



Architectural Review Committee

Design Guidelines

&

*Appearance and Maintenance
Standards*

Preface

The Westbury Park community was developed circa 1997, with the first home sold in December, 1998. By the end of 2006, a vast majority of the community's 350 new homes - including 271 single family homes (77%) and 79 townhomes (23%) - had been sold to their first owners. In addition, the numerous amenity spaces of Westbury Park were substantially complete as part of the plan for a vibrant community in which to live and enjoy the beautiful outdoor spaces.

Westbury Park is located along the I-278 corridor section of Bluffton, SC, with Beaufort County as its municipal authority. Bluffton is located in the picturesque Low Country region of South Carolina. Majestic live oaks, Palmetto trees, numerous rivers, marshes, and beaches all lend to a relaxed, uniquely southern, lifestyle. Historic Bluffton has its own vernacular style that speaks to an eclectic, casual and even funky way of life. Regionally, Bluffton is situated between Savannah to the south and Beaufort and Charleston to the north. Between the three, there is a rich and established, but varied, architectural and urban precedence. Each evolved out of its own unique history, region and population, but all are undeniably of the Low Country.

Westbury Park draws from the parks and squares of Savannah, as well as the row homes of historic Charleston, with a new urbanism mindset toward community. Hints of Beaufort and Bluffton are evident in the homes and environment, but set in a more formal plan like Charleston or Savannah. Westbury Park is composed as a lush friendly environment that draws heavily from nearby historical roots, but still meets the needs of modern life. The two main parks provide ideal focal points for all types of outdoor activities and informal neighborly interactions. Walking is encouraged along shady tree-lined sidewalks.

The success of Westbury Park is evidenced by the people who call it home. There is a true slice of American life with residents ranging from young singles, to families with children of all ages, to retired individuals. The diversity of the residents shows how universally attractive Westbury Park is, and it reminds us how important it is that we maintain the vision.

Index:

I.	Why Have Design Guidelines?	1
a.	Reconstruction Following A Casualty	2
b.	Construction of Enhancements	2
c.	Routine Inspections	3
d.	Enforcement	3
II.	Application Process	4
a.	An application is required in the following situations:	4
b.	Applications for the following will not be considered:	4
c.	Required Application Documents & Submittals	4
d.	The Review and Decision Process	5
e.	Appeals	5
f.	Project Implementation – Guidelines for Work, Deposits & Inspections:	5
III.	Guidelines for Construction Work	6
IV.	Design Guidelines	7
a.	Setback Requirements	7
b.	Garages	7
c.	Driveways	7
d.	Screened Porches, Enclosures or Atriums:	7
e.	Exterior Lighting	8
f.	Propane or Other Fuel Storage Tanks	8
g.	Antenna/Satellite Dish	8
h.	Wells	8
i.	Fences or Structured Walls	8
j.	House numbers	9
k.	Landscape Accessory Structures or Ornaments	9
l.	Solar Panels	9
m.	Shingles	9
V.	Approved Architectural Finishes	10
a.	Siding	10
b.	Outside Vertical Corner Posts	10

c.	Railings, Columns, Soffits, Fascia and Drip Edges	10
d.	Porch Steps	10
e.	Window Trim.....	10
f.	Vents (Gable and Utility).....	10
g.	Windows	10
h.	Shutters.....	10
i.	Front Doors and Surrounds.....	11
VI.	Approved Colors.....	12
a.	Shutters.....	12
b.	Doors	12
c.	Porch Decks.....	13
d.	Porch Ceilings.....	13
VII.	Appearance and Maintenance Standards.....	14
a.	Structures.....	14
b.	Landscape	15
c.	Window Coverings	15
d.	Signs	15
e.	Decorations.....	16
f.	Mailboxes.....	16
g.	Trash & Recycling Containers	16
h.	Other	16

I. Why Have Design Guidelines?

Westbury Park was developed from a professionally created master plan which included a limited, but interesting variety of homes in the historic Charleston style, often referred to as Neoclassical. The carefully coordinated architectural image of this community included a limited and clearly defined set of approved standard architectural finishes and construction details for every home. Different or newer interpretations of the original concepts, finishes, construction details or design elements of these homes are not appropriate as part of any renovation or replacement, as doing so would adversely impact the existing well-balanced and cohesive integrity of the community.

Neoclassical Style Examples



The community has a well-designed, classic, and generally naturally occurring Low Country landscape aesthetic which is the result of careful preservation mixed with well thought out enhancements, including eight lakes. The mature elements of the landscape provide the feeling of a well-established and very much cared-for community.

Construction of new homes in Westbury Park is considered to be complete. Additional homes are not envisioned to be added under any circumstance to this community, including on parcels of land which were originally labeled as being for “future development.” This is due to the community having matured and stabilized with its current mix and quantity of homes since approximately 2006.

The *Design Guidelines* will be used by the Architectural Review Committee (ARC) of Westbury Park to review applications, property upgrades, enhancements, repairs and rebuilds. These *Design Guidelines* and the application process, described further in this document, recognize and anticipate that there will be requests from homeowners for review, consideration and approval for a variety of potential enhancements to their existing homes in the coming years. While it is important to note that ‘one size does not fit all’; the underlying factor that requires a community like Westbury Park to have *Design Guidelines* as well as *Appearance and Maintenance Standards* is to ensure that we protect and preserve the property values within the community.

The aesthetic that each homeowner ‘bought into’ must be maintained as the important part of the investment value of each property.

A catastrophic event that destroys a home(s) must also be considered. In addition to requirements included in the Governing Documents which govern that homeowners maintain insurance coverage for their property, these *Design Guidelines* provide specific requirements for any reconstruction work.

With wide streets, multiple open parcels of land and the eight lakes scattered throughout the community, the primary need is to strictly enforce and protect the aesthetics of all visible elevations of the homes and their landscaping, including specifically those elements which are visible from the street, sidewalk and/or lakes. **In no instance will any modification to any building façade or landscape be allowed without the approval of the Westbury Park Architectural Review Committee.**



a. Reconstruction Following A Casualty

In the instance of a casualty involving the partial or complete destruction of an existing residential structure (e.g. home, garage), the exact model, finishes and all details of the original model or structure that existed, must be replicated. Any changes to the original design elements and construction details will not be allowed. Requests for consideration of exceptions must follow the process detailed further in this document.

b. Construction of Enhancements

Construction of new structures and/or major landscaping modifications are reviewed and evaluated by the ARC for appropriateness **prior** to being completed by the homeowner. These types of projects include both construction of structures (i.e. garage, sunroom, etc.), as well as major landscaping projects visible from the street, sidewalk, or lake. In addition, ARC approval is required for tree removal, and in some cases, a permit from Beaufort County is also required.

c. Routine Inspections

Routine inspections are periodically completed for all properties in Westbury Park and any deviations to the *Appearance and Maintenance Standards* will be noted. A notice of violation will be sent to the homeowner. Violation notices include:

- The specific item(s) requiring corrective action
- Potential fees if the violation is not resolved to the satisfaction of the property manager of Westbury Park
- A stipulated time frame for completion

Fines for most* violations of Westbury Park Covenants, *Design Guidelines*, and/or *Appearance and Maintenance Standard* are as follows:

- 1st Notice: Warning*
- 2nd Notice: \$50
- 3rd Notice: \$250
- 4th Notice: \$500
- 5th Notice: \$1000 and possible legal actions

**Note that some violations will result in an automatic and immediate monetary fine, including but not limited to violations where a remedy is not reasonably feasible (e.g. removal of a tree without prior approval via the application process, etc.)*

The following are prohibited:

- Landscape debris dumping in community common area.
- Dumping of Christmas trees in the lagoons or any community common area.
- Landscape modifications to any community common area, including (***unless approved via use of the application process***) the landscaped area between the roadway and sideways adjacent to an owner's property.

Violators will be assessed a fine of \$150 plus all costs associated with coordination of debris removal, as well as be subject to other costs of restitution including administrative coordination of such work.

d. Enforcement

Per Article 5.7 of the Covenants, failure to comply with the *Design Guidelines*, the *Appearance and Maintenance Standards* or the documented approval process, the homeowner shall at their own cost and expense, remove any non-conforming structure or improvement and restore the property to substantially the same condition as existed prior to the non-conforming work. If the homeowner fails to remove and restore as required, the Board or their designees may perform the necessary work and the homeowner will be required to reimburse all costs. There is also the possibility of additional fines for violating the Governing Documents which govern the community in such matters.

II. Application Process

The application can be found at www.westburyparksc.com/design-guidelines and is mailed or emailed directly to the property management company. It is then sent to the ARC for review.

a. An application is required in the following situations:

- Replacing any existing element of the home, including but not limited to: siding, roofs, windows, doors, railing, stairs, driveway, etc. that changes the appearance in anyway (i.e. color, style, etc.). Repairing an element to its original condition does not require an application (i.e. repainting a railing white, replacing a door with new version of the existing door, etc.).
- Installation of a fence, enclosure, or structured wall
- Construction of any structure (i.e. Carolina room, deck, patio, etc.)
- Exterior color changes (i.e. doors, porches, shutters, siding, etc.).
- Exterior building material changes
- Playground equipment
- Landscaping structures or structural materials including pavers, walls, arbors, trellises, statues, statuary, etc.
- Landscaping changes that **remove or modify** existing areas of grass or planted beds, shrubs or other plants over twelve feet in height above ground level, and any tree removal. Note: this includes any front or side yard landscape projects that an owner seeks to include a coordinated change for or involves the community common area (landscaped area between roads and sidewalks).

b. Applications for the following will not be considered:

- Satellite dish or receiver which are visible from the front of the house or any area of the property visible from a community roadway (exception is an alleyway) or common area (e.g. park, open space, etc.)
- Digging or installation of any type of well
- Changes to mailbox location or design
- Swimming pools
- Any project which will infringe on required minimum setback from adjacent properties

c. Required Application Documents & Submittals

In addition to completing the appropriate application as noted above, the homeowner may also be required to provide the following as appropriate:

1. Site Plan – may be GIS or architectural site plan with proposed location of project area, including legal description, lot number, street address of property.
2. Plan View – to scale including dimensions of all critical aspects of project area.

3. Elevation Plan – may be a photograph or architectural drawing of the project.
4. Construction Material, Color and Finish Specification Package – including samples of all materials which will be visible when construction is complete.
5. Name and all contact information for contractors who will perform work on the project
6. Additional documentation, as required, to ensure a complete understanding of the project and the final aesthetic impact to the property.
7. Project schedule (commencement and completion dates) not to exceed two (2) years (per Bylaws). Exceptions may be considered on a case-by-case basis.

d. The Review and Decision Process

Per Article 4.3 of the Covenants, homeowners acknowledge that determinations are purely subjective and opinions may vary as to the desirability and/or attractiveness of improvements. The ARC will meet regularly to review applications. Homeowners maybe be asked to submit additional information or make changes to their applications. Any such changes will not require a reapplication. The ARC will issue a written decision within 30 days of receiving the application. If the applicant does not receive a written decision within the allowed timeframe, the homeowner may give the ARC a written reminder to respond within ten (10) days. If the ARC fails to respond in writing within ten (10) days of receipt of such notice, approval shall be deemed granted. However, no approval will be granted if inconsistent with the *Design Guidelines*.

Once an application is approved, the homeowner will receive a permit from the Property Management Company. This permit must be posted so as to be visible from the front of the house. Work cannot commence until said permit is posted. Upon project completion, permit will be removed by homeowner.

e. Appeals

Homeowners will be granted an opportunity to appeal to the Board of Directors if an application is denied. An appeal must be requested within 30 days of the application's denial. The Board requires the following from the homeowner and the ARC at least 10 days prior to the appeal hearing date:

1. copy of original application and all supporting documents
2. reasons for denial by the ARC are clearly listed and refer to the *Covenant/Bylaw, Design Guidelines, and/or Appearance and Maintenance Standards* in question;
3. Written explanation from homeowner listing the reasons for the appeal.

f. Project Implementation – Guidelines for Work, Deposits & Inspections:

Following notification that the application has been approved, the homeowner may commence implementation of the project work. Refer to the *Guidelines for Work* section below for more details. The property manager may conduct inspections during the implementation of project work to confirm compliance with *Guidelines for Work* and adherence to the project design. Fines for failure to adhere to either are applicable and will be assessed to the homeowner. Homeowners are solely responsible for providing their contractors with a copy of the *Guidelines for Work* and it is recommended that a copy of these guidelines be attached to the contract entered into between the homeowner and the contractor.

III. Guidelines for Construction Work

- Any construction by a vendor which occurs outside, either in part (e.g. sawing, cutting, excavating, etc.) or in whole, may only occur during the hours of 8AM-7PM, Monday through Saturday. Construction workers and their vehicles should not arrive more than 15 minutes prior to the start of work, or remain 15 minutes past when work is required to cease. This does not pertain to homeowners or residents doing work themselves.
- Contractors must be granted access to Westbury Park by the owner and coordinated with the property management company.
- Inappropriate language, volume of voices, music, etc. must be controlled to avoid impact to neighbors.
- Refer to Beaufort County and South Carolina rules about erosion control (i.e. silt fencing to protect lakes, streets, and/or sidewalks). All work must be in compliance with current laws.
- Dumpsters will only be allowed in certain instances, and generally must be placed in the homeowners' driveway, not block any sidewalk, and may only be on-site for a limited period of time. All information related to a dumpster (placement and timing) is required to be listed on the application for approval.
- Portable toilets are not allowed.
- Delivery and staging of construction materials must be orchestrated to avoid having materials staged in any landscaped or visible area of the home, and will generally be limited to the driveway or back yard areas of a home.
- Display of building permits is necessary as required by Beaufort County and ARC.
- Equipment or vehicles related to construction activity are allowed to utilize street-side parking during hours of construction, but equipment is not allowed to be parked on any street overnight unless an exception is granted.
- Vehicles, equipment, and materials may not block sidewalks, streets, or other driveways, without written permission from ARC Committee.
- Water for use by the construction work must be provided from the homeowners' utility, not the community's common infrastructure.
- Signs are not permitted at any time (exception: posting of building permits).
- No construction burning or construction trash burying is allowed at any time; no exceptions. All trash must be cleaned up and removed daily.

IV. Design Guidelines

a. Setback Requirements

Setback is defined as the minimum distance from a property line that any enclosed structure may be placed, measured to the first vertical wall or structural element. Compliance with setback requirements will be determined by measurement of the distance from the property lines to the closest portion of the proposed construction element. Setback variances will be considered by the ARC on a case-by-case basis.

b. Garages

Garages may only be constructed or positioned in line with existing driveway paths on a homeowner's property. These structures must be identical to the home in terms of architectural style, color, and all materials. Detached garages may be connected to a home via a covered, or fully enclosed passageway, and the architectural elements of the passageway must be identical to and in keeping style-wise with both the home and the garage to which it relates. In no instance will a garage or other structure be permitted which exceeds the height of the exterior roof line of, or is wider or larger than, the home to which it relates. All trim and garage doors must be white.



c. Driveways

Driveways must be constructed of light colored concrete, with either grass insets/borders or decorative stone material in a white or gray color. Non-grass insets/borders, when used, must have a rigid edging material to separate it from surrounding grass or otherwise landscaped areas of the property. Asphalt paved driveways are not allowed.

d. Screened Porches, Enclosures or Atriums:

Any screened enclosure or 'Carolina Room' will only be considered for the rear or non-visible elevation or side of a home or garage. These structures must be identical to the home in terms of architectural style, color, and all materials. Screening of existing porches must be approved by the ARC.



e. Exterior Lighting

Any exterior or security lighting must be installed so that neighboring properties and street traffic are unaffected by any potential glare and the direct source of light must not be visible beyond the home site property. All proposed fixture or equipment designs and locations for installation must be appropriate to the style and proportion of the home or structure for which it is proposed. Colored light bulbs are not allowed in any light fixture that is permanently affixed to a structure (house and/or garage). This requirement excludes temporary holiday lighting.

f. Propane or Other Fuel Storage Tanks

Propane or other fuel tanks (only those permitted by law) must be buried and located in a non-visible area of the property. All installations must comply with the current NFPA requirements as determined by the appropriate governing official (e.g. State Fire Marshal, Beaufort County, etc.).

g. Antenna/Satellite Dish

No antenna or satellite dish (or similar receiver or transmitter) shall be allowed on the front roof of any home or structure. Satellite dishes should be one meter in diameter or less and can be submitted for review and considered for approval.

h. Wells

No private wells of any type are allowed to be installed or maintained on a home property, regardless of the purpose or consumable nature of the water.

i. Fences or Structured Walls

All proposed fence or structured wall installations must be submitted for review and approval by the ARC. All visible fencing must be white, and cannot exceed 3'0" above grade (in front) or 6'0" above grade for non-visible areas of the property. In the rear of the home, black aluminum fences of the same height restrictions may be considered for approval. NO lattice will be permitted to make fences higher than 3' (in front) or 6' in back. Only picket or picket style fencing (not privacy fencing) is allowed for front yard or visible areas of the property. Additionally, NO stockade type or chain link fences are permitted. Vinyl is suggested, but wood is permitted as long as it is painted white.

Per Beaufort County Article 5.4.30, fences are permitted on the property line between two or more parcels of land held in private ownership.* An application for a fence must include a site plan that clearly delineates the locations of the proposed installation, and a field site visit by the ARC will be required as part of the review and consideration process. Wherever a fence or wall is installed, if one side of the fence or wall appears more "finished" than the other (e.g., one side has visible support framing and the other does not), then the more "finished" side of the fence shall face the perimeter of the lot rather than the interior of the lot.

*For more information regarding Beaufort County's fence regulations, see page 5-77 of the [Community Development Code](#).

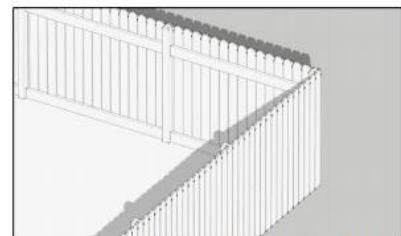


Figure 5.4.60.B: Privacy Fence with Finished Side to Outside



j. House numbers

House numbers are to be displayed on the exterior of every home where they are clearly visible from the street. 4 ½" H, black wrought iron, brass, or stainless/nickel. Must be visible from the street. Placement should conform to other house numbers nearby.

k. Landscape Accessory Structures or Ornaments

All landscape accessory structures or elements – including, but not limited to birdhouses, statuary, flagpoles, lampposts, etc. – must be within the applicable setbacks for building, must be compatible with the design of other structures, and must not generate nuisance sounds or light effects.

l. Solar Panels

Applications for placement of solar panels on roofs will be considered on a case by case basis. Rules for placement will be similar to that of those for roof antennas or satellite dishes.

m. Shingles

Shingles on single family homes must be replaced with similar color as original: Owens Corning Oakridge Shingles in Driftwood, Estate Gray, Onyx Black, or Teak.

To preserve uniformity in color and appearance of each townhome, townhome roof shingles must be architectural shingles by IKO, Cambridge style, *and* the only allowed color is Beachwood. The ARC may consider and permit applications which seek to substitute the specification or color, provided the substitution does not impact the requirement for uniformity (i.e. color, appearance).

The ARC will consider approval of, for single family stand-alone homes only, steel/aluminum roofs. These roofs will be similar to the style of the pavilion roof, color will be black or green only, and would require approval by ARC.

V. Approved Architectural Finishes

When replacing any material, it is required to use a near identical replacement for the original. 'Near identical' refers to materials or finishes which are noted as accepted replicates to the design, quality or actual specifications of the original or existing. The intent is that these replicates will be developed and may evolve over time as manufacturers or manufacturing standards and products change in terms of availability, regulation or practical application. No exceptions will be considered or approved. It should be noted that all homeowners (including owners of townhouses) are responsible for the cost of all exterior maintenance.

a. Siding

4.5" Dutch-lap or ship-lap wood grain horizontal vinyl siding, in a variety of colors. Note: reconstruction or siding replacement projects are required to use the same color as original home construction; exceptions will be considered, but approval for use of an alternative color is not guaranteed, and is largely dependent on maintaining an appropriate mix of siding colors among adjacent, nearby homes.

b. Outside Vertical Corner Posts

4" wide (each side) and white only.

c. Railings, Columns, Soffits, Fascia and Drip Edges

White only

d. Porch Steps

May be left natural, stained or painted an approved color.

e. Window Trim

3.5" lineal (top, bottom, left, right sides) and white only.

f. Vents (Gable and Utility)

Round preferred, but rectangular or octagonal acceptable. White only.

g. Windows

Double hung, required to have snap-in divided light trims, 2 over 8 standard, and white only.

h. Shutters

14.5" wide vinyl louvered-style or raised panel-style, in a variety of approved colors.

Louvered



Raised Panel



i. Front Doors and Surrounds

Premium 6 foot panel door, premium four panel door with fanlight window, sidelight windows and transom windows are acceptable. Front door paint should be limited to a single color, including the door and fanlight trim (if applicable). Door surrounds including sidelight and transom windows should remain white. (See example.)

PROPERLY PAINTED



Improperly Painted



VI. Approved Colors

All colors are historically accurate and were derived from the Benjamin Moore Williamsburg Collection and the Sherwin Williams Historic Charleston Collection. Paint colors can be mixed by any paint store with the tertiary color mixing system. Be sure to tell the employee the brand of paint and the number for which you are looking. In addition, paint companies often change the numbers for the paint, however, the historical color names should remain the same.

This palette is displayed in the glass case at the Pavilion across from the Fitness Center and is also available at the property management office. There are only eight (8) colors that are approved for shutters. These are all the original shutter colors in Westbury Park. All fascia, soffit, trim, gutters, porch rails, stair rails, fences, garage doors, and vents must be WHITE. Any other color is strictly prohibited. This is the single architectural element that ties together all of the home styles in Westbury Park.

a. Shutters

-Benjamin Moore-

Hardwood Putty CW-5
Brick House Tan CW-145
Cochineal Red CW-330
Goodwin Green CW-555
Black Forest Green PM-12
Ambler Slate CW-685
Mopboard Black CW-680

-Sherwin Williams-

Charleston White DCR100
Aiken Ivory DCR002
Garden Wall DCR028
Hurricane Blue DCR056
Marion Forest DCR097
Historic Charleston Green DCR099
Hitching Post Black DCR108

b. Doors

-Sherwin Williams-

Charleston White DCR100
Aiken Ivory DCR002
Lemon Tree DCR011
Yellow Wash DCR012
Cornmeal DCR016
Hurricane Blue DCR056
Tidewater Blue SW6477
Marion Forest DCR097
Historic Charleston Green DCR099
Aged Cobblestone DCR113
Abalone Shell 6050

Market Brownstone DCR043
Cainhoy Brickyard DCR044
Vineyard Grape DCR051
Purple Iris DCR053
Elizabeth Street Blue DCR072
Garden Lake DCR073
Port Royal DCR063
Hunley DCR059
Holly Fern DCR086
Dove DCR117
Natural Stone Taupe DCR104

Hitching Post Black DCR108
Cherokee Rose DCR010
Garden Wall DCR028
Silk Brocade DCR022
East Bay Townhouse DCR023
Pomegranate DCR027
Snapdragon DCR029
Sea Glass DCR077
Loquat DCR080
Palmetto Frond DCR088
Weatherboard DCR103

c. **Porch Decks**

Pacific Fog PFC-62
Mossy Gray PFC-67
White Cloud PFC-72
Light Rattan PFC-27
Spanish Parador PFC-32

-Behr Home Depot-

Putty Beige PFC-37
Slate Gray PFC-63
Silver Gray PFC-68
Pebbled Path PFC-73

d. **Porch Ceilings**

-Behr Home Depot-

Coastal Mist 520E-1

VII. Appearance and Maintenance Standards

Owning a home which is governed by a community association offers many advantages to the homeowner, particularly in preserving and enhancing property values. At the same time, certain restrictions exist to promote harmony between neighbors and to preserve the value of the community as a whole, and of each property individually. Each owner, tenant and guest must strictly comply with all of the governing documents.

The phrase “Community-Wide Standard” is referred to throughout the Governing Documents of Westbury Park. This encompasses all those rules, regulations and restrictions set forth in the document and which are effective throughout the community. In particular, Article V of the Governing Documents addresses the maintenance and repair of all properties in Westbury Park. This includes all structures, parking areas, landscaping and all other improvements comprising a Unit, unless such responsibility is otherwise assumed by the Association. **If an Owner fails to properly perform his or her maintenance responsibility, the Association may perform such maintenance responsibilities and assess all costs against the Unit and the Owner in accordance with Article 5.4 of the Covenants.**

Maintenance shall include, without limitation, repair and replacement as needed, as well as such other duties, which may include irrigation, as the Board may determine necessary or appropriate. Each Owner shall be responsible for maintaining property insurance on all insurable improvements on his or her Unit. In the event of damage or destruction of structures on or comprising his Unit, the Owner shall pay any costs which are not covered by insurance proceeds.

a. Structures

- All houses, garages, fences, decks, patios, sunrooms, pergolas and any other permanent structures shall be kept clean and in good repair. Pressure wash or soft wash should be performed **at least annually** (or more frequently as required) to remove grime, soil, mildew, algae, mold, stains, insects, cobwebs, and the like.
- Concrete porches, steps, patios, walkways and sidewalks need to be pressure washed **at least annually**. It is also asked that owners voluntarily include power washing of the common sidewalk in front of their homes when doing the annual required cleaning.
- Metal accent roofs should be refinished and painted as needed to prevent peeling and rusting. A color identical to the original must be used.
- Minor repairs to fascia, window trim, screens, gutters, light fixtures, fences, etc. should be made immediately.
- Major repairs such as replacing siding, roof shingles, doors, windows, and decking should be done as soon as possible, weather permitting.
- Painting of shutters, doors, trim, columns, porch railings and other exterior features should be done on an as-needed basis. Any color other than the original on front doors and shutters **MUST** be approved by the Architectural Review Committee.
- Front door colors, other than from the approved list, will be considered on a case-by-case basis by the ARC.
- Porches/decks should be sealed or stained on an as-needed basis. Porches/decks can be stained a natural color or painted with a color from the color palette established by the ARC.
- Porches/decks may be constructed of suitably colored TREX or similar material.
- Railings must be constructed of wood and painted white.

- Porch ceilings may be painted a pale blue or white (from the color palette), in keeping with southern tradition.

b. Landscape

- All yards must be maintained in an attractive, neatly trimmed, well-kept appearance.
- Homeowners are responsible for mowing the front, back and side yards.
- All yards should have an attractive bed of shrubs/flowers in the front of the home. This was standard practice by the developer for all homes in Westbury Park when they were originally built.
- All yards are required to have a lawn. In areas where tree canopy creates too much shade, or tree roots prohibit grass from growing adequately, an alternative landscape plan must be developed. This may include, for example, a ground cover such as Asian jasmine, ivy, ornamental grasses, etc. **Covering an entire front yard with mulch or pine straw is unacceptable and strictly prohibited.**
- All beds should be mulched spring and fall. Black or brown mulch only.
- All beds are to be weeded and edged as needed.
- Reasonable care should be given to see that trees and shrubs are maintained and aesthetically pleasing. This includes seasonal trimming, cutting out dead branches and cutting back overgrown shrubs. Shrubs and other plantings should not encroach on the sidewalk and branches should have a minimum of 10' ground clearance. In no instance may a tree be removed from a property without approval of the ARC and, in some instances, a permit from Beaufort County ([click here](#) for more details about when a county permit is required).
- The trimming or any modification of trees located on community property, including the landscaped area between the roads and sidewalk adjacent to an owner's property, is prohibited. Management employs a professional tree service for the care and maintenance of these trees, as well as other landscaped aspects of these areas. See Section II Application. Process if a landscape renovation project application seeks to include coordination or modification of these areas.
- Blowing or raking leaves and other yard debris into the streets or sidewalks is prohibited. This makes our community unsightly. While we have a street sweeping contract during certain months, Residents are responsible for removal of leaves, branches, and other green waste. All residents of Beaufort County can dispose of this debris at the transfer station free of charge.

c. Window Coverings

Per Section 6 Exhibit C of the Covenants, the only acceptable window coverings that may be affixed to interior of any windows visible from any street or alley, are drapes, blinds, shades, shutters and curtains. All window coverings facing the street must be white or off-white. No window tinting or reflective coating may be applied to the interior of any window that is visible from any street or alley. No mirrored coatings will be permitted.

d. Signs

Per Section 5 Exhibit C of the Covenants, "For Sale" or "For Rent" signs are NOT allowed on a property. An "open house" sign may be posted for a period not to exceed three consecutive days. Political signs (not to exceed 18" by 24") may be posted for 45 days prior to an election

and for two days thereafter. No other signs, except those that may be required by law, may be posted on any lot so as to be visible from outside the home.

e. Decorations

All outdoor holiday decorations must be removed ten (10) days after the holiday. This rule applies to common holidays such as Valentine's Day, St. Patrick's Day, Easter, Memorial Day, July 4th, Halloween, Thanksgiving, Hanukkah, Ramadan, and Christmas/New Year's. Decorations for other celebratory occasions such as a new baby or a birthday are included in the 10-day rule.

f. Mailboxes

Mailbox replacement is the responsibility of the homeowner. New mailboxes (must be flat black with 2 inch white number for home number) can be purchased through the property management company. Mailbox posts or supports are the responsibility of the Association. Broken, rotted, or unstable posts should be reported to the property manager for repair or replacement. Owners of single family homes are to maintain (i.e. keep clean) their respective mailboxes and ensure these highly visible elements are in "like new" condition at times including the address number of their home is clearly readable.

g. Trash & Recycle Containers

Except for trash day, trash containers and recycle containers shall remain inside or near the garage or back of each property (i.e., not in front of the home, in order to be as non-visible as practical). The trash receptacles and recycle containers may be placed at the curb the night prior to pick-up and shall be removed by the end of trash pick-up day.

h. Other

- Under no circumstances may porches, patios, driveways or yards be used as storage areas. All boats, kayaks, lawn mowers, ladders, tools, etc. must be stored in the garage. If there is no garage on the property, these items will have to be stored off-site.
- Per Exhibit C of the Covenants, only 2 cars per property may be parked on any street. All boats and campers ("RV's") must be parked in the garage or stored off-site. Commercial vehicles and utility trailers must be stored in enclosed garage or stored offsite.
- Bicycles, strollers, grills and the like may be kept in the backyard, within reason.
- Tents, gazebos, canopies and other outdoor enclosures must be placed in the backyard, not visible from the street.
- Children's play equipment may be installed in the side or rear yard of a property in the least conspicuous place possible. Placement behind trees or shrubs is ideal. Play equipment is limited to swings, slides, play forts, trampolines and basketball nets.
- Per Article 4.3 of the Bylaws, any future amendments to the Design Guidelines shall not require modifications or removal of structures previously approved.