conditions are not favorable for onsite or street parking.

Access to the construction site must only be through the cleared driveway opening for the lot. Storage of materials, etc. is permitted in the Lot Coverage Area. The Approved Contractor is responsible for restoring any natural vegetation damaged because of activities outside the Lot Coverage Area.

Each general contractor is responsible for its subcontractors and suppliers obeying the speed limits posted within The Ford. Fines may be imposed against the contractor for violations. Repeat offenders may be denied future access to The Ford.

11.12 Conservation of Landscaping Materials

Contractors are advised that the lots and open spaces of The Ford contain valuable native plants and other natural features, such as topsoil, that must be absolutely protected during construction. Hunting, collection of flora and fauna, fishing, and damage to existing natural features are prohibited.

11.13 Excavation Materials

Excess excavation materials must be hauled away from The Ford and disposed of legally. Appropriate measures shall be taken to protect undisturbed areas of the Lot, surrounding properties, and buried utilities from damage.

11.14 Restoration or Repair of Other Property Damages

Damage and scarring to any property or other lot, including, but not limited to roads, driveways, concrete curbs, gutters, utilities, vegetation and/or other improvements, resulting from construction operations, will not be permitted. If any such damage occurs, it must be repaired and/or restored promptly and properly with ARB approval. Any expenses associated with such repairs/restorations are the responsibility of the Contractor. In the event of default by the Contractor in meeting these obligations, the Owner may be held financially responsible.

11.15 Miscellaneous and General Practices

All Owners may be held fully responsible for the conduct and behavior of their agents, representative, builders, contractors, and subcontractors while on the premises of The Ford. Without limiting the applicability of the Declaration in any way, the following practices are

prohibited:

- Changing oil on any vehicle or equipment on the site itself or at any other location within The Ford.
- Allowing concrete suppliers, plasterers, painters, or any other subcontractors to clean their equipment anywhere but the location specifically designated on the approved site plan and cleaned up by the contractor before the completion of construction.
- Removing any plant material, topsoil, or similar items from any property of others within The Ford, including other construction sites.
- Carrying any type of firearms within The Ford.
- Using disposal methods or equipment other than those approved by the ARB.
- Careless disposition of cigarettes and other flammable material.
- Careless treatment or removal of protected plant materials or plants not previously approved for removal by the ARB.
- Use of, or transit over, common area.
- No pets, particularly dogs, may be brought into The Ford by construction personnel. In the event thereof, the ARB or The Ford management shall have the right to contact authorities to impound the pets, refuse to permit the Approved Contractor or subcontractor involved to continue work on the project, or to take such other action as may be permitted by law or the Declaration.
- Loud playing of radios or other audio equipment playing on construction sites in The Ford is not permitted.

11.16 Construction Access

The only approved construction access during the time a residence or other improvement is under construction will be over the approved driveway for the lot unless the ARB approves an alternative access point. In no event will more than one construction access be permitted onto any lot.

The location of the entrance for construction equipment and personnel into The Ford, along with the procedures and operation of the entrance gate, will be determined at the discretion of The Ford and described in detail to the contractor before beginning work. It is the responsibility of the contractor to ensure that his personnel and subcontractors follow all access and control procedures.

All agents of the Owner involved in construction and/or maintenance will be required to comply with The Ford access requirements. Such rules may require the use of passes, restricted unaccompanied access, vehicle logging, etc. Construction vehicles must enter via designated entrances.

11.17 Construction Signage

The location of the single permitted construction sign shall be indicated on the site plan submitted for Final Review and installed in the form and style specified by the ARB. The sign shall prominently display the City of Richmond Hill Building Permit and The Ford Building Permit.

Contractors, subcontractors, Architects, Landscape Architects, and landscape contractors will not be permitted to place their signs on a building site. Signs which constitute an advertisement may not be placed on any lot.

12.0 Site and Construction Procedures

12.1 Construction Trailers, Portable Field Offices, etc.

An Owner or contractor who desires to bring a construction trailer or field office to The Ford must first apply for and obtain written approval from the ARB. To obtain such approval, a copy of the site plan showing the proposed location must be submitted for approval. All temporary structures must be removed upon completion of construction.

12.2 Trash Removal

Contractors are required to clean up all trash and debris on the construction site at the end of each day. Collected trash and debris must be removed from each construction site frequently and not be permitted to accumulate. Lightweight materials, packaging, and other items must be covered or weighted down to prevent being blown off the construction site.

Contractors must ensure that all dumpsters are located within the Lot Coverage Area and out of view from the road and adjacent properties. Dumpsters must be screened from roads, the Club, waterways, and adjacent homes and located as shown on a site plan within the Lot Coverage Area and approved by the ARB. Enclosing the area with a screen of unmarked material has been a successful solution.

Contractors are prohibited from dumping, burying, or burning trash anywhere on The Ford. During the construction period, each construction site, or the route to and from the construction site, must be kept neat and clean. Unsightly dirt, mud, or debris from activity on each construction site must be promptly removed, and the general area cleaned up.

12.3 Dust and Noise

The contractor shall be responsible for controlling dust and noise, including, without limitation, music from the construction site.

12.4 Vehicles, Parking, and Storage Areas

Each builder/contractor and its employees, subcontractors, and suppliers must obey the posted speed limit and traffic regulations at Ford. No parking or use will be permitted on undeveloped lots or any open space.

Construction vehicles, trailers and machinery must be parked only within the construction area or in areas designated by the ARB. Parking conditions will vary at each job site. The ARB will work with each builder/contractor to develop a parking solution for each site. No parking on roads or verges will be allowed. All vehicles must be parked so as not to inhibit traffic. Contractors will be responsible for any damage to roadsides and infrastructure at Ford. Access to the construction site must only be through the cleared access for the lot.

Storage of materials, etc. is permitted and must be kept in an orderly fashion. The Contractor is responsible for restoring any natural vegetation damaged because of activities outside the Lot Coverage Area.

For reserves the right to restrict access to repeat offenders.

12.5 Conservation of Landscaping Materials

Contractors are advised that the lots and open spaces of The Ford contain valuable native plants and other natural features, such as topsoil, that must be absolutely protected during construction. Hunting, collection of flora and fauna, fishing, and damage to existing natural features are prohibited.

12.6 Excavation Materials

Excess excavation materials must be hauled away from The Ford and disposed of legally. Appropriate measures must be taken to protect undisturbed areas of the Lot, surrounding properties, and buried utilities from damage.

12.7 Restoration or Repair of Other Property Damages

Damage and scarring to any property or other lot, including, but not limited to roads, driveways, concrete curbs, gutters, utilities, vegetation and/or other improvements, resulting from construction operations, will not be permitted. If any such damage occurs, it must be repaired and/or restored promptly and properly with ARB approval. Any expenses associated with such repairs/restorations are the responsibility of the Contractor. In the event of default by the Contractor in meeting these obligations, the Owner may be held financially responsible.

12.8 Miscellaneous and General Practices

All Owners may be held fully responsible for the conduct and behavior of their agents, representative, builders, contractors, and subcontractors while on the premises of The Ford. Without limiting the applicability of the Declaration in any way, the following practices are prohibited:

- Changing oil on any vehicle or equipment on the site itself or at any other location within The Ford.
- Allowing concrete suppliers, plasterers, painters, or any other subcontractors to clean their equipment anywhere but the location specifically designated on the approved site plan and cleaned up by the contractor before the completion of construction.
- Removing any plant material, topsoil, or similar items from any property of others within The Ford, including other construction sites.
- Carrying any type of firearms within The Ford.
- Using disposal methods or equipment other than those approved by the ARB.
- Careless disposition of cigarettes and other flammable material.
- Careless treatment or removal of protected plant materials or plants not previously approved for removal by the ARB.
- Use of, or transit over, common area.
- No pets, particularly dogs, may be brought into The Ford by construction personnel. In the event thereof, the ARB or The Ford management shall have the right to contact authorities to impound the pets, refuse to permit the Approved Contractor or subcontractor involved to continue work on the project, or to take such other action as may be permitted by law or the Declaration.
- Loud playing of radios or other audio equipment playing on construction sites in The Ford is not permitted.

13.0 Existing Homes

13.1 Maintenance

13.1.1 Buildings

Exterior appearance of all materials must be consistent with the original concept. No changes of color, design and/or materials will be permitted without a submission and subsequent approval by the ARB.

13.1.2 Landscape

Garden areas, landscapes, and hardscapes must be maintained according to the original design concept and seasonality factors. Landscape beds require and plants require ongoing maintenance.

Regular weeding, pruning, mowing, and mulching is required. Dead plants must be removed and replaced with a like item. Proper disposal of all yard waste is the responsibility of the owner or their landscaper. Ford is not responsible for the disposal of yard waste.

13.2 Miscellaneous Guidelines

13.2.1 Vehicle Storage

The open storage of boats, trailers, campers, commercial vehicles, recreational vehicles, and any other vehicular equipment is prohibited within Ford. All such vehicles must be stored in a central storage yard that may be made available through Ford or kept in an enclosed, on-site storage area approved by the ARB. Garages for the storage of automobiles are required.

13.2.2 Alarm Systems

Central fire and security alarm systems are available through commercial providers. All homeowners are encouraged to connect their homes to a system.

13.2.3 Other Accessory Structures and Yard Ornaments

All landscape accessory structures and ornaments, including but not limited to play structures, arbors, trellises, statues, fire pits, or fountains must be approved by the ARB. Accessory structures, such as playground equipment or doghouses, must be screened from view and must be of natural colors. All must be located within the building setbacks, with materials that complement the home and in colors that blend with the natural surroundings. Brightly colored or glittery yard ornaments shall not be used. Remember that “Beauty is in the eye of the beholder” and what you like may not be liked by others. A good rule of thumb to follow is, “less is more”. Any yard ornament should complement the natural landscaping and architecture and not detract from it. Landscape screening is encouraged to screen landscape ornaments so that you may enjoy them, but they are not visible outside your property. The ARB has the authority to require removal of any structures that have not been approved or in the option of the ARB do not meet these Guidelines.

13.2.4 Outdoor Furniture

All outdoor furniture shall be of a traditional nature. The use of items converted into furniture may not be successful and ARB approval must be obtained. Brightly colored furniture or umbrellas are not permitted. Muted colors for all outdoor furniture are required. Furniture and cushions shall be maintained in good condition. Any temporary folding furniture and portable grills must be stored when not in use.

Dining furniture must be placed on a patio or deck and not in the yard. All furniture must be neatly arranged in its location.

Any outdoor tv/av equipment must be screened so that it is not visible from neighboring properties.

13.2.5 Clotheslines

Outdoor clothes lines are prohibited. Clothing and towels should not be hung outside for drying in any area that is visible from a neighboring property or common area.

13.2.6 Signage

In accordance with Section 9.6(b)(i) of the Covenants:

“No sign of any kind, including but not limited to “for sale” signs, shall be erected by an Owner or occupant without the prior written consent of the ARB, except (such signs as may be required by legal proceedings; and (2) not more than one (1) professional security sign of such size deemed reasonable by the ARB in its sole discretion. Unless in compliance with this Section, no signs shall be posted or erected by any Owner or occupant within any portion of the Properties, including the Common Area, any Unit, any structure, or dwelling located on the Common Area or any Unit (if such sign would be visible from the exterior of such structure or dwelling as determined in the ARB’s sole discretion). This provision shall not apply to entry, directional, or other signs installed by the Association, or its duly authorized agent as may be necessary or convenient for the marketing and development of the Properties.”

13.3 Future Exterior or Interior Alterations

Future improvements including additions, outbuildings, landscape elements and all alterations to the exterior require approval by the ARB. The specific requirements for approval will be determined by the ARB on a case-by-case basis, dependent on the nature and scope of the proposed alterations.

13.3.1 Interior Alterations

If alterations do not in any way affect the exterior of the residence, review of the plans/alterations may not be required. If unconditioned space is being converted to conditioned space a submission must be made to the ARB to ensure that the maximum square footage will not be exceeded. An application shall be made to the ARB by the Owner along with a summary of the project. Contractors must be named, and copies of licenses shall be provided. Dumpsters and portable toilets, if required, must be screened while on the property. Projects that require the use of a dumpster or portable toilet will be subject to payment of road use fees.

13.3.2 Exterior Alterations/Additions

All exterior alterations follow the same procedures and applications for new construction. The fee for review will be determined at the discretion of the ARB, depending on the nature and scope of the proposed alterations or additions.

When submitting drawings and documents for the ARB to review any proposed alterations, presentations shall include, but are not limited to, the following:

- Color and Materials Samples: Samples are most important when applying for approval of alterations, because of the need to coordinate with existing materials.

- Site Plan: A plan with dimensions of the property must be submitted showing the location of the proposed improvements.
- Drawings: Sufficient plans, sections, and elevations must be prepared and presented by a licensed architect to adequately define and explain the alterations.
- Photos of all exterior elevations.

13.3.3 Exterior Repairs

The ARB must be notified of the planned repairs by submitting Form 2200: Notice of Repairs.

A formal approval to the ARB is not required for maintenance repairs as long as the repairs are made with no alterations of materials, colors or design.

Appendix A - Forms



FORM 100: APPLICATION COVER SHEET FOR NEW CONSTRUCTION

Construction Address (legal)					
Neighborhood		Lot #		Date	
Owner <input type="checkbox"/> Check if primary contact	Name		Telephone		
	Address				
	Email Address				
Architect/Residential Designer (Circle one) <input type="checkbox"/> Check if primary contact	Name		Telephone		
	Address				
	Email Address				
Construction Administration	Architect/Designer will be providing Construction Administration Services. <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please provide name of architect providing these services:				
Landscape Architect	Name		Telephone		
	Address				
	Email Address				
Construction Administration	Landscape Architect will be providing Construction Administration Services <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please provide name of landscape architect providing these services:				
General Contractor <input type="checkbox"/> Check if primary contact	Name				
	Address				
	Email Address				
<p>Submission Information – Applicant must comply with all requirements of the ARB Design Guidelines and procedures.</p> <p>Type of submission:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schematic Design. (FORM 400) <input type="checkbox"/> Design Development. (FORM 500) <input type="checkbox"/> Construction Documents. (FORM 600) <input type="checkbox"/> Checklist for Final Review. (FORM 700) 					



FORM 200: APPLICATION FOR NEW CONSTRUCTION

CONSTRUCTION ADDRESS (LEGAL)				
NEIGHBORHOOD		LOT #	DATE	
EMAIL ADDRESS				

PROPOSED BUILDING DATA	
ITEM	SQUARE FOOTAGE INCLUDING ALL EXTERIOR AND INTERIOR WALL CONSTRUCTION
SQUARE FOOTAGE(SF) OF ENTIRE LOT	SF
SQUARE FOOTAGE(SF) OF DEVELOPABLE AREA (WITHIN BUILDING SETBACKS)	
BUILDING(S) MEASUREMENT (SF) & PERCENT (%) LOT COVERAGE WITHIN THE DEVELOPABLE AREA	SF %
HARDSCAPE MEASUREMENT (SF) & PERCENT (%) LOT COVERAGE WITHIN THE DEVELOPABLE AREA	SF %
TOTAL LOT COVERAGE IN DEVELOPABLE AREA (BUILDING & HARDSCAPE)	SF %
MAIN HOUSE INTERIOR CONDITIONED SPACE (EXCLUDING PORCHES & GARAGES)	SF
CARRIAGE HOUSE CONDITIONED SPACE (EXCLUDING GARAGES)	SF
GUEST HOUSE CONDITIONED SPACE	SF
OTHER ACCESSORY BUILDING CONDITIONED SPACE	SF
MAIN HOUSE FFE	FEET ABOVE MSL
CARRIAGE HOUSE GARAGE SLAB FFE	
GUEST HOUSE FFE	
OTHER	
ELEVATION OF HIGHEST POINT OF BUILDING MAIN RIDGE	



FORM 200: APPLICATION FOR NEW CONSTRUCTION CONT'D

PROJECT MANAGER/SUPERINTENDENT CONTACT INFORMATION

THE FOLLOWING PERSON WHO MAYBE CONTACTED IN THE EVENT
OF EMERGENCIES OR OTHER ACTIVITIES REQUIRING AN IMMEDIATE
RESPONSE:

NAME _____

TELEPHONE _____

STATEMENT

I HEREBY CERTIFY THAT I HAVE READ THE CURRENT FORD FIELD & RIVER CLUB DESIGN GUIDELINES & PROCEDURES, THAT I HAVE COMPLIED WITH ALL APPLICABLE PARTS OF THOSE GUIDELINES, AND THAT THE INFORMATION PRESENTED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

* APPLICATION MUST BE SIGNED BY DESIGNATED PARTY.

SIGNATURE

APPLICANT IDENTIFICATION	COMPANY NAME	ADDRESS	<input type="checkbox"/> OWNER <input type="checkbox"/> OWNER'S AGENT <input type="checkbox"/> ARCHITECT <input type="checkbox"/> LANDSCAPE <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
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APPLICANT SIGNATURE		PRINT NAME		DATE	
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FORM 300A: EXTERIOR FINISH MATERIALS

* ITEMS TO BE SPECIFIED ON SAMPLE BOARD (FORM 300B) AND ON SITE COLOR BOARD INCLUDED FOR FINAL APPROVAL.			
PRODUCT/ MATERIAL	MATERIALS & FINISH	MFG. & MODEL NO.	COLOR
ROOFING *			
ROOF FLASHING			
GUTTERS			
WALL CLADDING *			
EXPOSED FOUNDATION *			
EXTERIOR TRIM *			
FASCIA			
SOFFIT			
FRIEZE & CORNER BOARDS			
RAKES			
WINDOW SASH/ CASINGS			
DOOR FRAMES			
DOOR CASINGS			
COLUMNS			
BEAMS			



FORM 300A: EXTERIOR MATERIALS CONT'D

* ITEMSTO BE SPECIFIED AND SAMPLE BOARD INCLUDED FOR FINAL APPROVAL.

PRODUCT/ MATERIAL	MATERIALS & FINISH	MFGR. & MODEL NO.	COLO R
VENTS			
RAILINGS			
OTHER EXTERIOR TRIM			
OTHER EXTERIOR TRIM			
OTHER EXTERIOR TRIM			
CHIMNEY *			
ENTRY WALKWAY			
DRIVEWAYS			
TERRACES/DECKS *			
STOOP/STEPS			
PORCH CEILING			
PADS			
SCREEN ENCLOSURE FRAME			
SCREENING			
SHUTTERS *			
SHUTTER HARDWARE			
FRONT DOOR			
OTHER DOORS			
GARAGE DOOR			
EXTERIOR HARDWARE			



FORM 300A: EXTERIOR MATERIALS CONT'D

*ITEMS TO BE SPECIFIED AND SAMPLE BOARD INCLUDED FOR FINAL APPROVAL

PRODUCT/ MATERIAL	MATERIALS & FINISH	MFGR. & MODEL NO.	COLOR
RETAINING WALLS *			
POOL/SPA			
FENCING			
EXTERIOR LIGHTING			
OTHER			
OTHER			
OTHER			
OTHER			



FORM 300B: EXTERIOR MATERIALS COLOR BOARD

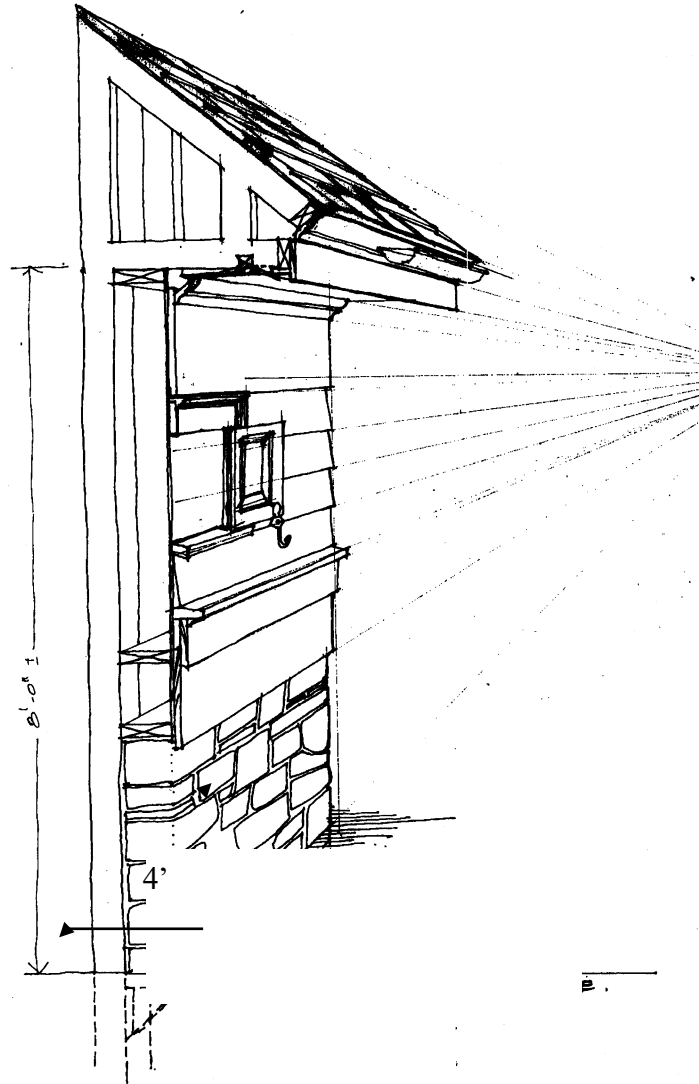
Property Owner:	Date:	Lot No:
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Roof	Siding	Trim	Shutters
Material:	Material:	Material:	Material:
Mfg:	Mfg:	Mfg:	Mfg:
Color:	Color:	Color:	Color:

Columns	Doors	Windows	Pickets/Handrails
Material:	Material:	Material:	Material:
Mfg:	Mfg:	Mfg:	Mfg:
Color:	Color:	Color:	Color:

Chimney	Foundation		
Material:	Material:	Material:	Material:
Mfg:	Mfg:	Mfg:	Mfg:
Color:	Color:	Color:	Color:

ONSITE COLOR BOARD MODEL



Exterior Finish Material Model to include all approved exterior materials with finish applied.



FORM 400: SCHEMATIC DESIGN SUBMISSION (SDS)

The Schematic Design Submission (“SDS”) is the first step in the ARB review and approval process. Please refer to the ARB Guidelines section 5 for further information. The intent for this Review is to discuss the site limits and the Design Pillars of the Guidelines as applied to the submitted design proposal.

DISCUSSION TOPICS (NOT IN DETAILED ORDER):
To be used as a Checklist for this Review and follow-up notes.

PREVIOUS MEETING DISCUSSION	<input type="checkbox"/> REVIEW
SITE INFORMATION	<input type="checkbox"/> LOCATION OF BUILDING TO SITE <input type="checkbox"/> PLANTINGS AREAS – SCREENING AND OPENINGS. TREES REMAINING/BEING REMOVED <input type="checkbox"/> SETBACKS, EASEMENTS, ALL BUILDING FOOTPRINTS AND ANY OTHER IMPROVEMENTS AS THEY RELATE TO THE DEVELOPABLE AREA <input type="checkbox"/> SITE CONDITIONS: SUN, VIEWS, SOILS, GRADING, WET AREAS, AND DRAINAGE <input type="checkbox"/> BUILDINGS AND OTHER SITE IMPROVEMENTS AS THEY RELATE TO THE LOT COVERAGE AREA <input type="checkbox"/> STREET ACCESS AND CAR APPROACH TO BUILDINGS
BUILDINGS	<input type="checkbox"/> MASS, SCALE, AND PROPORTIONS OF DESIGNS FOR ALL BUILDINGS <input type="checkbox"/> DESIGN THEME AND HISTORIC PRECEDENT <input type="checkbox"/> CONFORMANCE WITH SETTING DESIGN THEMES <input type="checkbox"/> BUILDING LIMITATIONS – NUMBER, MAX SIZE, HEIGHT, ETC. <input type="checkbox"/> OPENINGS SIZES AND PROPORTION IN ELEVATIONS <input type="checkbox"/> MATERIALS AND COLORS FOR ROOF AND SIDING
OTHER TOPICS	<input type="checkbox"/> PRELIMINARY STAKE-OUT

Documents to be submitted for this Review:

- SUBMITTAL COVER SHEET (FORM 100)
- APPLICATION FOR NEW CONSTRUCTION (FORM 200)
- DIGITAL PDF SUBMISSION OF PLANS
 - SITE PLAN @ 1" = 20', 1' CONTOURS
 - TREE & TOPO SURVEY
 - ROOF PLAN
 - SIMPLE BUILDING SECTIONS
 - ELEVATIONS @ 1/8" = 1'
- LETTER OF ACKNOWLEDGEMENT (SIGNED BY OWNER) FORM 800
- SUBMISSION FEE

SUBMITTAL DATE

LOT #

SUBMITTED BY

FORM 500: DESIGN DEVELOPMENT SUBMISSION (DDS)

The Design Development Submission is the second step in the ARB review and approval process. Please review section 5 in the Guidelines for further information. The intent for this Review is to look in greater depth at the design, as well as to examine the first round of details. All must be consistent with the characteristics of the historic precedent chosen.

DISCUSSION TOPICS (NOT IN DETAILED ORDER):
To be used as a Checklist for this Review and follow-up notes.

PREVIOUS MEETING DISCUSSION	<ul style="list-style-type: none"> ○ Review all changes made to the drawings from discussions at preceding review. ○ Confirm all designs still comply with Site Setbacks and Building Limits Checklist
SITE INFORMATION	<ul style="list-style-type: none"> <input type="checkbox"/> Review planting areas—Screening and openings. View corridors. Trees to remain/to be removed. <input type="checkbox"/> Confirm preliminary drainage plan holds runoff on the site. <input type="checkbox"/> Location of utilities, required screening, street apron, and other site improvements such as walls, walks, patios, entry posts, etc. <input type="checkbox"/> Review street access and car approach to buildings and parking areas <input type="checkbox"/> Review impervious vs pervious site installations—walkways, driveway, parking, etc.
BUILDINGS	<ul style="list-style-type: none"> ○ Review mass, scale, and proportions of designs for all buildings, after any drawing alterations: height to width of elevations, roof height to building body, major and minor mass relations, etc. ○ Openings sizes and proportion in elevations consistent with historic precedent characteristics ○ Review new details: columns and trims, soffit/cornice profile and details, roof joints and edges, etc. for consistency with details of historical precedent. ○ Exterior material selections ○ Exterior colors selections
OTHER TOPICS	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss preliminary stake-out: possible changes in location, important trees that can be saved, etc.



FORM 500: DESIGN DEVELOPMENT SUBMISSION (DDS) CONT'D

Documents to be submitted for this Review:

- SUBMITTAL COVER SHEET (FORM 100)
- APPLICATION FOR NEW CONSTRUCTION (FORM 200) *ONLY REQUIRED IF INFO CHANGED*
- DIGITAL PDF SUBMISSION OF PLANS AT REQUIRED SCALE
- EXTERIOR FINISH MATERIALS LIST (FORM 300A)
- DRAINAGE COMPLIANCE AGREEMENT (FORM 900)

NOTE: Bubble or highlight changes in drawings from previous submission.

DRAWINGS MUST INCLUDE THE FOLLOWING:

- TREE AND TOPO SURVEY
- SITE PLAN @ 1" = 20'; 1' CONTOURS
- PRELIMINARY DRAINAGE PLAN
- PRELIMINARY LANDSCAPE PLAN @ 1" = 20'
- ARCHITECTURAL FLOOR PLANS @ 1/4" = 1'-0"
- ROOF PLANS @ 1/4" = 1'-0"
- ARCHITECTURAL ELEVATIONS @ 1/4" = 1'-0"
- ARCHITECTURAL DETAILS @ ENLARGED SCALE
- PRELIMINARY EXTERIOR FINISH SELECITONS

SUBMITTAL DATE

LOT #

SUBMITTED BY



FORM 600: CONSTRUCTION DOCUMENT SUBMISSION (CDS)

The Construction Document Submission is the third and final step in the ARB review and approval process. Please review section 8.11 in the Guidelines for further information. The intent of this Review is to look in more detail at the design, making any final changes to the design.

DISCUSSION TOPICS (NOT IN DETAILED ORDER):
To be used as a Checklist for this Review and follow-up notes.

PREVIOUS MEETING DISCUSSION	<input type="checkbox"/> Review all changes made to the drawings from discussions at preceding review. <input type="checkbox"/> Confirm all designs still comply with Site Setbacks and Building Limits Checklist
SITE INFORMATION	<input type="checkbox"/> Review planting areas—Screening and openings. Trees to remain/to be removed <input type="checkbox"/> Confirm drainage plan holds runoff on the site <input type="checkbox"/> Location of utilities, required screening, street apron, and other site improvements such as <input type="checkbox"/> walls, walks, patios, entry posts, etc. <input type="checkbox"/> Review impervious vs pervious site installations—walkways, driveway, parking, etc. <input type="checkbox"/> Exterior lighting
BUILDINGS	<input type="checkbox"/> Review mass, scale, and proportions of final designs for all buildings, after any drawing <input type="checkbox"/> alterations: height to width of elevations, roof height to building body, major and minor <input type="checkbox"/> mass relations, etc. <input type="checkbox"/> Openings sizes and proportion in elevations consistent with historic precedent <input type="checkbox"/> characteristics <input type="checkbox"/> Review new details: columns and trims, soffit/cornice profile and details, roof joints and <input type="checkbox"/> edges, etc. for consistency with details of historical precedent <input type="checkbox"/> Exterior material selections <input type="checkbox"/> Exterior colors selections
OTHER TOPICS	<input type="checkbox"/> Discuss stake-out: possible changes in location, important trees that can be saved, etc.



FORM 600: CONSTRUCTION DOCUMENT SUBMISSION (CDS) CONT'D

Documents to be submitted for this Review:

- SUBMITTAL COVER SHEET (FORM 100)
- APPLICATION FOR NEW CONSTRUCTION (FORM 200) ONLY IF REQUIRED INFO CHANGED
- DIGITAL pdf SUBMISSION FOR PLANS AT REQUIRED SCALE
- EXTERIOR MATERIALS COLOR BOARD (FORM 300B)

NOTE: Bubble or highlight any changes in drawings from the previous submission.

Documents to be submitted for this Review:

- Plan @ 1" = 20', 1' contours
 - Site features and hardscape elements (driveways, parking areas, patios, pools, walls, utility services)
 - All underground utilities
 - All plants for transplanting to be tagged
- Construction Plans @ 1/4" = 1' - 0"
 - A complete set of construction documents including building section @ 1/4" scale; a typical wall section @ 3/4" min. and major architectural elements with trim details; door and window details; utility locations; electric meter and transformer locations; any adjustments to locations and/or areas of the building envelope or residence; allocations and manufacturers catalog cut sheets of all exterior fixtures and photographs of any exterior artwork
 - Complete information as outlined in Schematic Design and Design Development submittals
 - Electrical plan showing all exterior lighting
- Color and Material Samples
 - All exterior materials and colors
 - Window and glass specifications
 - Accent items
- Time Schedule
 - An approximate time schedule indicating approximate dates for starting and completion of construction, utility hookup, completion of landscaping work, and anticipated occupancy date
- Final Landscape Plans, to include quantities, sizes and species of plants, along with engineered grading and drainage plans

SUBMITTAL DATE

LOT #

SUBMITTED BY



FORM 700: FINAL REVIEW SUBMISSION (FRS)

The Final Review Submission is the last step in the ARB review and approval process. Please review Section 8.11 in the Guidelines for further information. The intent of this Review is to ensure that all the documents for the Ford Building Permit application are completed and that the drawing needed for the Pre-construction site meeting are ready.

NOTES: Incomplete submissions will not be reviewed. Any subsequent changes to the approved drawings require filing Plans Changes Request for ARB approval.

Documents to be submitted for this Review:

- SUBMITTAL COVER SHEET (FORM 100)
- DIGITAL pdf SUBMISSION OF PLANS AT REQUIRED SCALE

NOTE: BUBBLE OR HIGHLIGHT ANY CHANGES TO DRAWINGS FROM THE PREVIOUS SUBMISSION.

Drawings to be submitted by Owner for this Review:

- Site Plan @ 1" = 20', with 1' contours and construction details, as needed
- Drainage plan @ 1" = 20'
- For all structures:
- Floor Plans @ 1/4" = 1' - 0"
- Roof plans
- Elevations
- Building Sections
- Wall Sections
- Detailed sections
- Trim and architectural details
- Exterior lighting plan
- Color and Material Samples
- Construction Schedule
- Preliminary Landscape Plans
- Engineered grading and drainage plans.

SUBMITTAL DATE

LOT #

SUBMITTED BY



FORM 900: DRAINAGE COMPLIANCE AGREEMENT

To	ARB ADMINISTRATOR:				
OWNER	NAME	ADDRESS	TELEPHONE		
CONSTRUCTION ADDRESS	ADDRESS			TELEPHONE	
NEIGHBORHOOD		LOT NO.		DATE	
STATEMENT					
<p>It is the responsibility of each owner to direct drainage away from the dwelling in a manner that conforms with the Master Drainage Plan for The Ford Field & River Club and to avoid creating drainage problems for adjoining property owners. It is a requirement of the ARB that each owner employs the services of a professional registered engineer to design an appropriate drainage plan for the property. Special consideration should be given to the establishment of appropriate building site elevations for foundations, sub-surface drainage, final grades and installation of gutters.</p> <p>I understand and agree to comply with this requirement.</p> <p>Construction Address (Legal) _____ <div style="text-align: center; margin-left: 150px;">Lot No., Street, Phase</div></p>					
SIGNATURE					
PROPERTY OWNER SIGNATURE		PRINT NAME		DATE	
PROPERTY OWNER SIGNATURE		PRINT NAME		DATE	



FORM 1000: APPLICATION FOR CONSTRUCTION PERMIT

To	ARB ADMINISTRATOR:				
OWNER	NAME	ADDRESS	TELEPHONE		
CONSTRUCTION ADDRESS	ADDRESS			TELEPHONE	
BUILDER		LOT No.		DATE	
SITE SUPERVISOR		PHONE		CELL	
ATTACHED ARE THE FOLLOWING IN COMPLIANCE WITH THIS APPLICATION FOR CONSTRUCTION					
<input type="checkbox"/> COPY OF CITY OF RICHMOND HILL BUILDING PERMIT <input type="checkbox"/> COMPLIANCE DEPOSIT IN THE AMOUNT OF \$____ <input type="checkbox"/> PRE-CONSTRUCTION MEETING WITH ARB <input type="checkbox"/> APPROVAL AGREEMENT LETTER <input type="checkbox"/> CONTRACTOR DEPARTMENT AGREEMENT <input type="checkbox"/> SUBCONTRACTORS LIST (FORM 2000)					
CONTRACTOR'S SIGNATURE					
APPLICATION IDENTIFICATION	COMPANY NAME		ADDRESS		
APPLICANT SIGNATURE		PRINT NAME		DATE	
TO BE COMPLETED BY THE ARB					
PRE-CONSTRUCTION MEETING DATE					
DATE DEPOSIT PAID		DATE DEPOSIT RETURNED			



FORM 1100: PLANS CHANGE REQUEST

TO	ARB ADMINISTRATOR:				
OWNER	NAME	ADDRESS	TELEPHONE		
CONSTRUCTION ADDRESS	ADDRESS			TELEPHONE	
NEIGHBORHOOD		LOT No.		DATE	
ARCHITECT					
CONTRACTOR					
DESCRIPTION OF CHANGES					
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					
SUBMISSION					
ATTACH SITE PLAN, BUILDING PLANS AND ELEVATIONS OR DESIGN DOCUMENTS AS REQUIRED TO CONVEY THE PROPOSED WORK					
SIGNATURE					
APPLICANT IDENTIFICATION	COMPANY/NAME	ADDRESS	<input type="checkbox"/> OWNER <input type="checkbox"/> OWNER'S AGENT <input type="checkbox"/> CONTRACTOR		
APPLICANT SIGNATURE		PRINT NAME		DATE	



FORM 1200: VARIANCE REQUEST

TO	ARB ADMINISTRATOR:				
OWNER	NAME	ADDRESS	TELEPHONE		
CONSTRUCTION ADDRESS	ADDRESS			TELEPHONE	
NEIGHBORHOOD		LOT No.		DATE	

DESCRIPTION OF VARIANCE
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

JUSTIFICATION FOR VARIANCE
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

SUBMISSION

ATTACH SITE PLAN, PLANS AND ELEVATIONS OR DESIGN DOCUMENTS AS REQUIRED TO CONVEY THE PROPOSED WORK AND JUSTIFY THE REQUEST FOR A VARIANCE.

SIGNATURE

APPLICANT IDENTIFICATION	COMPANY/NAME	ADDRESS	<input type="checkbox"/> OWNER <input type="checkbox"/> OWNER'S AGENT <input type="checkbox"/> CONTRACTOR		
APPLICANT SIGNATURE		PRINT NAME		DATE	



FORM 1300: TREE REMOVAL APPLICATION/PERMIT

To	ARB ADMINISTRATOR:				
OWNER	NAME	ADDRESS		TELEPHONE	
TREE CONTRACTOR					TELEPHONE
NEIGHBORHOOD		LOT No.		DATE	

TREE(S) REQUESTED FOR REMOVAL

SPECIES & DIAMETER AT FOUR (4') FEET ABOVE GROUND (IN INCHES) AND THE REASON FOR REMOVAL

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

INSTRUCTIONS

1. COMPLETE AND SIGN FORM. TURN IN TO ARB OFFICE OR MAIL TO THE FORD FIELD & RIVER CLUB ARB.
2. INCLUDE A PROPERTY SKETCH OR A MARKED SITE PLAN INDICATING THE SURVEYED LOCATION OF TREES HAVING A DIAMETER OF 12" OR GREATER AND THE APPROXIMATE LOCATION OF TREES 6" OR GREATER (2" FOR FLOWERING SPECIES) TO BE REMOVED, IN RELATION TO THE HOME AND OTHER FEATURES OF THE PROPERTY.
3. MARK TREES FOR REMOVAL WITH RED RIBBONS FOR SITE INSPECTION BY THE ARB.
4. THIS PERMIT WILL BE REVIEWED BY AN AUTHORIZED REPRESENTATIVE OF THE ARB. IF APPROVED, THE VALIDATED PERMIT WILL BE RETURNED TO THE APPLICANT TO AUTHORIZE TREE REMOVAL.
5. THE ARB RESERVES THE RIGHT TO REQUEST A WRITTEN ARBORIST REPORT ON TREES.

SIGNATURE

APPLICANT IDENTIFICATION	COMPANY/NAME	ADDRESS	<input type="checkbox"/> OWNER
			<input type="checkbox"/> OWNER'S AGENT
			<input type="checkbox"/> CONTRACTOR
APPLICANT SIGNATURE		PRINT NAME	DATE



FORM 1400: CERTIFICATE OF COMPLIANCE - ARCHITECT

TO	ARB ADMINISTRATOR:
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OWNER	NAME	ADDRESS	TELEPHONE
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CONSTRUCTION ADDRESS	LOT #	STREET ADDRESS	PHASE
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STATEMENT

I certify that all construction completed at the above site is in conformance with the specifications approved by The Ford Field & River Club Architectural Review Board. Include an "As built" set of plans if the plans were altered from the original approved set of plans.

SIGNATURES

ARCHITECT	COMPANY NAME	ADDRESS
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SIGNATURE		PRINT NAME		DATE	
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FORM 1500: CERTIFICATE OF COMPLIANCE - LANDSCAPE ARCHITECT

To	ARB ADMINISTRATOR:			
OWNER	NAME	ADDRESS	TELEPHONE	
CONSTRUCTION ADDRESS	LOT #	STREET ADDRESS	PHASE	
STATEMENT				
<p><i>I certify that all construction completed at the above site is in conformance with the plans and specifications approved by The Ford Field & River Club Architectural Review Board. If plans were changed after final approval, please submit an "As-built" set of plans with this form.</i></p>				
SIGNATURES				
LANDSCAPE Architect	COMPANY NAME		ADDRESS	
SIGNATURE		PRINT NAME		DATE



FORM 1600: CONTRACTOR CERTIFICATE OF COMPLIANCE FINAL INSPECTION REQUEST

OWNER	NAME	TELEPHONE		
CONSTRUCTION ADDRESS	ADDRESS			
BUILDER		LOT NO.		DATE
INSPECTION				
TYPE OF INSPECTION	<input type="checkbox"/> COMPLETION INSPECTION		DATE READY FOR INSPECTION	
REQUIRED DOCUMENTS				
<input type="checkbox"/> ARCHITECTS CERTIFICATE OF COMPLIANCE (FORM 1400) <input type="checkbox"/> LANDSCAPE ARCHITECTS CERTIFICATE OF COMPLIANCE (FORM 1500) <input type="checkbox"/> CITY OF RICHMOND HILL CERTIFICATE OF OCCUPANCY (C.O.) <input type="checkbox"/> CITY OF RICHMOND HILL WATER WELL PERMIT <input type="checkbox"/> "AS-BUILT" SURVEY <input type="checkbox"/> ELEVATION CERTIFICATE <input type="checkbox"/> PHOTOS OF FRONT AND REAR ELEVATIONS				
STATEMENT				
I CERTIFY THAT ALL CONSTRUCTION COMPLETED AT THE ABOVE SITE CONFORMS TO STATE, COUNTY AND LOCAL CODES, AND IS IN CONFORMANCE WITH THE PLANS AND SPECIFICATIONS APPROVED BY THE FORD FIELD & RIVER CLUB ARCHITECTURAL REVIEW BOARD.				
SIGNATURE				
APPLICATION IDENTIFICATION	COMPANY NAME	ADDRESS		
APPLICANT SIGNATURE		PRINT NAME		DATE



FORM 1700: CONTRACTOR DEPARTMENT AGREEMENT

All owners are concerned that the natural beauty will be protected as much as possible, especially during times when contractors are working within the club. Therefore, all regulations outlined below and in the ARB Guidelines apply to all contractors, subcontractors, and their employees, as well as service personnel while on The Ford Field & River Club premises.

1. **ACCESS AND WORK HOURS** – All contractor/service personnel are required to enter and leave through the designated gate. A list of all employees and subcontractors must be submitted to the Chief of Security. Commercial activity is limited to the hours of 7:30am until 6:30pm Monday-Friday. Contractors must be off property no later than 6:30pm. Note that Holidays may be restricted for work. Special permission must be obtained for any Saturday work requests for inside quite work only. Requests must be received in writing by noon of Thursday to be considered. Exterior work will not be approved.
2. **PARKING AND ADJACENT PROPERTIES** – Access through adjacent properties will not be permitted. No parking, staging or equipment storage will be allowed on streets, adjacent properties or on common grassed areas bordering the street or lot. In Cherry Hill Village and McAllister Point, street parking in front of the lot is allowed on the passenger side of the curb only. Parking, stopping, or inhibiting the flow of traffic on any street is prohibited. Parking on shoulders, medians, or landscaped areas is also prohibited. Parking areas for construction vehicles must be approved by the ARB.
3. **SPEED LIMIT & STREET SIGNS**– The established speed limit within The Ford Field & River Club is 25 miles per hour for all vehicles, including construction vehicles of all types, unless posted otherwise. Contractors stopped for speeding or failure to stop at posted signs or adhere to one-way streets may be fined and/or asked to forfeit their decal and be escorted off property.
4. **CONSTRUCTION ENCLOSURE** - Dumpsters and portable toilets must always remain screened within a construction enclosure while on site. Dumpsters must not overflow. Dumpster contents must not be visible over the sides of the dumpster. Dumping or burning is strictly prohibited.
5. **UTILITIES** - Contractors must provide all utilities for their respective jobs. Contractors may not use utilities from any neighboring property.
6. **JOB SITE MAINTENANCE** - Properly installed Silt fencing must always be maintained. A construction entrance with a rock bed and split rail fencing must be maintained. Any silt or mud must be cleaned from the streets or curbs by the end of each workday. Contractors must ensure that Ford's drainage system and lakes are kept free of silt from any construction disturbances.
7. **TREE REMOVAL** - No trees may be removed without written approval from the ARB.
8. **DRESS** – All workers shall always be appropriately dressed. Workers must always wear shirts.



9. PLAN CHANGES – A change request must be submitted and approved for any changes to the approved plans.
10. HURRICANE/STORM WARNINGS – Entry into The Ford Field & River Club will be restricted during adverse weather warning periods. Contractors should minimize loose materials on job sites especially from June through November.
11. VIOLATIONS – Repeated violations or non-compliance with an ARB ruling may result in expulsion from The Ford Field & River Club and cancellation of the building permit. See ARB form No. 1300 for a Schedule of Assessments for Violations.
12. EXCEPTIONS – Exceptions to these rules require prior approval by an ARB Representative.

Note: Failure to comply with any or all published rules and regulations will be grounds for fines levied against the compliance deposit or removal from The Ford Field & River Club and denial of future access. Please assist us to ensure that the exclusiveness of the community and security of the residents and visitors are

I certify that I have read the ARB Guidelines and understand my responsibility to uphold the rules and regulations for The Ford Field & River Club.

Contractor _____

Signature _____

Date _____

PROJECT INFORMATION

LOT # _____

ADDRESS _____



FORM 1800: APPLICATION FOR RENOVATION/ADDITION

CONSTRUCTION ADDRESS (LEGAL)					
NEIGHBORHOOD		LOT #		DATE	
OWNER <input type="checkbox"/> CHECK IF PRIMARY CONTACT	NAME		ADDRESS		
	TELEPHONE		FAX		
	EMAIL ADDRESS				
ARCHITECT/RESIDENTIAL DESIGNER (CIRCLE ONE) <input type="checkbox"/> CHECK IF PRIMARY CONTACT	NAME		ADDRESS		
	TELEPHONE		FAX		
	EMAIL ADDRESS				
CONSTRUCTION ADMINISTRATION	ARCHITECT/DESIGNER WILL BE PROVIDING CONSTRUCTION ADMINISTRATION SERVICES. <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please provide name of architect providing these services:				
LANDSCAPE ARCHITECT	NAME		ADDRESS		
	TELEPHONE		FAX		
	EMAIL ADDRESS				
CONSTRUCTION ADMINISTRATION	LANDSCAPE ARCHITECT WILL BE PROVIDING CONSTRUCTION ADMINISTRATION SERVICES <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please provide name of landscape architect providing these services:				
GENERAL CONTRACTOR <input type="checkbox"/> CHECK IF PRIMARY CONTACT	NAME		ADDRESS		
	TELEPHONE		FAX		
	EMAIL ADDRESS				
APPLICATION IS FOR: <input type="checkbox"/> EXTERIOR ALTERATION/ADDITION. ANY CHANGE TO AN EXISTING HOME AND/OR OUTBUILDING THAT ALTERS THE EXTERNAL ELEVATION OF THE STRUCTURE(S) OR COMPOUND, OR ANY ADDITION OF HORIZONTAL CONSTRUCTION SUCH AS DECKS, POOLS, PATIOS, WALKS, PATHS, DRIVEWAYS, ETC. <input type="checkbox"/> MINOR CHANGE. AN ADDITION OR ALTERATION OF MINOR NATURE/COST: E.G., EXTERIOR REPAINTING; ROOF, WINDOW OR DOOR REPLACEMENT; ADDED OR EXPANDED SERVICE YARD; REMOVAL OF TREES, MAJOR LANDSCAPING CHANGES. (MINOR LANDSCAPING CHANGES, TREE PRUNING AND INTERNAL REMODELING, DO NOT REQUIRE APPROVAL.)					



FORM 1800: APPLICATION FOR RENOVATION/ADDITION CONT'D

SUBMISSION INFORMATION

FEES

ARB SUBMISSION FEE IS DETERMINED BY THE SCOPE OF THE PROJECT AND IS PAYABLE AT THE TIME OF SUBMISSION.

ARB FEE ENCLOSED \$ _____

SUBMITTAL REQUIREMENTS

- ARCHITECTURAL DRAWINGS – INCLUDING ELEVATIONS, FLOORPLANS AND SITE PLAN.
- LANDSCAPE PLAN (IF APPLICABLE).
- DIGITAL COLOR PHOTOS OF ALL EXISTING ELEVATIONS.
- DIGITAL COLOR PHOTOS OF THE FRONT AND REAR ELEVATIONS OF ADJACENT HOMES.
- FOR ANY CONSTRUCTION THAT CHANGES THE EXISTING FOOTPRINT OR SQUARE FOOTAGE, PLEASE COMPLETE FORM 200

PROJECT MUST COMPLY WITH ALL CURRENT ARB

DESCRIPTION OF PROJECT IF ADDITION OR ALTERATION

STATEMENT

I HEREBY CERTIFY THAT I HAVE READ THE CURRENT FORD FIELD & RIVER CLUB DESIGN GUIDELINES & PROCEDURES, THAT I HAVE COMPLIED WITH ALL APPLICABLE PARTS OF THOSE GUIDELINES, AND THAT THE INFORMATION PRESENTED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

* APPLICATION MUST BE SIGNED BY DESIGNATED PARTY.

SIGNATURE

APPLICANT IDENTIFICATION	COMPANY NAME	ADDRESS	
			<input type="checkbox"/> OWNER <input type="checkbox"/> OWNER'S AGENT <input type="checkbox"/> ARCHITECT <input type="checkbox"/> LANDSCAPE ARCHITECT <input type="checkbox"/> CONTRACTOR



FORM 1900: REQUEST FOR PERMIT EXTENSION

To	ARB ADMINISTRATOR:				
OWNER	NAME	ADDRESS	TELEPHONE		
CONSTRUCTION ADDRESS	ADDRESS		TELEPHONE		
NEIGHBORHOOD		LOT NO.		DATE	
ARCHITECT					
CONTRACTOR					
DESCRIPTION OF CONSTRUCTION AND ESTIMATED START/COMPLETION DATE					
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					
SUBMISSION					
ATTACH SITE PLAN, BUILDING PLANS AND ELEVATIONS OR DESIGN DOCUMENTS AS REQUIRED TO CONVEY THE PROPOSED WORK					
SIGNATURE					
APPLICANT IDENTIFICATION	COMPANY/NAME	ADDRESS	OWNER <input type="checkbox"/>		
	OWNER'S AGENT		CONTRACTOR		
APPLICANT SIGNATURE		PRINT NAME		DATE	



FORM 2100: SCHEDULE OF FINES FOR VIOLATIONS

The following schedule of fines that may be levied when an owner or contractor violates any rule, regulation, or covenant of The Ford Field & River Club. Such fines will be deducted from the compliance deposits, as is appropriate considering the nature of the violation. A Stop Work Order may be imposed until a jobsite is brought into compliance or revocation of the Ford Field & River Club Building Permit may occur for serious, gross and/or repetitive violations.

1. Clearing of site without stake-out approval. Also included, unauthorized tree removals, mitigation of unauthorized trees.	MINIMUM \$500.00/TREE + MITIGATION
2. Construction does not conform to plans as approved by the ARB.	Minimum \$1,000.00
3. Failure to build, finish and landscape in accordance with plans as approved by the ARB. Assessment up to amount of escrow deposit plus THE POSSIBILITY OF EXPENSES INCURRED.	Up To \$100.00 per day
4. Occupying new house before completion.	\$100.00 PER DAY UNTIL HOUSE IS COMPLETED
5. Construction not completed within twelve (12) months. Extensions may be requested but must be approved by the ARB <i>IN ADVANCE</i> .	\$100.00 PER DAY
6. Landscaping not substantially complete beginning sixty (60) days after the completion of improvements.	\$100.00 PER DAY
7. Failure to prevent water drainage and/or soil erosion control.	\$100.00 PER VIOLATION PLUS RESTORATION COSTS
8. Damages to infrastructure (road pavement, curbs and road right-of-way, common areas, adjacent property).	\$100.00 PER VIOLATION PLUS RESTORATION COSTS
9. Trespassing on adjoining lots or common property with equipment, material, storage, etc. Trespassing on private property is prohibited and cannot be done without written permission of that property owner or the ARB.	\$100.00 PER VIOLATION PLUS RESTORATION COSTS
10. Failure to provide adequate sanitation and refuse and failure or maintain within the required construction enclosure. Failure to keep site clean of debris.	\$100.00 PER DAY UNTIL COMPLIANCE
11. Dumping of any kind on Ford property, lots or other private property within Ford.	\$250 PER VIOLATION PLUS CLEAN UP COSTS
12. INAPPROPRIATE PERSONAL BEHAVIOR, I.E., LOUD MUSIC, FOUL LANGUAGE, OR INAPPROPRIATE ATTIRE.	\$100.00 PER VIOLATION
13. Failure to provide adequate clean-up of the roadway surrounding the construction site at the end of each workday.	\$100.00 PER VIOLATION AND \$100.00 PER DAY UNTIL COMPLIANCE
14. Failure to provide adequate tree protection, silt fencing and/or appropriate storage of materials on site.	\$100.00 PER VIOLATION, \$100.00 PER DAY UNTIL COMPLIANCE
15. Any violation of the ARB Guidelines not covered above.	TO BE DETERMINED BY THE ARB



FORM 2200: NOTICE OF EXTERIOR REPAIRS

OWNER	NAME	ADDRESS	TELEPHONE
CONSTRUCTION ADDRESS	ADDRESS		TELEPHONE
NEIGHBORHOOD		LOT NO.	DATE
ARCHITECT			
CONTRACTOR			
DESCRIPTION OF REPAIRS			
<p>THIS FORM SHOULD BE USED TO NOTIFY THE ARB OF ANY EXTERIOR REPAIRS. REPAIRS ARE DEFINED AS REPLACEMENT WITH THE SAME MATERIALS, COLOR AND SPECIFICATIONS AS THE ORIGINAL. ANY CHANGES FROM THE ORIGINAL SPECS REQUIRES ARB APPROVAL.</p>			
<input type="checkbox"/>			
SIGNATURE			
APPLICANT SIGNATURE		PRINT NAME	DATE



Appendix B—Documents



ARCHITECTURAL REVIEW BOARD (ARB) SCHEDULE OF FEES

Main House/Initial Structure	\$7,500
Other Additional Structures	
<i>Major</i>	
1,000 sq. ft. and over.....	\$5,000
<i>Minor</i>	
Up to 999 sq. ft.....	\$2,000
(Includes Porch Enclosures)	
Private Equestrian Facility	\$1,000

The Construction Services Fee includes up to four (4) plan reviews: On-Site Design Concept Review, Schematic Design Review, Design Development Review, and Construction Documents/Final Review. The fee also comprises ARB professionals’ time for the Pre-Construction Conference, Work in Progress Review, and Completion Review. Should a submittal require additional reviews, a fee of \$1,000 per review will apply. Final approval is valid for two (2) years from the date of approval. All fees are non-refundable and payable with the first submission.

Other Additions or Alterations	
Patio on Grade Not Under Roof	\$250
Pools/Spas and Docks.....	\$1,500
Raised Patio, Deck, or Porch Not Under Roof	\$500
Patio, Deck, or Porch Under Roof or Storage Shed	\$1,000
Reinspection—Caused by Contractor or Owner (On-site Inspection—Per Visit)	\$200
Demolition of Existing Structure	\$1,000
Revisit Fee for Expired Plan.....	\$1,000
Repaint with color change, reroof with color change, fences, hardscapes, service yards, resubmittal of color changes after final approval, resubmittal of landscape plan after final approval, recreation equipment, minor addition to existing structure, and fire pit.....	\$250
Road use fee.....	\$500
A road use fee will be charged for interior projects that do not require a Submission fee and require the use of a dumpster or portable toilet.	



ARCHITECTURAL REVIEW BOARD (ARB) SCHEDULE OF DEPOSITS

Construction Compliance Deposits

Compliance Deposit for Main House Construction \$20,000*

Other Additional Structures

Major

2,500 sq. ft. and over.....\$10,000*

1,000 sq. ft.–2,499 sq. ft.....\$5,000*

Minor

Up to 999 sq. ft..... \$2,500*

(Includes Porch Enclosures)

Other Additions or Alterations

Patios on Grade Not Under Roof..... \$500

Pools/Spa and Docks \$2,500

Raised Patio/Deck or Porch Under Roof
or Not Under Roof, or Storage Shed.....\$1,000

Other changes, such as repaint, reroof, fences, service yards, etc. \$0

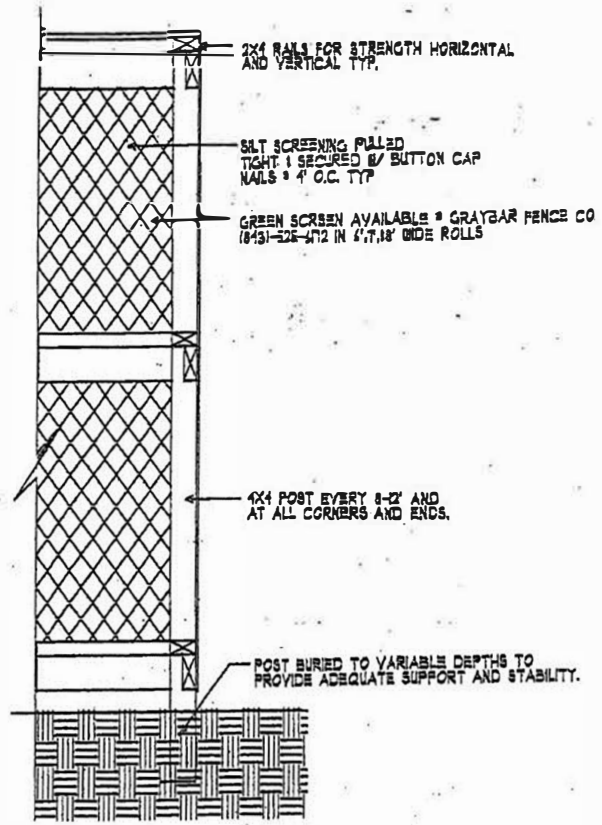
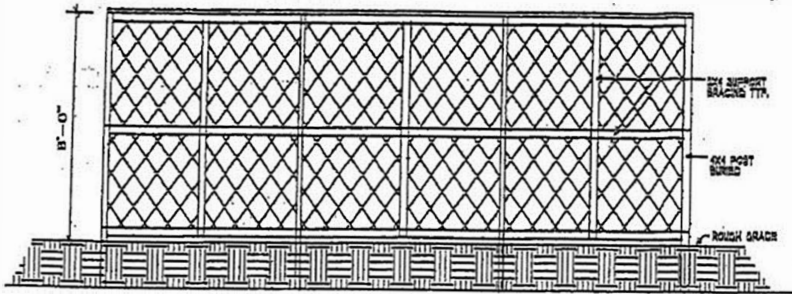
All deposits are refundable once all required documents have been received by the ARB and the ARB has inspected and signed off on the completion of the project.

* Fifty percent (50%) of the deposit is required from the builder and fifty percent (50%) of the deposit is required from the owner.

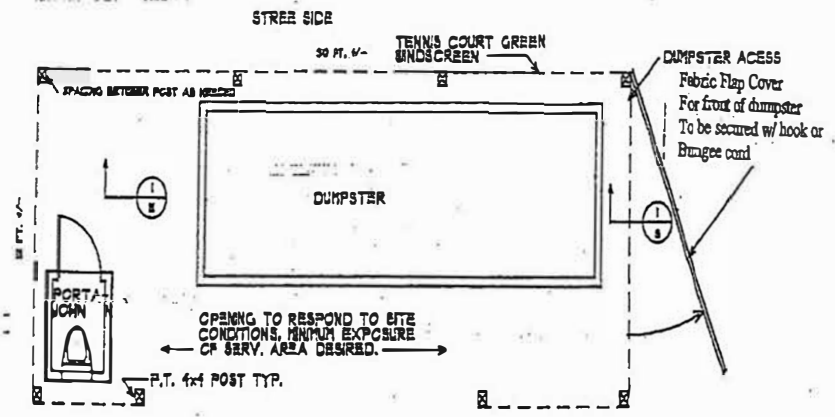
If you have any questions or need further information, please contact the Property Owners Association Office at (912) 756–5796.

CONSTRUCTION ENCLOSURE SPECIFICATIONS

1 INTERIOR ELEVATION TYP.
NOT TO SCALE



1 CROSS SECTION TYP.
NOT TO SCALE



TYPICAL CONSTRUCTION SERVICE ENCLOSURE
NOT TO SCALE