



THE CRESCENT

Welcome to The Crescent! Enclosed you will find information which will help you become acquainted with the property and gain a better understanding of the role of Atlantic States Management and The Crescent Owner's Association. Enclosed you will find information regarding Decals and Pool Access Cards, Gate Passes and TekWave instructions, and a Quick Reference Index for the website, which serves as a guide for additional important community documents.

An Owner Information Form is also included with this correspondence. Please complete this form and return it to our office. This will ensure you are included on communications about projects and events happening in your community, and that we are able to contact you should an emergency arise.

Be sure to register on The Crescents' website at www.thecrescent.us. You will receive an approval email within 24 hours of registration, which will provide access to the resident's side of the Crescent website. The Crescents' private website will be very helpful as you can obtain a copy of the Covenants, the By-laws, Architectural Control Committee (ACC) Guidelines, as well as other useful documents regarding the community. If you prefer, copies of these documents can be mailed or emailed to you at your request.

YOUR MANAGEMENT TEAM

Community Manager:

Carrie Murphy

843-785-3383

CMurphy@atlanticstatesmanagement.com

General Manager:

David Howard

843-785-3382

DHoward@atlanticstatesmanagement.com

Customer Service & General Information:

843-837-2520

Communications@atlanticstatesmanagement.com

Mailing:

PO Drawer 5
Hilton Head Island, SC 29938

Phone: (843) 837-2520

Fax: (843) 837-2521

Crescent@atlanticstatesmanagement.com

Physical:

1536 Fording Island Rd.
Suite 201
Hilton Head, SC 29926

NOTICE

Moving in/out is not permitted on Sundays.

All Commercial vehicles, including moving trucks, must enter through the front 278 gate. The back gate is for use by residents only.



OWNER INFORMATION FORM

Please complete the information below for our files. Return by mail to PO Drawer 5, Hilton Head Island, SC 29938, fax to (843) 837-2521 or email to Communications@atlanticstatesmanagement.com.

Community: _____ Property Address: _____

Name of Owners (as recorded with the Beaufort County Courthouse):

Mailing Address (if different than property address) _____

Home Phone Number: _____

Primary Contact

Secondary Contact

Name: _____

Name: _____

Cell Phone: _____

Cell Phone: _____

E-Mail: _____

E-Mail: _____

Email addresses provided are used for association correspondence only and are never given out.

Do you rent your property? : YES NO

If yes, please list the following information for your rental company:

Rental Company Name: _____

Rental Agent Name: _____

E-Mail address: _____ Phone: _____

Please remember that you are required to provide a copy of the lease whether or not you use a rental company.

In case of an emergency, please notify: _____

Day Phone: _____ Evening Phone: _____

Hilton Head Island:
1040 William Hilton Pkwy.
Suite 200
Hilton Head Island, SC 29928

Mailing:
PO Drawer 5
Hilton Head Island, SC 29938
Ph: (843) 837-2520 • Fax: (843) 837-2521
www.atlanticstatesmgmt.com

Bluffton/HH North:
1536 Fording Island Rd.
Suite 201
Hilton Head, SC 29926

Experience COMMUNITY Your Way



ONE PARTNER. ONE COMPLETE SOLUTION.

Community living has never been easier.

Meet your neighbors, manage your account, and access the resources you need for better community living, all through one user-friendly app.

*Be on the lookout for an email after your closing
with instructions to register on TownSq!*

- Connect with your neighbors
- Collaborate on community happenings
- Stay up to date on association interests
- Manage your account
- And more, any time on any device.



1.877.ASSOCIA | www.associaonline.com

CONNECT. COLLABORATE. STAY UP TO DATE.

Designed as an all-in-one solution for managing communities, TownSq delivers the most complete, mobile community experience by helping you connect, collaborate and stay informed on everything happening in your community.

CONNECT

- Easily communicate with your neighbors, community management team and board
- Access and update your account
- Pay online and review account balances anytime
- Make your voice heard with community polls

COLLABORATE

- Submit work orders, service and architecture requests with no hassle
- Reserve and manage common areas and amenities
- Manage committee special projects and assignments
- Post community updates and announcements quickly
- Save time and reduce paperwork

STAY UP TO DATE

- Get up-to-date community news and events
- Receive status updates on your requests
- Schedule push notifications for upcoming projects and completed assignments
- Upload and access association documents whenever you need



844.281.1728 | www.townsq.io

CRESCENT DECAL/PROX CARD/ZIP TAG FORM

Date: _____

Owners Name: _____

Renters Name: _____

Crescent Address: _____

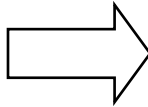
Phone Number: _____ Email Address: _____

This vehicle is a (please select one):

- ☐ **Windshield Replacement** – A vehicle that has been previously registered with The Crescent
- ☐ **Trade-In** – A new vehicle that is replacing a vehicle that was previously registered with The Crescent
- ☐ **Additional Vehicle** – A new vehicle that has not been registered through The Crescent

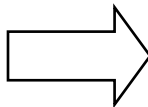
** For Windshield Replacements and Trade-In Vehicles please fill out both the New Vehicle and Old Vehicle information boxes.*

<u>Old Vehicle #1</u>
Make: _____
Model: _____
Year: _____
Color: _____
Plate/State Reg: _____
Old Decal: _____
Old Zip Tag: _____



<u>New Vehicle #1</u>
Make: _____
Model: _____
Year: _____
Color: _____
Plate/State Reg: _____
Decal: _____
Zip Tag: _____

<u>Old Vehicle #2</u>
Make: _____
Model: _____
Year: _____
Color: _____
Plate/State Reg: _____
Old Decal: _____
Old Zip Tag: _____



<u>New Vehicle #2</u>
Make: _____
Model: _____
Year: _____
Color: _____
Plate/State Reg: _____
Decal: _____
Zip Tag: _____

Prox Card #1: _____

Prox Card #2: _____

Atlantic States Managements use ONLY:

Payment Method – Check #: _____ Cash: _____

Gate Access Information

Decals, Zip Tags, and Prox Cards can be obtained at the Bluffton office of Atlantic States Management located at 1536 Fording Island Rd, Suite 201.

- **Decals and Zip Tags** are required to enter through the owner's lane in front of The Crescent and through the back gate from Belfair Village. To receive a zip tag and decal from ASM you must bring a copy of your vehicle registration, driver's license and proof of insurance. Please remember to bring the vehicle(s) that is in need of a zip tag and decal with you to ASM's Bluffton office because ASM is obligated to install both the zip tag and decal on the vehicle that day. ASM will not give decals or zip tags to property owners to install themselves for security reasons.
- **Prox Cards** are required to enter the pool, exercise room & the pavilion area.

ASM is open for decals, zip tags, & prox cards Monday- Thursday 8:00am-4:30pm and Friday 8am-2:30pm. Please note that decals are installed on the exterior of the windshield and **cannot be installed if it is raining.**

Two sets of decals and amenity access cards are issued upon purchase of the home. Additional or replacement costs are as follows:

Amenity Cards -- \$10.00 per card

Decals - \$5.00 per decal

Zip Tag for windshield (most cars) -- \$20.00 per tag

Zip Tag for headlight (motorcycles, mopeds, golf carts, some luxury cars) - \$35.00 per tag

Accepted forms of payment are check made payable to The Crescent or cash (please bring exact change).

For security reasons the Board of Directors has determined that NO CODES FOR ENTRY THROUGH THE FRONT OR REAR GATES WILL BE PROVIDED TO ANY PROPERTY OWNER OR RESIDENT OF THE CRESCENT.

Guest Passes

If you have a guest visiting, they may enter only by obtaining a guest pass at the front security gate. The Crescent uses TEKControl by TEKWave Solutions for ordering guest passes. Shortly after your closing, you will receive an email from donotreply@tekwavesolutions.com with a link and registration code to complete your account activation. Your email address where you receive the email from TEKWave will be your username and you will choose your password during the registration process. You can also download the TEKControl Visitor Management mobile app for ordering passes on the go! Just search TEKWave in your app store and download for free! User guides are included later in this packet.

Of course, you may always call the security gate at 843-815-9160 to order guest passes as well.

Mailbox-Name Change

ASM will have the mailbox name changed as new owners pay for this fee at closing. If you have a mailbox in need of repairs and wish to do this yourself the specifications are as follows:

Paint:	Rustoleum Black - Satin Finish (#7777)
Font:	Arial Black or Helvetica Bold
Vinyl:	3M reflective 4 mil.
Height:	1.2 inches (letters)
	2.8 inches (numbers)

You may also call Bluffton Sign and they will take care of it for a nominal price at (843) 384-3998



THE CRESCENT

2023-2024 COMMERCIAL PASSES

Decals are valid July 1, 2023-June 30, 2024.

Costs will be prorated on a quarterly basis as shown in the below chart.

Type of Vehicle	July 1st (July-June)	Oct 1 st (Oct-June)	Jan 1st (Jan-June)	Apr 1st (April-June)	Weekly	Daily
4 wheels w/o trailer	\$200.00	\$160.00	\$120.00	\$80.00	\$50.00	\$15.00
4 wheels with trailer	\$230.00	\$185.00	\$140.00	\$90.00	\$60.00	\$20.00
6 wheels w/o trailer	\$315.00	\$250.00	\$190.00	\$125.00	\$95.00	\$30.00
6 wheels with trailer	\$350.00	\$280.00	\$210.00	\$140.00	\$110.00	\$35.00
8 wheels w/o trailer	\$415.00	\$330.00	\$250.00	\$165.00	\$135.00	\$40.00
8 wheels with trailer	\$450.00	\$360.00	\$270.00	\$180.00	\$150.00	\$45.00
10 wheels w/o trailer	\$500.00	\$400.00	\$300.00	\$200.00	\$170.00	\$50.00
Maid Service	\$125.00	\$100.00	\$75.00	\$50.00	\$40.00	\$15.00
Pet/Babysitter Service	\$125.00	\$100.00	\$75.00	\$50.00	\$15.00	\$15.00
Landscape Service	\$200.00	\$160.00	\$120.00	\$80.00	\$60.00	\$15.00
Site Preparation or 14 Wheel Vehicle w/o trailer	\$600.00	\$480.00	\$360.00	\$240.00	\$200.00	\$60.00
Site Preparation or 14 Wheel Vehicle with trailer	\$700.00	\$560.00	\$420.00	\$280.00	\$230.00	\$70.00
10 wheels with trailer	\$600.00	\$480.00	\$360.00	\$240.00	\$190.00	\$60.00
18 wheels truck	\$700.00	\$560.00	\$420.00	\$280.00	\$280.00	\$70.00

If you have paid for a decal without a trailer and need to enter with a trailer ↓

Type of Vehicle	Daily
4-6 wheel	\$5.00
8-10 wheel	\$10.00



THE CRESCENT

TO: Crescent Property Owners
FROM: Board of Directors
Re: Waste Disposal

Dear Property Owners:

Roadway congestion is becoming a significant problem. Not to mention the excessive wear and tear on the street surface due to the volume of vendor trucks that are in the Crescent on any given day. Add to this, the number of parked vehicles that belong to landscapers as well as contractors and the situation only worsens. Lastly, for the safety of the residents that walk or ride bikes in the community the POA believes the regulation of vendors where possible promotes the general welfare of the people in the Crescent and is in the best interest of the Community

One way to reduce the volume of vehicles is to limit the collection of trash and recycled material to just one preferred vendor. That is to say that if you **voluntarily** wish to have your trash and recycled materials collected then there will be only one contractor to engage for that service. This is by no means to infer that it is in any way mandatory to have your trash and recycled materials collected.

In the past, there were four main providers that collect trash and recycled material. These providers operated on different days for that service and were in the Crescent on varying days for the separate collection of trash vs. recycled materials. All except for one Provider.

The results are the overcrowding of our roads as well as causing more wear and tear and the need to have cans out on multiple days during the week. There is also more traffic through the front gate causing delays.

Benefits of One Provider

- Elimination of the Above-Mentioned Problems
- Reduction in Cost for the Homeowner
- Improved Customer Service for Homeowners

The POA has performed extensive work in this area through the interviewing of the current providers. The POA has gathered data on cost and collection activity of each of the contractors. The POA has spoken with the residents regarding the level of Customer

Service provided by the current provider of choice. Lastly, the POA has negotiated a price for collection of trash and recycled material predicated upon a sole source provider at a price per quarter significantly lower than the current rate of any hauler currently operating in the Crescent.

The Crescent POA has selected Capital Waste Services to be the preferred provider of service.

Please see the attached schedule that will go into effect April 1, 2021. Currently they have less than 200 participants so if you decide to have both trash and recycling done it is \$48.00/quarter. To sign up for this service, please email Capital Waste Services at lowcountrycs@capwasteservices.com.

Voluntary Participation Rates

Number of Participants	Trash & Recycle Service	Trash Service Only
>200	\$48.00/quarter	\$42.00/quarter
201-299	\$45.00/quarter	\$39.00/quarter
300+	\$43.50/quarter	\$37.50/quarter

Price includes:

- 96 Gallon Garbage Cart
- 65 Gallon Recycle Cart
- Three (3) Year Contract



The Crescent POA Annual Dues Payment Options

- Pay your annual assessment by check or money order, made payable to **The Crescent POA**, by mailing your payment and coupon to:

The Crescent POA
c/o Atlantic States Management Check Processing Center
P.O. Box 31034
Charlotte, NC 28231

- Pay online through TownSq. Designed as an all-in-one solution for managing communities, TownSq delivers the most complete, mobile community experience by helping you connect, collaborate, and stay informed on everything happening in your community. View statements and pay dues from your smartphone, tablet or computer!

Please note...

Please make your check payable to **The Crescent POA**. Checks made out to Atlantic States Management may be returned.

Be sure to include your account number and property address on your check. The name of the property owner should be clearly listed on the check as well, especially if the check is written from a business account.

If you make your payment through your bank's online bill pay, please know that the payment is not received the same day that you authorize the payment. ***Your bank will still issue a paper check and mail it.*** Please allow adequate time for this process when scheduling your payment.

Hilton Head Island:
1040 William Hilton Pkwy.
Suite 200
Hilton Head Island, SC 29928

Mailing:
PO Drawer 5
Hilton Head Island, SC 29938
Ph: (843) 837-2520 • Fax: (843) 837-2521
www.atlanticstatesmgmt.com

Bluffton/HH North:
1536 Fording Island Rd.
Suite 201
Hilton Head, SC 29926

Welcome Home to Bluffton, Heart of the Lowcountry!

Warm greetings and welcome to Bluffton!
We're glad you're here and look forward to getting to know you as you settle into your new home. To connect you to friends, family, and living here, your community is partnered with Hargray to provide exclusive offers and quick installation of Internet, TV, and Phone services.

As the area's first choice for communications for more than 70 years, Hargray takes pride in our community, and we believe in taking care of our neighbors. Please call 843.815.2226 to select a preferred package and schedule your installation. We know you're ready to make your new home feel like 'home'.

Welcome, new friends!
Your Hargray Community Relations Team

yourcommunity@htc.hargray.com
www.hargray.com/community



Be Gator Safe!

We have alligators (and all sorts of other wildlife) present in lagoons and lakes throughout Hilton Head Island and Bluffton. Read this fact sheet to learn more about them and remember to use caution near all bodies of water!

THE AMERICAN ALLIGATOR

Alligators are fascinating creatures and should by all means be enjoyed as part of the natural beauty of our region. According to the South Carolina Department of Natural Resources (SCDNR), alligator attacks are exceedingly rare and the animals are usually afraid of people. Still, they are large carnivorous predators and should be respected as such. A few precautions on our part can help both humans and alligators coexist safely.

DESCRIPTION

The average size for an adult female American alligator is 8.2 feet and the average size for a male is 11.2 feet.

The young can be distinguished from adults by the bright yellow stripes on the tail; adults have dark stripes on the tail. Female alligators usually remain in a small area, but males occupy areas larger than two square miles. Both extend their ranges during the courting and breeding season. Juveniles remain where they were born until 2-3 years of age when they leave that area in search of food or are driven out by larger alligators.



SAFETY TIPS

Concerns about having negative encounters with alligators can largely be dissolved with common sense and an understanding of alligator behavior. Below are several tips for safety.

Do not feed alligators. When alligators start associating people with food, they will be more likely to approach. Do not feed ducks, turtles, fish, or any other animals inhabiting water either. This food source attracts alligators.

Be aware of your surroundings. If you're in an alligator-friendly habitat—just about any local body of water—be mindful of your environment.

Keep your distance. If you encounter an alligator, walk backwards and back away from it. A safe distance from an adult alligator should be maintained at about 60 feet. If the alligator hisses or lunges at you, you are too close.

Keep your pets and children away from alligators. Large alligators do not recognize the difference between domestic pets and wild food sources. When hungry, alligators act on their hunting instinct. Do not allow pets or children to swim in, drink, or play at the edge of waters inhabited by alligators. To an alligator, any splash potentially means a food source is in the water.

A FED GATOR IS A DEAD GATOR

In their natural, wild state alligators—especially the big ones—tend to go out of their way to avoid people, their only natural enemy. But once they become too familiar, alligators lose their fear of humans, necessitating their removal for the safety of everyone concerned. All removed alligators are exterminated per South Carolina State Law. Relocation is illegal due to alligators' strong homing instincts.

DO NOT FEED ALLIGATORS. DO NOT FEED ANY WILDLIFE.

FEEDING ALLIGATORS IS ILLEGAL IN SOUTH CAROLINA.

AGGRESSIVE ALLIGATOR?

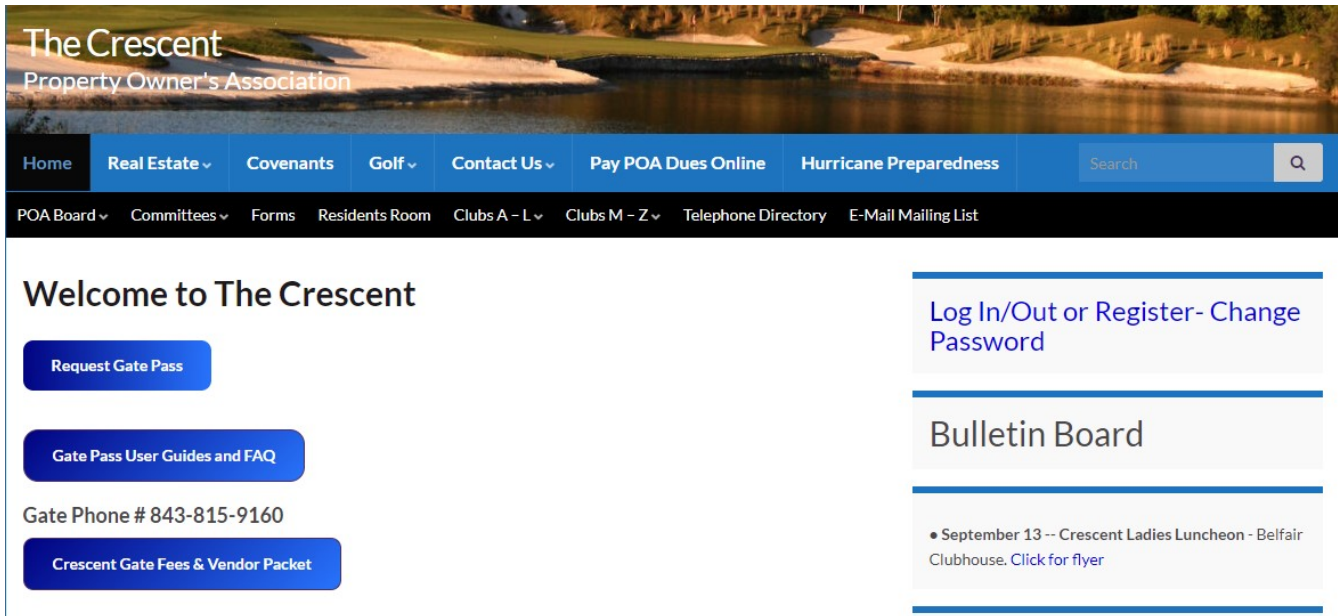
If you encounter an alligator that you believe to be aggressive and you have a safety concern, contact Atlantic States Management at (843) 785-3278.

When we receive a call, a third-party wildlife service will be dispatched to locate and/or assess the alligator. We will rely on the recommendation of the wildlife service provider in determining if an alligator should be harvested.

Quick Reference Index

This Quick Reference Index serves as a guide on how and where to find important community documents and forms. As previously mentioned, it is imperative that you register on The Crescent website. Once Registered, please visit www.thecrescent.us and log in on the upper right-hand side. Once logged in you will have access to all community documents including but not limited to the Covenants, By-laws, Design Standards and Architectural Guidelines, and much more.

Once logged in your homepage will look something like this. Please reference the index provided below to find important forms and documents regarding the community.



By selecting the Covenants tab, you will find:

- I. Vision, Mission & Community Rules
- II. Covenants
- III. Covenants – 4th Amendment
- IV. Bylaws
- V. Board Resolution
- VI. Design Standards and Architectural Guidelines
- VII. Swimming Pool / Pavilion Rules & Regulations

By selecting the POA BOARD drop down menu you will find:

- VIII. Your Board of Directors
- IX. The Capital Reserves Contribution Fee
- X. E-Mail Policy
- XI. Board Meeting Minutes
- XII. Suggestion Box, Comments, and Questions
- XIII. Annual Meeting and Committee Reports

By selecting the COMMITTEES drop down menu you will find information on the following Committees:

- XIV. Architectural Control
- XV. Infrastructure
- XVI. Meet and Greet
- XVII. Safety and Security
- XVIII. Social

By selecting the FORMS tab, you will find (see image):

- I. ACC Forms**
 - ❖ Submit your ACC request online by clicking "Click here to transfer to ACC Form website".
- II. Email List**
 - ❖ Please provide a valid email address in order to receive email blasts regarding pertinent community information
- III. Pavilion Reservations**
 - ❖ If you wish to reserve the pool and pavilion for a private event this is where you can find the appropriate application
- IV. Safety and Security info**
 - ❖ These links will provide you with the corresponding forms to attain decals and gate transmitters for personal, relative, and renter vehicles respectively. Please complete and bring these forms with you to the ASM Bluffton office to obtain decals and gate tags.

PLEASE BE AWARE that **ALL** exterior changes to your home **MUST** be approved by the ACC. These alterations include but are not limited to re-roofing, exterior painting, pool additions, structural changes and fencing, landscape renovation, tree removal, etc.

The screenshot shows the website's navigation bar with the 'FORMS' tab highlighted. Below the navigation bar, the main content area is divided into sections for different types of forms, each with a 'Download' button. A right-hand sidebar titled 'Bulletin Board' lists several community events and announcements, including a luncheon, a scavenger hunt, irrigation schedule information, and board minutes.

Home **Real Estate** **Covenants** **Golf** **Contact Us** **Pay POA Dues Online** **Hurricane Preparedness** Search

POA Board **Committees** **Forms** Residents Room Clubs A – L Clubs M – Z Telephone Directory E-Mail Mailing List

Click on form name to view form in web browser

Architectural Control Forms

Architectural Control forms can now be completed online for prompt service.

[Click here to transfer to ACC Form website.](#)

E-Mail

[Join the The Crescent E-Mailing List](#)

Board Form

[2022 Crescent Candidate Application](#) [Download](#)

Pavillon Reservation

[2021 Pool Pavillion Reservation Form](#) [Download](#)

Safety & Security Documents

[Decal Information](#) [Download](#)

[2022-2023 Vendor Decal Packet](#) [Download](#)

[Crescent Resident Vehicle Form 1.18.19](#) [Download](#)

[Relative Vehicle Pass Form 2021-01](#) [Download](#)

Please e-mail completed forms to Crescent@AtlanticStatesManagement.com.

If you have a question please contact:

Bulletin Board

- September 13 -- Crescent Ladies Luncheon - Belfair Clubhouse. [Click for flyer](#)
- September 17th -- Join us for Scavenger Hunt at 4 pm followed by cash bar and 6 pm dinner. [Click for Flyer](#)
- May 25, 2022 -- BJWSA is asking customers to adjust their irrigation timers to water only three days per week, on a rotating schedule. Customers with odd-numbered addresses are asked to irrigate on Tuesdays, Thursdays and Saturdays. Those with even-numbered addresses are asked to irrigate on Wednesdays, Fridays and Sundays between midnight and 3 am or from 9 am to noon. No irrigation should occur on Mondays or any day between the hours of 3 AM and 9 AM.
- July 22, 2022 -- The June 16, 2022 Board Minutes have been posted. You must be logged in to view

Golf Course Cart Path -- Please be advised that the Crescent Pointe Golf Course is restricted to only



TEKControl VISITOR MANAGEMENT

RESIDENT SYSTEM

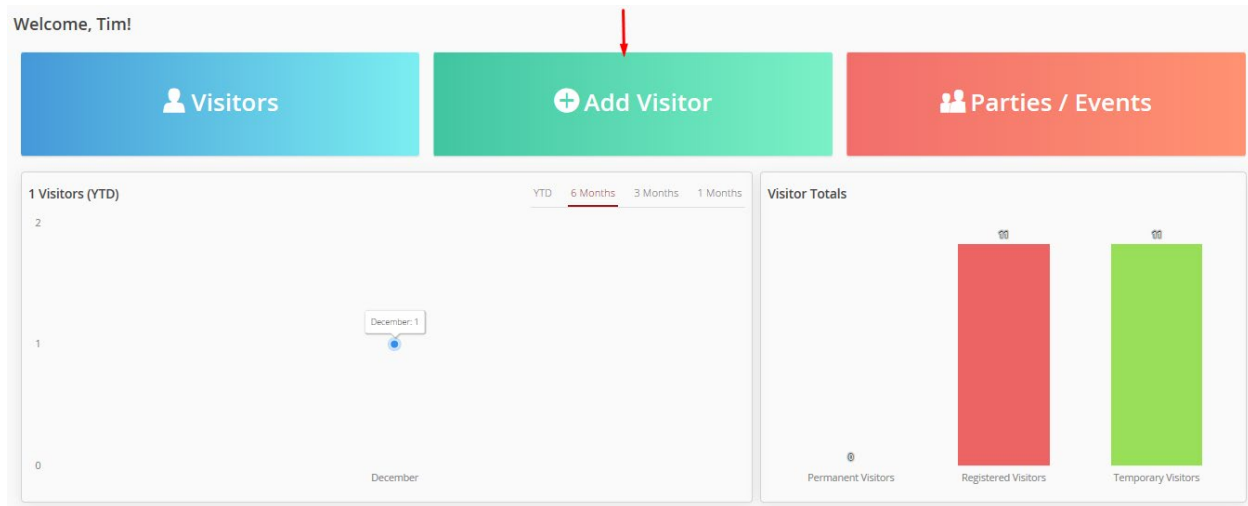
DESKTOP GUIDE FOR RESIDENTS

(POWERED BY TEKWAVE SOLUTIONS)

VERSION 1.0

FEBRUARY 14, 2020

1. Need to add a visitor to your registration list? Just click on the “Add Visitor” Button:



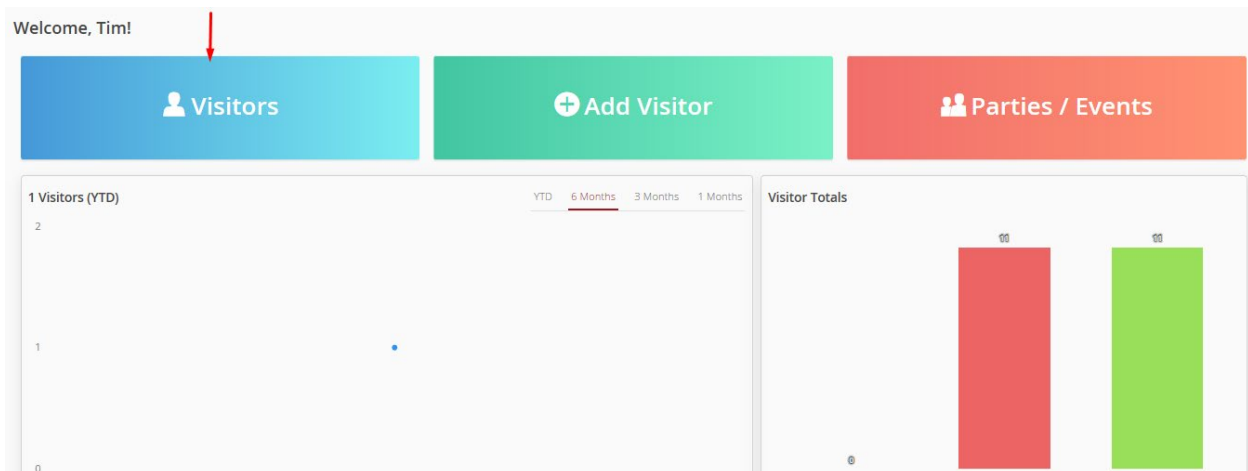
Next you will be presented with the Visitor Information form, just fill out the Name, where they are going and the dates! Lastly, don't forget you can send them an “E-Pass” directly to their phone!

Not all communities allow the ePass feature. If you do not see this, it is not activated in your community

The form is divided into two columns. The left column contains fields for First Name, Company, Additional Destination, Host Property, Expiration Date, and Contact Phone. The right column contains fields for Last Name, Destination, Type, Schedule Date, Contact Email, and Notes. At the bottom, there are three buttons: 'Save', 'Save and Send E-Pass' (highlighted with a red arrow), and 'Cancel'.

Field	Value
First Name *	
Last Name *	
Company	
Destination *	Host Address
Additional Destination	
Type *	One-Day Visitor
Host Property	--Select Property
Schedule Date *	12/10/18 03:22 PM
Expiration Date	12/11/18 03:22 PM
Contact Email	
Contact Phone	
Notes	

2. Want to view your currently registered Visitor list? Click on the “Visitors”

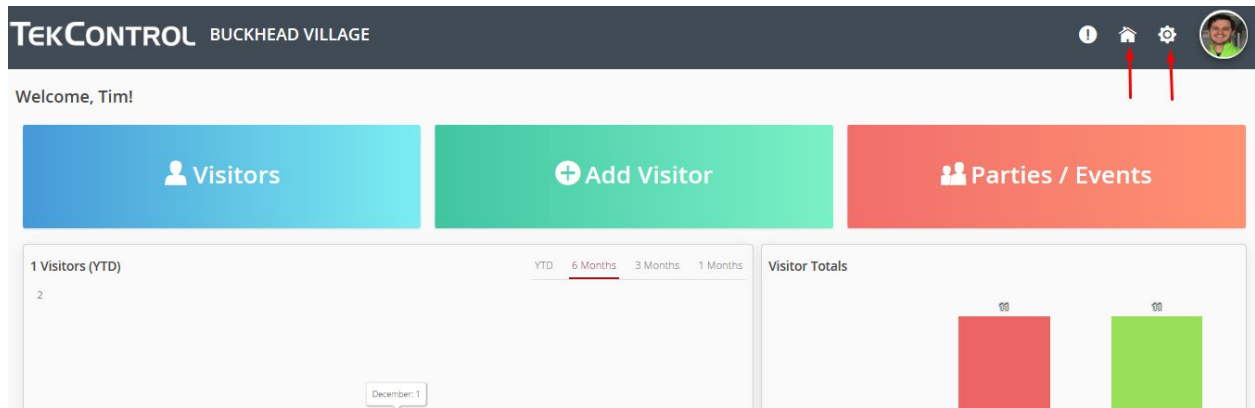


Once clicked, this will present your Visitor list in which you can search for any specific visitor. You can easily see their expiration date, or you can go back in to edit/delete anything related to that visitor.

The screenshot shows the Visitor list table. At the top, there's a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is a '+ Add New' button. Below the search bar, there's a table of visitors. The first row is for 'Smith, Jake' on 'Thu 13 15:14', with status 'One-Day Visitor' and 'Admitted', and expiration date 'Expiration: 12/15/2018 15:14'. A red arrow points to the expiration date. To the right of the table, there's a dropdown menu with options: 'Edit', 'Delete', 'Deny Visitor', and 'History'.

Time	Visitor Name	Status	Expiration	Actions
Thu 13 15:14	Smith, Jake	One-Day Visitor Admitted	Expiration: 12/15/2018 15:14	...
Today 09:27	Jones, Julio	One-Day Visitor Scheduled	Expiration: 12/11/2018 09:27	...
7 Dec 15:55	Control, Pest [Pest Control]	One-Day Visitor Admitted	Admitted: 12/09/2018 15:16 Expiration: 12/08/2018 15:55	...
7 Dec 15:55	Moore, Roger	One-Day Visitor Admitted	Expiration: 12/08/2018 15:55	...
23 Nov 13:44	Woods, Tiger	One-Day Visitor Scheduled	Expiration: 11/30/2018 00:00	...
20 Nov 14:10	Johnson, Tim	One-Day Visitor Scheduled	Expiration: 11/21/2018 14:10	...
20 Nov 13:45	Jones, Oscar [Pest Control]	One-Day Visitor Scheduled	Expiration: 11/21/2018 13:45	...
20 Nov 13:45	Jones, Jim	One-Day Visitor Admitted	Expiration: 11/20/2018 13:45	...
20 Nov 13:45	Jones, Martha	One-Day Visitor Admitted	Expiration: 11/20/2018 13:45	...

3. Want to just go back to your home page? Or update your profile settings? Click on the *House icon to go home or the Gear icon to go to your profile!*



Once we click the Gear icon, this will allow us to update our **profile settings** which may be changing password, updating our email, adding out of town dates, adding pet information, adding vehicle information and much more! The below screenshot will take me to my first step in the profile. I can change my password or even upload my image under “Edit Profile Image.” If I have any specific notes/requirements I want the guard to see when allowing people through the gate for my house, I can add them under the “Notes” field. Lastly, if you haven’t already, feel free to “Opt-in” to receive Visitor Arrival notifications by SMS/Text and/or by email so you can be alerted when someone is at the gate for you.

The screenshot shows the user profile settings page. At the top, there's a navigation bar with tabs: Profile, Address / Contact, Vehicle(s), Out of Town, Access Credential(s), Family, Pet(s), and Tenant Information. The Profile tab is active. Below the navigation bar, there's a profile picture and the username 'w.patrickmoore@gmail.com'. There are two links: 'Change Password' and 'Edit Profile Image', both highlighted with red arrows. Below these links are input fields for First Name (Tim), Last Name (Thomas), ID Number, and Phone-In Pin. There is a large text area for Notes. At the bottom, there is a section titled 'NOTIFICATIONS OPT-IN' with checkboxes for various notification options: Announcement/Alert By Email?, Visitor Arrival By Email?, Visitor Departure By Email?, Announcement/Alert By SMS?, Visitor Arrival By SMS?, and Visitor Departure By SMS?. The 'Visitor Arrival By SMS?' checkbox is checked.

4. More Profile Update: Add out of Town Entries. Just select “Out of town” and click your start and end date, and feel free to add a description so the Officer can look if need be! Once done, click save.

The screenshot shows the 'Out of Town' tab selected in the profile update interface. The 'Current Items' dropdown is set to '12/07/2018 - 01/05/2019'. The 'Start' date is '12/7/18' and the 'End' date is '1/5/19'. The 'Description' field contains the text 'I'm out of town for the Holidays, please do not allow any visitors!'. At the bottom, there are 'Save Vacation' and 'Cancel' buttons. A red arrow points to the 'Out of Town' tab in the navigation bar.

Add household Vehicle information to your profile. Just click on “Vehicle” and it will default you to add a new vehicle. Type as much information as you have for the vehicle. Once done, click save!

Not all communities allow the vehicle edit. If you do not see this, it is not activated in your community

The screenshot shows the 'Vehicle(s)' tab selected in the profile update interface. The 'Current Vehicles' dropdown is set to '--Add New Vehicle--'. The 'Make' field is 'Nissan', the 'Model' is 'Pathfinder', the 'Color' is 'Black', and the 'Year' is '2004'. The 'Decal' and 'Registration' fields are empty. At the bottom, there are 'Save Vehicle' and 'Cancel' buttons. A red arrow points to the 'Vehicle(s)' tab in the navigation bar, and another red arrow points to the '--Add New Vehicle--' dropdown.

Add family members to your profile: Go ahead and add your wife/husband or children to your profile! Just click on “Family” and it will default you to Add a New Family. You can now enter their name & relationship along with any other important information to know. Once done, click save!

Profile Address / Contact Vehicle(s) Out of Town Access Credential(s) **Family** Pet(s) Tenant Information

Current Family Members
--Add New Family--

☐ Enable user login?
[Edit Profile Image](#)

First Name *
Debbie

Last Name *
Moore

Relationship *
Family Member

Gender
Female

Email
debbiemore@gmail.com

Date of Birth
10/5/16

Primary Phone
4044511050 ☐ Notify?

Secondary Phone
☐ Notify?

Notes
My sister

Add Pet information to your profile: Make sure to get your pet information added in case there is ever a lost dog/cat! To do so, click on the “Pet(s)” icon. You can now add their picture by clicking on Edit Profile Image. Add their name, specie and any other relevant information. Once done, click save!

Profile Address / Contact Vehicle(s) Out of Town Access Credential(s) Family **Pet(s)** Tenant Information

Current Pets
--Add New Pet--

☐ Edit Profile Image

Name *

Specie *

Age

Breed

Color

Vet Name

Vet Number

Tag

Save Pet Cancel



TEKCONTROL VISITOR MANAGEMENT

RESIDENT SYSTEM

MOBILE GUIDE FOR RESIDENTS

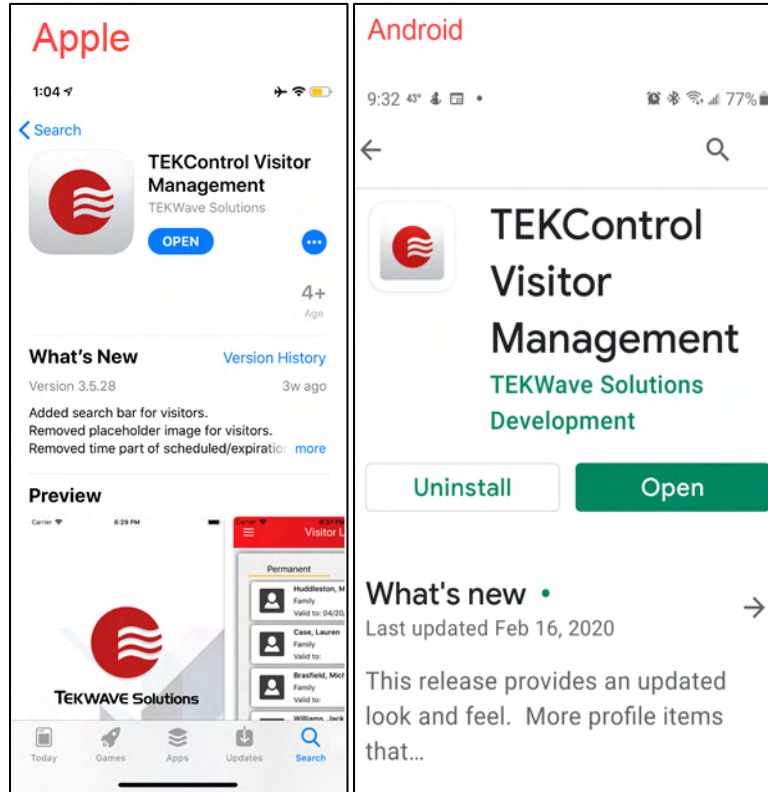
(POWERED BY TEKWAVE SOLUTIONS)

VERSION 4.2.4

FEBRUARY 16, 2020

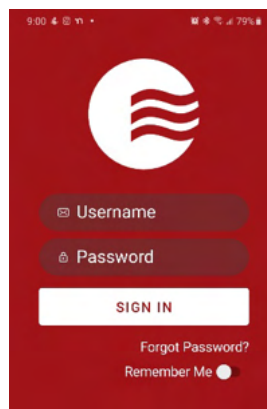
Download Application

1. Open Apple App store or Google Play
2. Search “TEKControl Visitor Management”
3. Tap Install

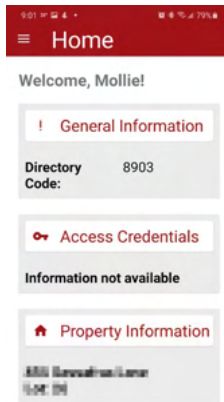


Login Screen

1. Open the application
2. Enter in your username and password
3. Tap ‘Remember Me’ so you don’t have to reenter your credentials every time
4. Tap Sign In



5. The default landing page is your profile overview

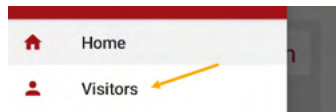


Add Visitor

1. Tap Hamburger Bar at top left



2. Tap Visitors



3. Tap + at bottom right



4. Enter Visitor Information

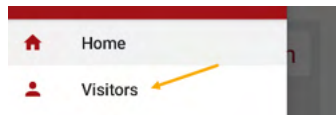
- a. First Name
- b. Last Name
- c. Company Name (if applicable)
- d. Select Destination from drop-down
- e. Select Type from drop-down
- f. Enter Date
- g. Enter Contact Email
- h. Enter Contact Phone
- i. Enter any notes
- j. Click Save or Save & Send E-Pass
 - i. If you send E-Pass the visitor will receive a text QR code to their cell number
 - ii. **Not all communities allow the ePass feature. If you do not see this, it is not activated in your community***

Edit Visitor

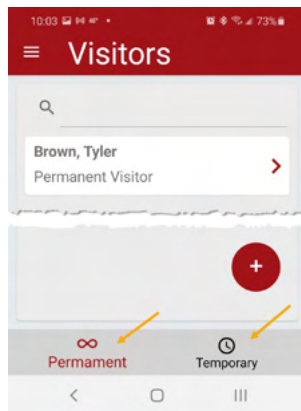
1. Tap Hamburger Bar at top left



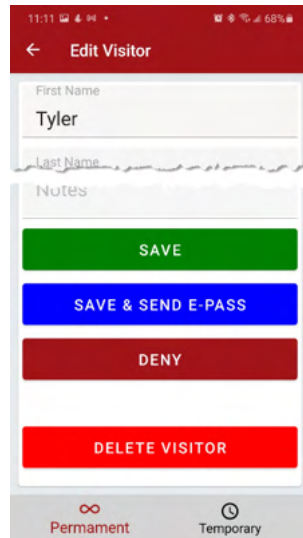
2. Tap Visitors



3. Tap Permanent or Temporary based on Visitor you need to Edit



4. Tap Visitor Name
5. Edit as needed
6. Tap Save

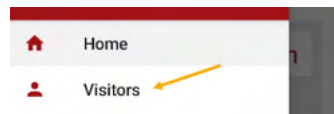


Delete Visitor

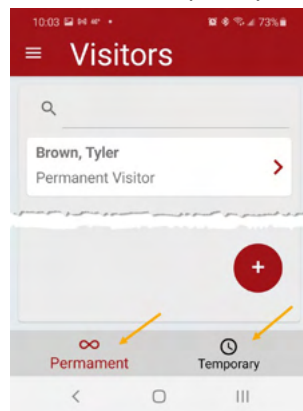
1. Tap Hamburger Bar at top left



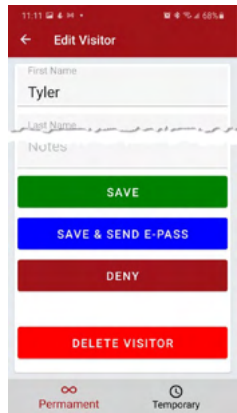
2. Tap Visitors



3. Tap Permanent or Temporary based on Visitor you need to Delete



4. Tap Visitor Name you need to Delete
5. Tap Delete at bottom

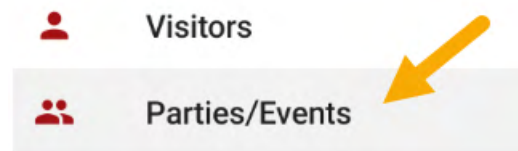


Create a Party

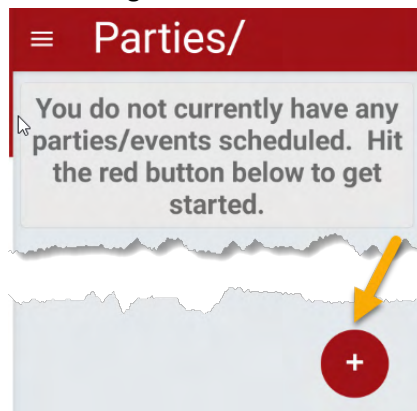
1. Tap Hamburger Bar at top left



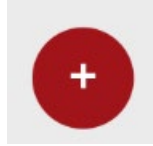
2. Tap Parties/Events



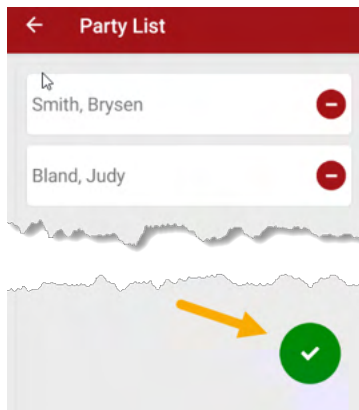
3. Tap + at bottom right



4. Enter Party Name
5. Enter Description
6. Set Start and End Date and Time
7. Tap Green + Sign
8. Click Red + Sign

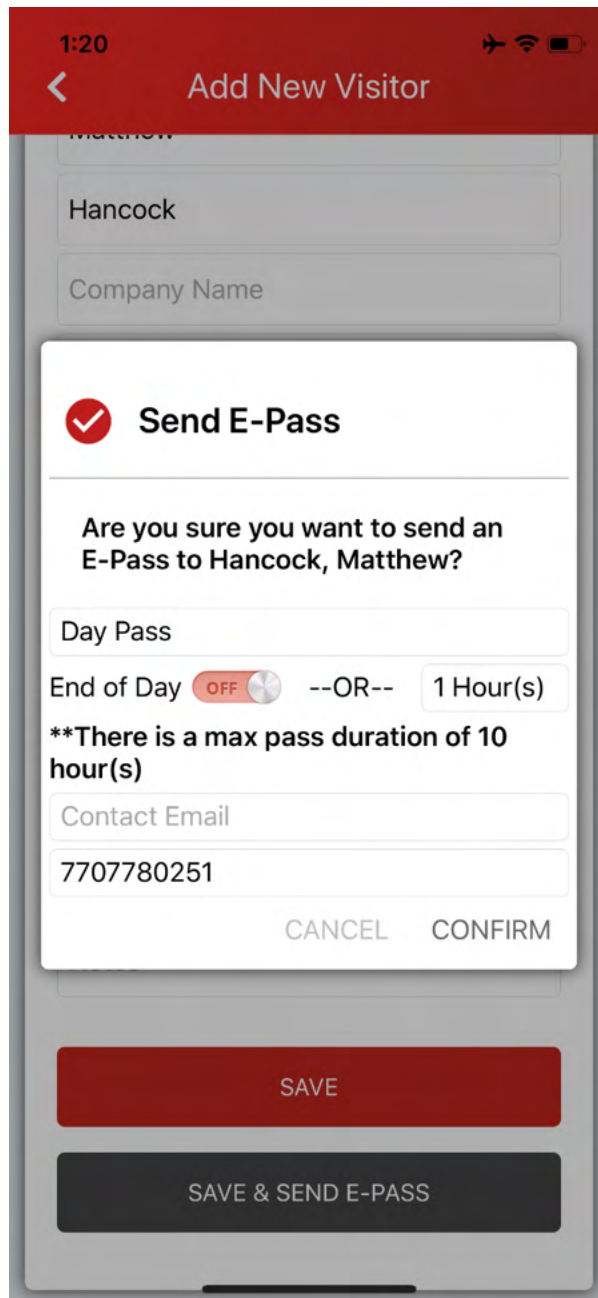


9. Select Existing Visitor from drop-down or
 - a. Enter New Visitor Information
 - i. First Name
 - ii. Last Name
 - iii. Contact Phone
 - iv. Contact Email
10. Tap Add
11. Continue Adding All Visitors
12. Tap Green Check when all visitors added
13. Tap Save or Save & Send E-Pass
 - a. If you send E-Pass the visitor will receive an e-pass to their cell number



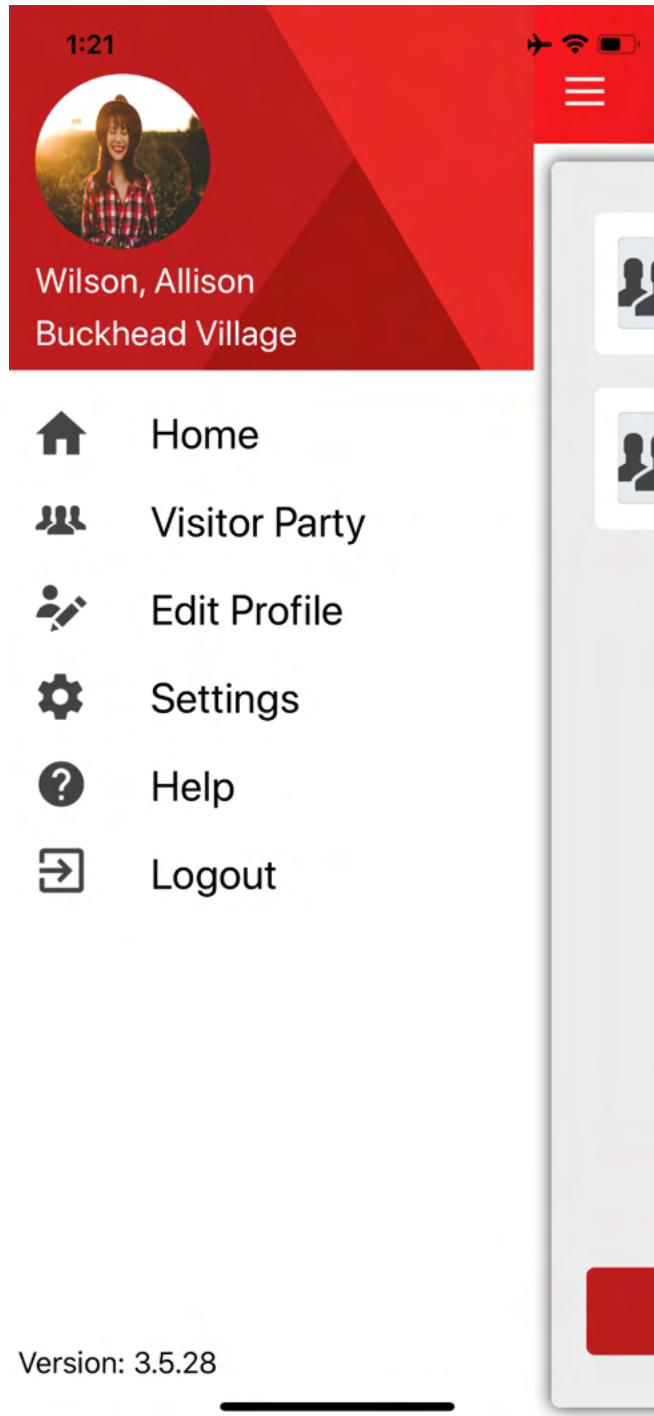
- 14.
- 15.
- 16.

17. To finish a visitor record for pre-registration or editing a current visitor, simply select 'Save'. If sending e-passes is set up, you will also see a selection that says, 'Save & Send E-Pass'. When you select 'Save & Send E-Pass', you will be prompted to choose an expiration and enter an email or phone number that the pass will be sent to.



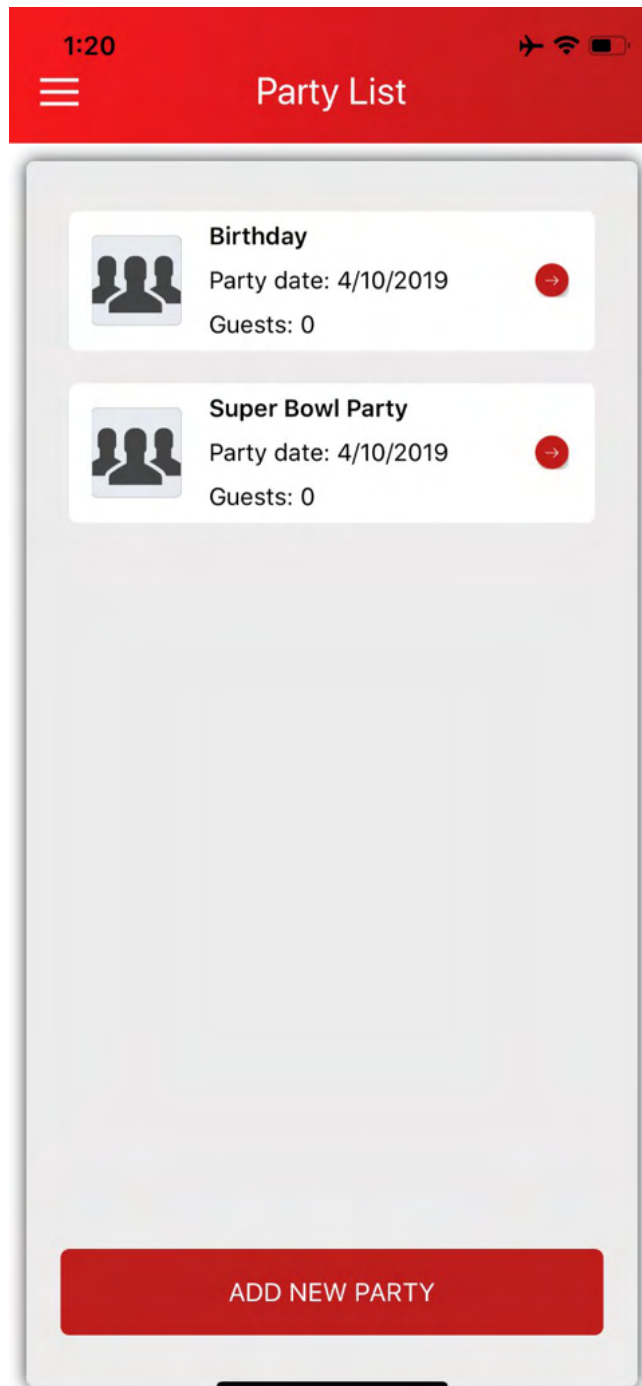
Navigation Tray

18. Select the button in the top left to pop out the navigation tray from the left side. Here you can navigate to several other areas that will be discussed below.



Visitor Parties

19. When you select Visitor Parties from the Navigation Tray, it takes you to your current Parties list.



Similar to the Visitors screen, you can either edit an existing party by selecting the red arrow at the right side of the Party entry or you can add a new party by selecting 'Add New Party' at the bottom. Once selected, you will have the ability to enter a party name, general description, start

date/time (which will be the visitor schedule date), end date/time (which will be the visitor expiration date) and add attendees (which will turn into visitors).

The screenshot shows a mobile application interface for editing a party profile. At the top, a red header bar contains the time '1:21', a back arrow, and the title 'Party Details'. Below the header, the form includes a 'Party Name' text field, a 'Description' text area, and two date/time sections. The 'Start Date' section has a date field with '4/10/2019' and a time field with '1:21 PM', accompanied by an 'Add Time' toggle switch that is turned 'ON'. The 'End Date' section has a date field with '4/10/2019' and a time field with '1:21 PM', also with an 'Add Time' toggle switch turned 'ON'. Below these is a button labeled 'Add/Edit Attendees' with a red plus icon. At the bottom of the form is a large red 'SAVE' button.


Edit Profile

20. Back in the Navigation Tray, you can also select Edit Profile. Here you can edit or add basic profile information including email, phone number, etc.

1:21

✈️ 📶 🔋

☰ Edit Profile



1234 [Lot: 8009] Lyons, Pueblo,
CO 10001

awilson@snapchat.comx

Directory Code: 43007

[Change Password](#)

Allison

Wilson

awilson@snapchat.comx

6782000136 Notify: ☒ ON

7705556325 Notify: ☐ OFF

1875 East Glen Street

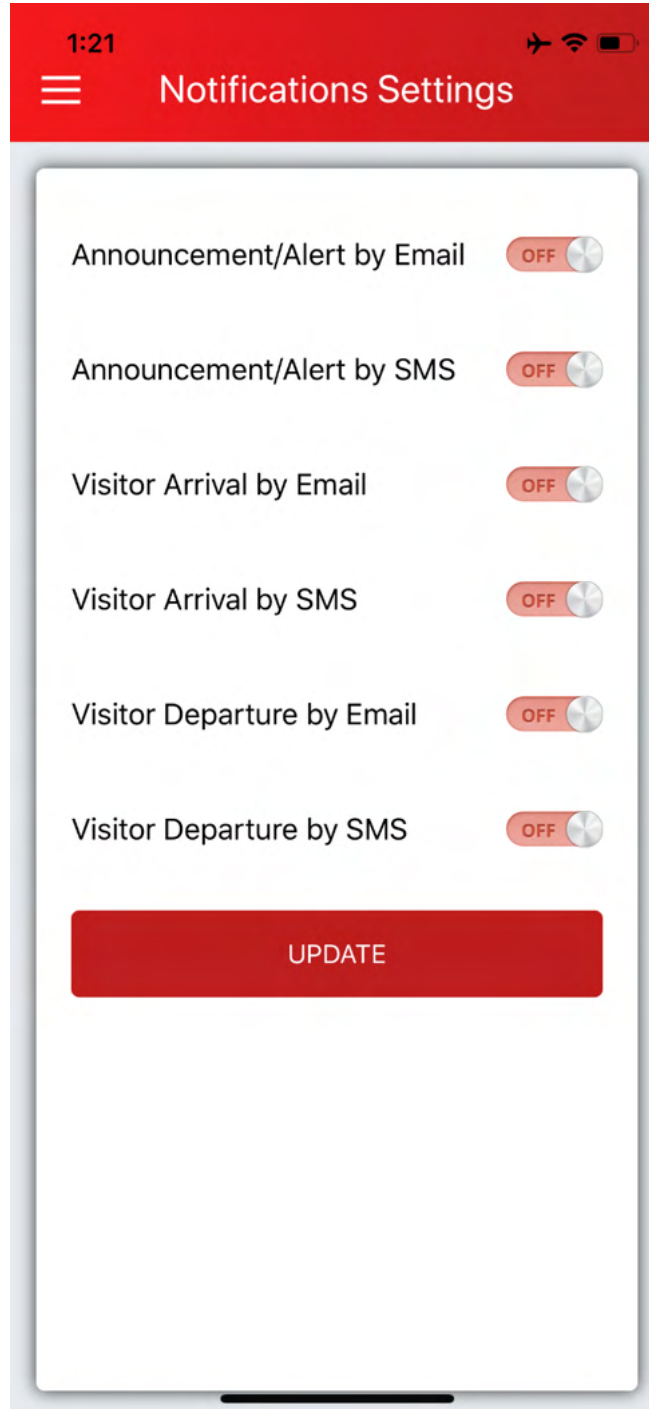
Atlanta

GA

30303

Settings

21. Finally, you can change your notification settings by selecting Settings from the Navigation Tray. Here you can toggle Announcement/Alert notifications (which are general blasts from community management), Visitor Arrival notifications, and Visitor Departure Notifications.





The Crescent

VISION and MISSION & COMMUNITY RULES

ISSUED January 1, 2016

REVISED – September 15, 2016

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2. BOARD OF DIRECTORS – VISION AND MISSION

Under the Covenants, Conditions and Restrictions for The Crescent (CC&R) The Crescent Property Owners Association Board of Directors is charged with the responsibility of managing the affairs of The Crescent Property Owners Association (POA).

Our vision is that of a community of neighbors working together in a private, voluntary, non-profit association to achieve a higher quality of life and higher property values. We envision a community that is considered by residents and non-residents alike to be a desirable place in which to live and enjoy the benefits of family and friends.

Our mission is to enhance the quality of life in our neighborhood through management of common areas, enforcement of rules and covenants, support of initiatives that strengthen bonds among residents, and investment in capital improvements that benefit the greater good.

In achieving our vision and fulfilling our mission we value honesty, fairness, firmness, equality, common sense, participation, respect, cooperation, and neighborliness in all our actions.

To help fulfill our mission the following policies, rules and regulations which have been adopted over the years have been assembled into a single cohesive document in the following pages. Our aim is to provide a single source for our residents to utilize for information in a variety of areas. This document will require revision from time to time as situations and circumstances arise that require the Board to adopt new policies or promulgate rules. Residents are urged to refer to The Crescent web site @ <http://thecrescent.us/> for the latest version.

3. CODE OF CONDUCT

The following outlines the Code of Conduct that shall be adhered to within The Crescent. Comments and complaints are to be civilly directed to the property manager. All complaints shall be submitted in writing before any action will be taken.

- Residents and their guests shall conduct themselves so as not to jeopardize or interfere with the rights, privileges, and safety of any other person.
- Resident are responsible for the conduct of their guests. Guests will be held to the same standard of conduct as set forth herein for members.
- All residents and guests shall refrain from loud, abusive, profane, indecent language, racial slurs, derogatory remarks or other similarly offensive conduct and shall not accost in a hostile manner any other person(s). Victims of any such offensive actions should report offenders to the Beaufort County Sherriff's Office for their action.
- Residents and their guests shall not compromise the safety of others by their actions.
- Residents will be held responsible for any damage to POA property caused by the resident and/or the resident's guests.
- Any resident who conducts him/herself in an unbecoming manner or who violates a POA Rule or Regulation is subject to disciplinary action.

4. ENTRY

a. ENTRY

- i. The only authorized entrances to The Crescent are the main gate and the unattended back gate. Only residents with a properly affixed and valid zip tag are

- permitted access through the back gate and the owners' lane at the main gate. All commercial vehicles and contractors must use the main gate to enter and exit The Crescent.
- ii. The Crescent Property Owners Association (POA) reserves the right to deny admission to any person or conveyance when it considers it to be in the best interest of the residents.
 - iii. It shall be the responsibility of the driver of each vehicle driven within The Crescent to insure that no person or items prohibited by POA regulations, federal, state, or local ordinances are transported within The Crescent in his/her vehicle.
 - iv. In order to ensure the security of The Crescent, the Security Officer may request individuals desiring entry to produce such identification as may be deemed necessary. The method of using decals or passes serves only to identify the vehicle itself. The driver and any occupant may be identified by other means (personal recognition and/or ID Badge/driver's license).
 - v. Vehicles bearing valid state registration and a Crescent decal/pass shall normally be admitted without restriction.
 - vi. No guests/visitors will be admitted without prior approval of the resident other than required by law.
 - vii. Residents and their dependents will be held responsible for the acts of guests/visitors they authorize to enter The Crescent and will assure that their guests/visitors visit only authorized areas and conduct themselves in an orderly and lawful manner. Any guest of a Crescent resident whose behavior within The Crescent has disturbed the peace or violated any rules or regulations or any state or local ordinance may be cited for the infraction.
 - viii. Residents must either call in a pass for their guests or provide a list of their guests by name to the Security Guard.
 - ix. **Residents may not call in guest passes for people to conduct business in The Crescent.**
 - x. Zip tags are available for golf carts, motorcycles and mopeds.
- b. **DENYING - REGULATING ACCESS** – In the event of an infraction by a guest or contractor, at the discretion of the POA access to The Crescent may be denied.
- c. **EXEMPTIONS** – The following always have unrestricted access into The Crescent though the main gate with the exception of fire department and EMS responders who also have access through the back gate:
- i. County, State and Federal law enforcement authorities.
 - ii. Fire Department and EMS
 - iii. Beaufort County officials
 - iv. Private investigator with court order
 - v. Process server as approved by CSC
 - vi. Home Health Care
 - vii. Clergy
 - viii. Funeral homes/hearse
 - ix. Contractors rendering estimates (one free entry)
 - x. Palmetto Electric Company vehicles
 - xi. Beaufort/Jasper Water Authority vehicles

- xii. Hargray Telephone/Cable TV, Direct and DISH Network vehicles
- xiii. SC Electric and Gas vehicles
- xiv. US Mail Delivery Vehicles
- xv. UPS, FedEx, Airborne Express or similar service/delivery vehicles
- xvi. Real Estate agents with appropriate ID
- xvii. All charities pick-up and delivery
- xviii. Moving vans with proper Bill of Lading/Delivery Receipt
- xix. Newspaper deliveries
- xx. Pizza/Food delivery vehicles
- xxi. Florist deliveries
- xxii. Public or private school buses
- xxiii. Rental car delivery to resident
- xxiv. Automobile dealership – resident drop off
- xxv. Taxi cabs/limo service
- xxvi. Tow trucks
- xxvii. Deliveries to and for the golf club
- xxviii. Individuals providing classes or informational services for The Crescent

d. SOLICITATION/FUND RAISING

- i. No door-to-door vendors, salesmen or solicitations of any kind are permitted within The Crescent.
- ii. Mail boxes may not be used for any type of distribution other than the U.S. mail.
- iii. Distribution of commercial flyers, leaflets, and other forms of solicitation is prohibited.
- iv. Soliciting may be conducted only by residents for non-profit entities (Boy Scouts, Schools, Health Fund Raisers, etc.) between the hours of 10:00 AM and 08:00 PM. Children under the age of 14 must be accompanied by an adult.

5. VEHICLE DECALS AND PASSES

a. GENERAL RULES

- i. All vehicles driven within the confines of The Crescent must have a valid state registration and have a permanent valid decal, a guest or restricted pass in plain view.
- ii. All residents (property owners and tenants of such owners of The Crescent must register their vehicles with the POA property management company and display a valid decal.
- iii. All decals will be permanently affixed to the top driver's side outer portion of the windshield as you are looking at the windshield from the front of the vehicle.
- iv. When the vehicle is disposed of or the windshield replaced, the decal should be removed and destroyed or presented to the property management company.
- v. Lost or stolen decals should be reported to the property management company immediately.
- vi. The Crescent decals and passes are the property of The Crescent Property Owners' Association. The Association reserves the right to deny the issuance of a decal or a pass or to remove a decal or pass if it is not used in accordance

with the Covenants Codes and Restrictions or the rules and regulations of The Crescent.

- vii. All decals and passes are issued to one specific vehicle. Transferring decals or passes to another vehicle without prior approval is strictly PROHIBITED and may result in suspension or revocation for decal access privileges in The Crescent. Decals are available at the property management office. Call ahead for available hours.

b. RENTERS

- i. No renter decals will be distributed by mail.
- ii. A security deposit of \$100 is required for a rental decal and will be refunded after the Renter no longer resides in The Crescent. In order for renters to receive a refund of their security deposit the renter must return the Renter Decal within 30 days of vacating the rental property.

- c. FAMILY DECALS - Family decals and zip tags may be issued to immediate family members of property owners of The Crescent who reside within 50 miles of The Crescent and are subject to existing fees.

d. GUEST PASSES

- i. A guest is a person who is invited to visit the home for a social function; not to do paid or unpaid work.
- ii. Guest passes may be issued to visitors for up to fourteen (14) days upon request from a resident.
- iii. Guest passes will only be issued to visitors for a specific non-commercial purpose of visiting a resident.
- iv. The resident will be responsible for their guests' conduct and for any property damage caused by their guest.

e. PARKING

- i. A parked vehicle shall not block passage of a street or a driveway.
- ii. All vehicles on private property must be parked on a paved surface at all times.
- iii. Persons using open space or amenities must park in designated areas.
- iv. Commercial vehicles may be parked on driveways or lots only during the permitted work hours of 7:00 a.m. to 7:00 p.m. Monday through Friday and from 8:00 a.m. to 5:00 p.m. on Saturday. No commercial activity is permitted on Sundays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day. **Emergency repair work is exempt from these restrictions.**
- v. Trailers, boats, campers, recreational vehicles, or utility trailers may be placed temporarily on the paved surfaces of any Homesite only for loading, unloading and cleaning. Parking of these types of vehicles on a Homesite is limited to 48 hours.

- vi. Parking of utility and other types of construction trailers on properties undergoing construction and renovation activity are authorized only through a special permit or permission from the POA Security Officer.
- vii. "For Sale" signs on vehicles in The Crescent are prohibited.
- viii. Overnight parking is defined as being between the hours of dusk and dawn. **No vehicle shall park overnight on common property, including cul-de-sacs, shoulders of a road or unimproved lots.** The POA has authority to tow vehicles from common property that violate these restrictions.

f. SPEEDING

- i. The speed limit in The Crescent is 25 mph unless otherwise noted.
- ii. When approaching the security gates, the speed limit is reduced to 15 mph and yield signs are present at the entrances to the community.
- iii. These limits have been set for the safety of all resident and visitors to the community and shall be enforced. Violators exceeding the speed limit are subject to a warning for a first offense and a fine as may be established by the Board of Directors for any subsequent violations.

g. MOTORCYCLES - MOPEDS - MOTOR SCOOTERS

- i. Motorcycles, mopeds and motor scooters are allowed in the The Crescent from the entry gates to the residential destination only.
- ii. Operators of mopeds must be over 14 years old and possess a valid moped license or driver's license.

h. GOLF CARTS, LOW SPEED VEHICLES (LSV'S) and ATV's

- i. A person operating a golf cart, LSV or ATV must be at least 16 years of age and possess a valid driver's license.
- ii. If an unlicensed driver is stopped by security driving on any road within The Crescent they will not be permitted to drive the vehicle home, a fine may apply and the Beaufort County Sherriff's Office may be notified.
- iii. Golf carts may only be operated during daylight hours unless equipped operational head lights, tail lights and turn signals.
- iv. The driver must have in their possession a current driver's license.

6. ANIMAL CONTROL - Each person who keeps a reasonable number of pets on any Homesite shall abide by the following restrictions, conditions, and affirmative obligations:

- a. PET WASTE - The owner of such pet or pets shall exercise best efforts to not allow the pets to excrete upon any property owned by others. The owner of such pet(s) shall use a scoop or other device to clean up any defecation or solid excrement left

by the pet upon POA property, the Golf Course, open space, roadways or any Homesite or any other property within The Crescent.

- b. ROAMING – It is the responsibility of each owner to secure the animal by leash and to maintain control of the pet while out of doors. The use of extensively long pet leashes is discouraged. However, if the owner chooses to utilize this type of device it is expected that the animal will be controlled in such a manner as to respect the private property of others and not be permitted to effectively roam while remaining on a leash.
- c. NUISANCES - No animal shall be allowed to become a nuisance.
 - i. Owners shall exercise proper care and control of animals to prevent them from becoming a nuisance.
 - ii. Any dog, cat, dangerous animal, or other animal running at large may be seized by an animal control officer and transported to the county animal shelter.

7. FEEDING WILDLIFE

- a. Feeding any animal (with the exception of domestic pets) or wildlife which creates a nuisance is prohibited. Initial violations of this prohibition will be issued a warning. Any subsequent violation will be assessed fine of \$500.00.
- b. Bird feeders are permitted up to a maximum of two per Homesite.

8. FIREARMS AND FIREWORKS

- a. FIREARMS DEFINITION - Firearms or other types of weapons includes all firearms of any type, air guns, spring-loaded guns, crossbows, bow and arrow, sling shots or any other device firing a projectile, arrow or rocket. The forgoing includes, but is not limited to B-B guns, pellet guns, and paint ball guns.
- b. PROHIBITION - With the exception of authorized law enforcement activities or by permit issued to the POA for a specific purpose, the display or discharge of firearms or other types of weapons or fireworks within The Crescent is generally prohibited. However, transporting a firearm or other types of weapons across the POA property to or from the owner's Homesite is permitted.
- c. HUNTING AND/OR TARGET PRACTICE with firearms or other types of weapons, regardless of size, is prohibited. Capturing, trapping or killing wildlife within the properties, except in circumstances posing imminent threat to the safety of persons or pets on the properties is prohibited. Archery (including sling shots) in any form is prohibited on or within 350 yards of any residential property or common property."

9. MAILBOX REGULATION

- a. Specifications for Mailbox Supporting Assembly - Mailboxes should be firmly mounted on 6" x 6" pressure treated posts which must be sunken into the ground two (2) feet through the use of a concrete collar. The post sides that are at 90 degrees to the roadway shall be fluted. The post side that faces the roadway shall be fluted from the point where the supporting corbel joins such post to the base of the post. The mailbox fixture should be 30 ½ inches from the ground and should be installed 12 inches from the paved surface to allow mail vehicles to remain on the hard road surface when delivering mail.

- b. Maintenance - There must be no visible rotting wood on any part of the mailbox post or supporting corbel.
- c. Size - The Crescent mailboxes are standardized and no substitution is permitted. No oversized mailboxes are permitted.
- d. Color - Paint for the mailbox and supporting assembly is Rustoleum Black – Satin Finish #7777. Paint should not be visibly peeling or chipping.
- e. House Number/Owners Name - Homes shall be identified only by the property owner's surname and house number on the mailbox with vinyl reflective letters and numbers. The font shall be either ARIAL BLACK or HELVETICA BOLD with heights of 1.2 inches and 2.8 inches for the owner's surname and house number, respectively. The House number must be posted on the lower corner of the side of the mailbox nearest the road. The owners name is to be on a name plate mounted atop the mailbox.

10. OPEN HOUSES - HOMES FOR SALE OR RENT - TOURS OF HOMES - Anyone planning one of the above events is required to contact the Property Manager at least one week prior to the event for instructions.

11. TOYS & PLAY EQUIPMENT

- a. All toys must be stored out of sight at the end of the day.
- b. Play Equipment which is installed on any part of the property outside of the dwelling, not structurally permanent in nature, and used for recreation or play, must have approval of the ACC prior to installation. Installation of this type of equipment on properties adjacent to the golf course requires written approval from the golf course. An application form is available at <http://thecrescent.us/wp-content/uploads/2014/04/ACC-MW-2015.01-FILLABLE.pdf>. The form must be completed in full with all requested information with golf course consent attached where applicable. There is no application fee. Such play equipment includes but is not limited to:
 - i. A single portable basketball backboard and hoop per property. Multiple pieces of such equipment are not permitted. Fixed or permanently installed units are prohibited.
 - ii. Swing sets
 - iii. Gym set
 - iv. Slide or teeterboard (seesaw)
 - v. Trampoline
 - vi. Soccer goal set
 - vii. Volley ball net and court
 - viii. Badminton net and court
 - ix. Horseshoe court
 - x. Sandbox
- c. Play equipment color must blend in with nature. Natural finish or earth-toned components are preferred. Bright color metal, plastic or fabric components will not be approved.
- d. Excluding basketball backboards and hoops, the location for play equipment is in the rear yard directly behind and as close as possible to the house. The property owner

- shall take into consideration proximity to adjacent neighbors' living, view and recreational areas relative to the type of play activity which will result.
- e. Tree houses and any equipment mounted or attached to trees are prohibited.

12. USE OF COMMUNITY BULLETIN BOARD - The Crescent Property Owners'

Association maintains a Bulletin Board at the main entrance in order to notify residents of emergencies, upcoming events and important information.

- a. Information to be posted must be for the community-at-large. The bulletin boards are not to be used for closed functions or meetings.
- b. The Community Bulletin Board may be used for:
 - i. Emergency announcements (flooding, hurricane preparedness, etc.).
 - ii. Announcements of meetings, special events, and activities that occur throughout the year, on a regular monthly basis as space allows.
 - iii. Cancellations, changes in time or date of various meetings, events, or activities that cannot be announced effectively due to timeliness.
 - iv. Whenever possible, messages must be submitted to the Communication Officer at least 15 days in advance of posting.
 - v. All requests are to be approved and may be edited by the Communication Officer or designee.

AMENITY RULES

Use of POA property and amenities is at the user's personal risk. The POA is not responsible for injury or other damages as a result of the use of POA property or amenity by any user. Users assume the responsibility of ensuring their safety and that of their family and guests. To use these amenities, residents must be in good standing with the POA. The amenities cannot be used for personal profit, commercial purposes, fund raising or religious services/classes and no form of advertising (e.g. TV, radio, newspaper, Internet, or mailers) may be used to invite the general public to an activity at any POA amenity.

13. SWIMMING POOL

- a. **THERE IS NO LIFEGUARD ON DUTY AT ANY TIME. USERS ASSUME ALL RISK ASSOCIATED WITH THE USE OF THIS AMENITY**
- b. The POA has installed appropriate signs, a self-locking gate, emergency telephone, a first aid kit (per South Carolina DHEC Rules and Regulations) and a defibrillation unit that is available to pool users.
- c. The pool facilities may be used by The Crescent residents (property owners and tenants) and guests when accompanied by a resident.
- d. Exclusive use of the -swimming pool for private parties is not permitted
- e. Maximum number of swimmers allowed is 125
- f. The pools are open from April 1 to October 31 from 8:00 AM to sunset.
- g. The pools cannot be used for personal profit or commercial purposes.
- h. Smoking is prohibited anywhere inside the gated pool and pavilion area.

- i. Audio equipment must be used with earphones unless prior written approval is granted by the POA Board
- j. Bikes, skateboards, scooters, skates, etc. are not allowed anywhere inside the gated pool and pavilion area.
- k. All pool users must adhere to a proper **code of conduct** when in the facility. It includes, but is not limited to:
 - i. No animals or pets are allowed inside the gated pool & pavilion area
 - ii. Glass of any kind is not allowed within the gated pool & pavilion area
 - iii. Alcoholic beverages and food are prohibited in the pool
 - iv. No persons under the influence of alcohol or drugs should use the pool
 - v. Children under 16 years of age are not allowed to swim without adult supervision (per DHEC Rules & Regulations)
 - vi. Children must be 3 years or older and be toilet-trained in order to use the main swimming pool
 - vii. Children in diapers must wear waterproof pants and are limited to using the kiddie pool
 - viii. All person should shower before entering the pool.
 - ix. There should be no solo swimming.
 - x. No diving is allowed
 - xi. No running, boisterous or rough play in the pool or pool area.
 - xii. No spitting or blowing nose in the pool.
 - xiii. Persons with diarrheal illness or nausea should not enter the pool
 - xiv. Persons with skin, eye, ear or nasal infections should not enter the pool
 - xv. Persons with open lesions or wounds should not enter the pool
 - xvi. All trash must be removed by the user or placed in the trash receptacles.
- l. In case of emergency in the pool, lifesaving equipment is located near the pergola and an emergency phone is located on pavilion wall.
- m. The certified pool cleaning operator is posted in the pool area.

14. POOL PAVILION

- a. Operation and maintenance of the pool pavilion is the responsibility of The Crescent Property Owners' Association (POA) under the direction of the Board of Directors. This facility is maintained for the exclusive use of the POA, residents (owners and tenants) and their guests.
- b. POA programs, meetings, and activities shall have precedence over any use of POA facilities.
- c. POA clubs/groups/organizations shall have precedence over reservations by individuals.
- d. No event may be scheduled on holidays or over holiday weekends and all events must conclude by 10:00 PM.
- e. During peak pool season (May 1 through September 30) all approved events may be held only between the hours of 6:00 PM and 10:00PM. Children's parties for those 12 years of age or younger are not subject to this limitation.
- f. The pavilion may be used for "instructional purposes" for residents when approved by the POA Board. Such events are expected to be self-supporting where the cost of such instruction will be borne by those attending the event.

- g. Residents may reserve the pavilion, when available, for private, non-commercial parties and events.
 - i. The reservation request form must be submitted to and approved by the property management company at least 10 days in advance of the party/event
 - ii. The facility security deposit must be made when the reservation request form is submitted. Otherwise, no consideration will be given to the request
 - iii. No party/event may last for more than four (4) hours and only one (1) event per day is permitted
 - iv. Once the reservation is approved, the resident must post a notice of the event on the bulletin board at the pavilion 48 hours prior to the event
 - v. The resident must provide the Security Guard at the front gate with a list of outside guests 48 hours prior to the event
 - vi. No more than 20 outside guests are permitted. Family members are not counted in this number
 - vii. Resident must be available for delivery of any rental equipment for the event and insure that all equipment is removed at the conclusion of the event.
 - viii. Parent(s) must attend & supervise any event for minors. When events include children 12 years of age or under, an adult to child ratio of 1:5 must be observed
 - ix. The POA is not responsible for any injury, damage, or loss caused by or to anyone attending the event or equipment used at the event.
- h. At the conclusion of the event the resident or reserving group is responsible for:
 - i. Placing all chairs and tables in their normal positions
 - ii. Collecting and removing from the premises all trash generated from the event.
- i. Failure to observe all rules and regulations may result in the property owners or resident's loss of the deposit, denial of future use of the facilities or other penalties as determined by the POA Board.

15. TENNIS COURTS

- a. The tennis courts may be used by residents and guests when accompanied by the resident.
- b. Proper attire and shoes must be worn at all times. Hard soled shoes or running shoes are not permitted.
- c. Skates, bicycles, skateboards, roller blades, etc. are not permitted on the tennis courts.
- d. Tennis courts may not be reserved for exclusive use. They are available on a first come –first served basis. When others are awaiting use of these facilities, play time should be limited to no more than one hour.
- e. Tennis rules as posted on site should be followed.
- f. When finished playing all trash is to be placed in trash can outside the gated courts.

16. EXERCISE ROOM

- a. The exercise room may be used by residents and guests when accompanied by the resident.
- b. Proper dress and shoes must be worn at all times.
- c. The exercise room or any piece of equipment in the room may not be reserved for exclusive use.

- d. Report any damaged equipment to the property management company as soon as possible.
- e. When finished, remove all trash and turn off the lights.

17. RESIDENTS' ROOM

- a. The Residents' Room at The Crescent Pointe Golf Clubhouse may be reserved by property owners for non-commercial use.
- b. Reservation requests are to be submitted via The Crescent web site at <http://thecrescent.us/>

18. FISHING - The following regulations apply only to lagoons owned by the The Crescent Property Owners' Association (POA). The two lagoons where fishing is permitted are the lagoon located to the left of the fairway on the sixth hole and the lagoon adjacent to the pavilion. The term "fishing" shall be limited to commonly accepted forms of rod and reel fishing on a "catch and release" basis.

- a. A person authorized to fish in POA lagoons must be a Crescent Property Owner, or a tenant.
- b. Guests must be accompanied by a property owner or resident when fishing.
- c. When fishing, residents must be accompanied by an adult if under the age of 16.
- d. Contractors and vendors, are not permitted to fish in POA lagoons.
- e. Access to POA lagoons must be through common property. Trespassing on private property including the golf course is prohibited. The person fishing is responsible for determining the location of common property that allows access to lagoons.
- f. Fishing in the POA lagoon bordering the golf course must be done in such a manner and at such a time as to not interfere with golfing activities. Fishing in a lagoon with a fountain is prohibited.
- g. Fishermen must remove all their trash and equipment and leave the area in good condition.
- h. The use of Minnows is not permitted.

19. ALLIGATORS

- a. **It is unlawful under SC ST SEC 50-11-750 for any person to feed or entice with food any American alligator (*Alligator mississippiensis*), except those persons feeding alligators maintained in protective captivity under a permit issued by the department pursuant to Section 50-15-50 for education, scientific, commercial, or recreational purposes; or department personnel, persons licensed, or otherwise authorized by the department, or county or municipal animal control personnel when relocating alligators by baiting or enticement. Any person violating the provisions of this section is guilty of a misdemeanor and, upon conviction, must be fined in an amount not to exceed two hundred dollars or imprisoned for not more than thirty days.**
- b. **Alligators are natural to this environment and caution is urged on any portion of The Crescent as they are potentially dangerous. Nuisance and aggressive**

alligators shall be harvested under a permit issued by the Department of Natural Resources.

20. ARCHITECTURAL CONTROL

- a. The Architectural Control Committee (ACC) is charged with the responsibility to review and approve any proposed installation, construction or alteration of any Structure on any Homesite.
- b. Any and all changes to the exterior of a home or the Homesite upon which the home is situated (including landscaping changes, fence construction and tree removal) require ACC review and approval.
- c. Repainting and reroofing require ACC approval even if the same colors are used.
- d. Upon receipt of all required forms and information the ACC is required to take action on any plans and specifications submitted within 30days.
- e. Approvals of modifications are generally valid for a period of six months and all work should be completed within that time frame.

21. GENERAL COVENANTS AND RESTRICTIONS

- a. SIGNS – No sign whatsoever, including but not limited to commercial and similar signs shall, without the ACC's prior written approval, be installed on any Homesite.
- b. ROADS AND DRIVEWAYS – No road or driveway shall be constructed or altered on any Homesite without prior written approval of the ACC.
- c. CLOTHESLINES – Clotheslines are not permitted.
- d. GARBAGE CANS and EQUIPMENT – All equipment and garbage cans shall be kept in a garage, service yard or screened by adequate planting so as to conceal them from view by neighboring residences and streets.
- e. SOLID WASTE
 - i. No rubbish, garbage or any other form of solid waste shall be dumped on any Homesite or on Common Property.
 - ii. Except for building materials employed during the course of construction no lumber, metals, bulk materials or solid waste of any kind shall be kept or stored on any Homesite unless screened or otherwise handled in a manner approved by the ACC.
- f. NUISANCES – No noxious or offensive activity may be carried on upon any Homesite nor shall anything be done thereon which may be or may become an annoyance or nuisance to the community.

22. COMPLIANCE, FINES AND APPEALS

In order to seek compliance with these rules and regulations, the Board of Directors has adopted a fine schedule, which may be administered once a notice of violation or warning has been presented to the offender. The right to appeal any violation is available for any sanction, penalty or warning. Such appeal may be presented to the Property Manager for review with the POA Board of Directors. In the event the matter has not been successfully addressed, a panel, consisting of three Board Members shall review the circumstances surrounding the offense and/or appeal for further disposition.

The Board of Directors may seek legal action in order to enforce these Rules and Regulations. Suspension of Membership and/or denial of Guest Passes may be voted on by the POA Board for continued violations of the Covenants, By-Laws or Community Rules and for non-payment of Fines and/or Assessments.

The Crescent Fine Schedule

ACC VIOLATIONS

Fining Schedule	Remediation Period	Violation Fine Amount
1 st letter	Specific given time to remediate	No fine in the first letter
2 nd letter	14 days to remediate	\$75.00 per violation
3 rd letter	14 days to remediate	\$150.00 per violation and possible gate transmitter deactivation

All ACC violations that are not corrected or remediated within the stipulated time period will receive a \$75.00 fine per violation. Gate Transmitters can and will be deactivated as a consequence of reoccurring violations. The fees listed above are subject to change on the sole discretion of the Board.

Type of Violation	Amount of Fine
Unauthorized Modification done to the Exterior of the home.	Minimum \$100 - Can be increased at discretion of the POA Board
Damage to any Common Property except as specified below. This includes, but is not limited to: <ul style="list-style-type: none"> • Gate arms • Gate system 	\$250.00 + Cost to repair damage
Unapproved tree removal	\$250.00 per tree
No boat and boat trailer, trailers of any kind, motor home, mobile home, school bus, commercial vehicle, camper, habitable motor vehicle over one (1) ton capacity, exceeding twenty-four (24) feet in length shall be permitted on any home site more than 48 hours.	1 st Offense – Warning; \$250.00 per offense thereafter

Type of Violation	Amount of Fine
Vehicles and equipment described above, but which are less than twenty-four (24) feet in length, may be permitted on other than a temporary basis if stored within the garage with garage door closed.	1 st Offense – Warning; \$250.00 per offense thereafter
No vehicles of any type whatsoever shall be permitted to park on the streets of the development on a permanent basis.	1 st Offense – Warning; \$250.00 per offense
Gate access violations	1 st Offense – Warning; \$250.00 per offense
Unleashed/Roaming Dogs	1 st Offense – Warning; \$250.00 per offense thereafter
Dumping Debris on a Homesite or on Common Property	\$250.00 fine plus every day it isn't cleaned up after notification \$25.00
Feeding Wildlife (excluding maximum of 2 bird feeders per home)	1 st Offense – Warning; \$500.00 per offense thereafter
Depositing any substance into storm drains or lagoons	\$500.00 per offense
Damaging roads, curbing and storm drains	\$500.00 + Cost to repair damage
Violations of firearms and hunting rules	1 st Offense – Warning; \$500.00 per offense thereafter

POA Landlord/Lease Questionnaire

Property/Address: _____ **Date:** _____

Household Information: Complete the following information for each household member that will occupy the unit at time of move-in:

Name (Last, First, MI)	Relationship to the Head of Household	Sex (M/F)	Birth Date (mm, dd, yyyy)	Student (Y/N)	Social Security Number (Last 4 -XXXX)

Current Address:	_____	
Primary Phone:	() _____	Alternate Phone: () _____

Household Information (continued)

1. Will anyone else live in the unit on either a full-time or part-time basis, such as children temporarily absent, children in a joint custody arrangement, children away at school, unborn children, children in the process of being adopted, or temporarily absent family members? ☐ **Yes** ☐ **No**

If YES, explain _____

2. Do you expect the number of household members to change in the future? ☐ **Yes** ☐ **No**

If YES, explain how many members will be added or reduced, and when that change will take place.

3. Have any of the household members used names or a social security number other than the names and numbers used above? ☐ Yes ☐ No

If YES, explain _____

4. Are any or ALL members of the household full-time students? ☐ Yes ☐ No

If YES, explain _____

5. Have you or any member of your household ever been convicted of, plead guilty to or been placed on probation for any crime? ☐ Yes ☐ No

If YES, provide the nature of the crime(s): _____

Date: _____ State: _____ City: _____

County: _____

Are any of the above convictions a felony? ☐ Yes ☐ No If YES, Please explain _____

Are you or any members of your household subject to a lifetime registration requirement under a state sex offender registration program? ☐ Yes ☐ No If YES, Please explain _____

Are there any criminal charges pending now? ☐ Yes ☐ No If YES, please explain _____

6. Have you or your spouse/co-applicant ever been evicted or otherwise involuntarily removed from rental housing due to fraud, non-payment of rent, failure to cooperate with recertification procedures, or for any other reason?

☐ Yes ☐ No

If YES, explain _____

7. Have you ever filed or are you currently filing for bankruptcy? ☐ Yes ☐ No

If YES, give reason _____

Date of filing: _____

-
15. Do you or any other household member expect any change in income in the next 6 months? ☐ Yes ☐ No

16. Do you or any other household member have a pet ☐ Yes ☐ No

Dogs limit two (2) weight of either dog not to exceed 25 pounds.

Do you or anyone listed above own a vehicle?
--

Vehicle Identification:

1.	License #:	_____	State Issued:	_____	Make/Model/Year:	_____
2.	License #:	_____	State Issued:	_____	Make/Model/Year:	_____

Lease: Failure to answer any question truthfully may lead to the POA commencing eviction proceedings.



The Crescent

Design Standards and Architectural Guidelines

REVISED 08/23/2016

THE CRESCENT P.O.BOX 7431 HILTON HEAD ISLAND, SC 29938 843-837-2520 FAX 843-837-2521

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THE CRESCENT - DESIGN STANDARDS AND ARCHITECTURAL GUIDELINES

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This document is divided into nine sections. These sections and a brief description of their contents are set forth below:

- **Section 1 - Introduction**
- **Section 2 - Philosophy** - Describes the philosophy by which the ACC is governed.
- **Section 3 - When Approvals Are Required** - Discusses when ACC approval is required.
- **Section 4 - Composition of the ACC** - Sets down the general rules for who is on the ACC, what constitutes a quorum, and voting procedures.
- **Section 5 - Special Conditions** – Not used.
- **Section 6 - Planning Your House** - This section gives general information about planning your house.
- **Section 7 - General Criteria** - This is a large section which delineates the specific rules that governs those items which the ACC oversees.
- **Section 8 - Architectural Review Process** - Describes the ACC process.
- **Section 9 - Construction** - This section pertains to construction activities.
- **Section 10 - Violations of the Rules and Regulations** - This section describes the typical violations of the ACC that occur and the fines that may be imposed as a result of those violations.

1. INTRODUCTION

This document describes the Architectural Control Committee (ACC) process including when and how it applies to property in The Crescent. It is the responsibility of every property owner to understand and follow this process. If there are any questions, please contact the ACC Chairman.

Most property owners will eventually require ACC approval for something that they wish to do to their property. This may be as simple as removing a tree or changing the color of their house or as complex as building a new house. A familiarization with these tables and Appendix A will avoid misunderstandings and facilitate a satisfactory construction process.

2. PHILOSOPHY

The Crescent is fortunate to be located in an area of great natural beauty. The rolling terrain, water features, and beautiful trees combine to create an aura of tranquility unmatched in the Carolina Low Country. Simply stated, our philosophy is to protect this unique setting; to ensure that all structures built at The Crescent add to the beauty and quality of the community rather than detract from it.

Aesthetic and ecological quality of The Crescent requires that all structures and landscaping be compatible with one another, and insofar as possible, be in harmony with the natural surroundings. To achieve this goal, the following guidelines have been adopted and may from time to time be amended.

Architectural controls governing new construction or additions and alterations at The Crescent are administered by an **Architectural Control Committee (ACC)** appointed by the Board of Directors

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of The Crescent Property Owners' Association, Inc. The goal of this Board is to encourage construction of homes of good architectural design, quality, and proper size, compatible with the area. Architectural style may vary consistent with maintaining a highly compatible appearance throughout The Crescent. Vivid color and radically different styles will not be permitted. All styles and exterior colors must be approved by the ACC. Homes should be planned and designed with particular attention to design and aesthetic appearance of the exterior and the use of such materials as will, in the judgment of the ACC, create an attractive and harmonious blend with the existing homes and the natural surroundings. The ACC may disapprove the construction or design of a home on purely aesthetic grounds, where, in its judgment, such disapproval is required to protect the continuity of design or values of the neighborhood and of other homeowners. Prior decisions or rules regarding matters of design or aesthetics will not be deemed to have set a precedent if the ACC feels that the repetition of such actions will have any adverse effect.

With that philosophy in mind, The Crescent ACC will be guided by these general concepts:

- Preventing excessive or unsightly grading, indiscriminating earth moving or clearing of property, removal of trees and vegetation that could cause disruption of natural water courses or scar natural landforms.
- Ensuring that the location and configuration of structures are visually harmonious with the terrain and vegetation of the residential lot, with surrounding residential lots and structures, and does not necessarily block scenic views from existing structures or tend to dominate any general development or natural landscape. The Crescent will encourage a variety of compatible architectural styles. Even so, English Tudor, Spanish and Mediterranean styles are viewed as inappropriate for a southern low country setting, as may be some of the more modern designs.
- Ensuring that the architectural design of structures and their materials and colors are visually harmonious with The Crescent's overall appearance with natural landforms and native vegetation, and with development plans, officially approved by The Crescent ACC and any governmental or public authority, if any, for the areas where the proposed structures are to be located.
- Ensuring the plans for landscaping provide visually pleasing settings for structures on the same lot and on adjoining or nearby lots, and blend harmoniously with the natural landscape and adjacent landscaping.
- Ensuring that any development, structure, building, or landscape complies with the provisions of the covenants.
- Promoting building design, construction techniques, and landscaping designs that respond to energy consumption and environmental quality consideration such as heat loss, air emissions, and run-off water quality.
- Directing the architecture of The Crescent away from styles that dominate the landscape toward architecture that is harmonious with the landscape and therefore conforms to the objectives of the covenants.

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- The ACC will continually evaluate the building styles and techniques at The Crescent to determine those that have fulfilled development objectives. A feature, color, or an entire home presently existing will not be construed as a precedent for repetition.
- It is not necessary for every custom home at The Crescent to be unique; however, frequent repetition of designs within a neighborhood will not be acceptable. Although building costs may continue to escalate, it is not in the interest of The Crescent to permit lesser quality development in response to cost considerations.
- Speculative builders provide an important service within the community by providing homes for people who do not wish to build a custom home. The same standards will be applied in reviewing designs submitted by speculative builders as for all other applicants.

The design guidelines include both specific requirements of the Declaration of Covenants for The Crescent and Provisions for The Crescent Property Owners' Association, Inc. and requirements derived from covenants so as to provide aesthetic harmony and compatibility with surrounding buildings, environment, and topography.

3. WHEN APPROVALS ARE REQUIRED

Article VI of the Declaration of Covenants, Conditions and Restrictions for The Crescent provides for the establishment of an Architectural Control Committee (ACC) **to review and approve any proposed installation, construction or alteration of any Structure on any Homesite**. All plans shall be submitted to the ACC for approval (i) as to whether the proposed installation, construction or alteration is in conformity and harmony of external design and general quality with the existing Community-Wide Standard and (ii) as to the location of Structures with respect to topography, finished ground elevation and surrounding structures. To the extent necessary to carry out such purpose, the ACC shall have all of the powers and duties to do each and everything necessary, suitable, convenient or proper for, or in connection with, or incidental to, the accomplishment of such purpose, including, without being limited to, the power and duty to approve or disapprove plans and specifications for any installation, construction or alteration of any Structure on any Homesite.

4. COMPOSITION OF THE ACC

The ACC shall consist of at least three individuals appointed by the Property Owners Association Board of Directors. The members of the ACC shall appoint a chairman from among their members and may appoint from among their numbers such other officers and subcommittees of the ACC as they shall from time to time determine necessary.

The ACC will be assisted by a Registered Professional Architect(s), licensed in the State of South Carolina, who will review plans and make comments as necessary in accordance with the ACC Standards, etc.

5. NOT USED

6. PLANNING YOUR HOUSE

A home is a significant investment, and construction practices may vary in different parts of the country. It is required that you consult an architect or approved designer familiar with the overall

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design concepts of The Crescent to help you plan your home. Each house must be designed for a specific site and for the particular needs of the owner.

Homes do not have to be placed square with the street or setback lines. The building area under roof should not exceed 30% of the lot size, and a minimum of 60% of the lot shall be landscaped or in its natural state. The calculations of the exact percentages are the responsibility of the architect/engineer and will be clearly shown on the site plan.

7. GENERAL CRITERIA

Most of the designs for single family houses constructed in The Crescent have been submitted by property owners building for their own use. Each house must be designed so that it does not adversely affect the neighboring homes. This shall include (but not be limited to) the style, the size of the house, the location of the house on the lot, the landscaping and where applicable, fencing, pools, or other features which are not directly connected to the house. It is important to realize that the overall impact of a house design involves issues of taste and judgment, many of which cannot be reduced to measurable standards such as square footage, setbacks, roof pitch or similar items.

A house which meets all of the statistical criteria may be unacceptable for purely aesthetic reasons, and the ACC has the authority to make subjective judgments of this nature.

Following are some specific standards to be considered in planning any construction in The Crescent.

7.1 REQUIRED FLOOD PLAIN ELEVATION

As is common to all coastal areas, the federal government requires that the elevation of the first heated and air conditioned living space be above the level of possible flood waters expected at statistically-predicted 100-year intervals. You will need to verify your property's minimum elevation requirements.

7.2 EXTERIOR DESIGN

In evaluating the exterior appearance of a home, the ACC takes into consideration all elements of design which contribute to a successful design resolution. These include, but are not limited to the following:

- **7.2.1 Site Utilization** - Site utilization is the relationship of proposed construction to existing natural and man-made features; views to and from the home and adjacent structures; effect upon the streetscape, common open space, neighbors, drives, parking, and landscape treatment. *[At The Crescent, special site restrictions exist for marsh front, waterfront and golf fairway lots. The objective of these site restrictions is to protect the natural environment and/or ensure site and landscaping compatibility with adjacent property.]*
- **7.2.2 Scale** - Scale is the relationship of proposed structure to surrounding structures and site size in terms of lot coverage, height, width, and overall visual impact. The house shall not be too large or too small for the lot. ***The size of the house shall be consistent with neighboring houses.*** The location of the house with respect to the front setback line shall be consistent with the locations of neighboring houses.
- **7.2.3 Massing** - Massing is the relationship of the elements of the structure to one another.
- **7.2.4 Fenestration** - Fenestration is the relationship of exterior openings (doors, windows, etc.) to the solid portions of the design and to one another, compatibility with the design of the home, materials used and the manner in which fenestration is detailed.

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- **7.2.5 Roofscape** - Roofscape is the relationship of roof shapes and treatment to the overall design concept of the home to ensure that the design will represent a comprehensive design solution.
- **7.2.6 Aesthetics** - Aesthetics refers to the overall design quality based on the judgment of the ACC.
- **7.2.7 Above-Garage Rooms** - A room over a garage shall blend with the main portions of the house in style, massing, proportion and roof line. Poor proportions shall be avoided. The garage element shall not be a predominant feature of the overall design. An increased setback for the two-story garage may be required in order to reduce the impact on the street and/or adjacent structures. Access to an above-garage room shall be only from the interior of the dwelling or the garage. Exterior access to an above-garage room is prohibited.

7.3 BUILDING DEVELOPMENT STANDARDS

Specific development standards relating to land use, building type, building height, building quality, minimum living area and location of dwellings and structures on lots are contained in The Crescent's Covenants and Restrictions and its various Addenda. All design efforts must be preceded by careful investigation of the restrictions pertaining to the specific lot on which construction is planned. For reference, the most commonly applied standards and rules-of-thumb follow. Where any of these standards conflict with the Covenants and Restrictions, the latter will govern.

- **7.3.1 Minimum and Maximum Square Footage** (Heated/Air Conditioned Space). Except as noted below, there are no maximum limitations. However, the ACC may reject a particular design if it feels that the house is too large for the lot or the house is not consistent with the surrounding houses.
 - 7.3.1.1 Lots in Heritage Bay Section - Minimum 1,800 square feet plus an attached 2 car garage. Garage depth shall not be less than 19 feet 6 inches.
 - 7.3.1.2 Lots in Victory Point Section – Minimum of 2,400 square plus an attached 2 car garage. Garage depth shall not be less than 19 feet 6 inches.
- **7.3.2 Setbacks** – Each dwelling which is erected on a Homesite shall be situated on such Homesite in accordance with the building and setback lines on the recorded plat, unless otherwise approved by the ACC. For purposes of this requirement all uncovered porches, patios, decks, awnings, eaves, gutters and other such overhangs will not be considered in violation thereof, even if such Structure shall extend beyond said building and setback lines, unless the ACC has established such a requirement as part of its approval of a Structure or has otherwise established setback requirements. Any proposed encroachment into setback must be clearly identified by the applicant and approved by the ACC during Concept or Preliminary reviews. Although not recommended, encroachments will be considered on a case by case basis. Additionally, any set back encroachments approved by the ACC are subject to ultimate disposition and approval by Beaufort County.
- **7.3.3 Building Height** – All houses must be limited to two stories above grade or the minimum height established by the Federal flood zone regulations, if applicable. In no case will the height of the Structure measured from its highest point to finished grade at the building line exceed thirty-five (35) feet. The finished floor elevation shall not exceed five (5)

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feet above the minimum FEMA Base Flood Elevation or natural grade, whichever is greater. A third story is permitted, but must be located within the attic area of the first two floors.

Exterior walls shall be a minimum of ten (10) feet in height when measured from the finished floor elevation (FFE) to the top of the plate at the exterior wall. The minimum height of the foundation wall from the finished grade at the exterior of the Structure to the FFE will be eighteen (18) inches.

- **7.3.4 Materials and Colors** - The materials and colors selected for the exterior of your house are very important to its appearance and are expected to be in harmony with the character and natural surroundings of the community. See Table 3 for currently approved colors.

Wood, brick, conventional stucco, cementitious lap siding (e.g., hardi-plank) and other materials as approved by the ACC, in combination with subdued earth-tone colors are appropriate on any lot. **Minimize use of non-indigenous materials such as stone.** Exterior finish materials shall be of the highest quality. Exterior materials of plastic, vinyl (except for shutters), metal (except for roofs) or other reflective materials will not be approved. Woods used for siding or trim shall be durable by type and/or treatment. Wood, brick, conventional stucco and other materials proposed for exterior use must be submitted to the ACC and approved before installation. Outside vents shall be painted to match the surface they are mounted on.

The roof of a building is a major feature of its design, and the roofing material selected is very important. The proposed roofing material, color and application will be critical parts of the ACC's design evaluation. Roof shingles must be of material with a minimum weight of 300 lbs. per square (100 sq. ft.). Colors and configurations that do not call attention to the roof should be chosen. Exaggerated roof slopes both high and low should be avoided. Roof vents shall be painted to blend in with the roof. Low profile roof ventilators will be used.

Chimney exteriors shall be masonry conventional stucco or siding construction. Prefabricated chimney flue caps shall be screened with metal or other noncombustible material shroud for both safety and ornamentation.

Good quality windows and doors are required. Wood frame, wood frame encased by extruded aluminum or covered with a pre-formed rigid vinyl (PVC), or solid vinyl may also be used. Spec sheets are required with the application. Aluminum awnings, jalousie type windows or aluminum single-hung windows are not permitted. Window shutters are appropriate when sized to match window openings and mounted to appear functional. Large areas of glass without division are not encouraged.

Samples of all exterior materials, colors and textures must be submitted at the time of application for preliminary review. Color samples must be submitted on 6 inch by 6 inch samples of the actual material to which it will be applied. The samples must be mounted on a single 24 inch by 24 inch board.

- **7.3.5 Off-street Parking and Driveway** – Off-street turnarounds or backup areas must be provided to avoid the danger of backing from a driveway directly into a street. In addition to

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the garage, a driveway turnaround area at least 16 feet in width (capable of accommodating two cars) is required as off-street parking for each residence.

Every house must have a defined driveway constructed of textured concrete or brick pavers or a combination thereof. Driveways may be parallel to side property lines. Driveways near side property lines should be minimized where possible to permit a buffer of landscape material. The first ten (10) feet of the driveway or up to the edge of the sidewalk closest to the Structure shall be constructed of brick pavers. Brick veneers are not an acceptable alternative to this requirement.

Driveways in the Victory Point section require the use of brick pavers (one brick wide) approximately every fifteen (15) feet. A course of brick pavers (one paver wide) should also be used between the hammer head at the top of the driveway and (i) the garage entry point, (ii) the off-street parking area and (iii) the front entry.

Driveway access to the street is limited to a single access point unless the street property line is in excess of one hundred twenty (120) feet. The outer edge of driveway paving material will have a minimum dimension of fifteen (15) feet from the property line where it joins the street.

Off-street parking and driveways within fifteen (15) feet of property lines must be screened from adjacent property or road with landscape materials. Where a lot fronts on more than one street, access from the secondary street is preferred. Where possible, driveways should be curved gently for aesthetic purposes. All driveways must be at least 12 feet wide.

Reflectors are not permitted.

- **7.3.6 Garages** – Garages must be designed to be compatible with the architecture of the home. Garage doors must be of the overhead type of raised panel design and made of wood, Masonite or steel clad, or suitably coated to resemble wood. Spec sheets are required with the application.

Electric garage door operators are required. Detached garages should be connected to the house by a covered breezeway. Except on corner lots no garage will open toward any street and corner lot garages must open towards the secondary street. Only side and court yard loading garages are permitted. Garage door colors must be approved by the ACC. The color of the garage door must match or blend with the color of the house. The use of accent colors for the garage door is not acceptable.

Garages must have finished interior walls. Minimum interior depth of the garage is 19 feet 6 inches.

All garages will accommodate a minimum of two cars. Carports are not permitted.

- **7.3.7 Outbuildings** - The types of outbuildings permitted will vary by lot size and The Crescent Covenants and Restrictions which must be consulted before the design of any outbuilding is begun. If the lot's size permits an outbuilding (such as a pool house, guest suite or playhouse); the outbuilding must be compatible with the main house. It is recommended that outbuildings be of the same material and colors as the house. Greenhouses and gazebos are permitted if approved by the ACC. Pre-manufactured

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buildings are not acceptable at any time. Under no circumstances may an outbuilding be constructed prior to construction of the main house.

- **7.3.8 Fences** - Fence plans will be drawn on a previously approved site plan or landscape plan and will show elevation of one section of fence and must be submitted to the ACC for approval prior to construction. Fences may be approved provided they are attached to the house as an architectural extension.

Fences are not permitted to enclose or define any portion of the property lines of individual home sites. Property owners shall not install a fence that extends beyond the property lines.

Only open fencing is permitted in The Crescent. The only acceptable fence is a black aluminum fence that is four (4) feet in height. Wood, wire or chain link fences are not acceptable.

- **7.3.9 Deer Fences** – Deer fences are **not permitted** in The Crescent.
- **7.3.10 Television and Radio Signal Receiving and Sending Devices** - Television antennae, towers or similar devices are not permitted. Small satellite dishes (less than one meter in diameter) are permitted to be installed on the exterior of a residence. The location of the dish must be approved by the ACC. Care should be taken to locate the dish so as not to be seen from the street, the golf course or neighboring homes. In addition, the wire must be painted to match the house. Two satellite dish locations must be submitted with the application.

No exterior speaker, horn, whistle, bell or other sound device, which is unreasonably loud or annoying, except security devices used exclusively for that purpose, shall be located or used in any location within The Crescent.

- **7.3.11 House Numbers and Nameplates** - Each house shall display the number assigned as a street address on the front of the house where it is clearly visible from the street. Letters or numbers may be used, however, letters or numbers must be a minimum of 3 inches and a maximum of 4 inches in height and a minimum of 1/2 inch wide. Nameplates may not be mounted on any part of the Structure.

A primary purpose of house numbers is to assist emergency personnel when answering calls. Location of house numbers should facilitate rapid identification.

- **7.3.12 Exterior Lighting** - The design and location of all exterior lighting is subject to the approval of the ACC. Lights shall not be of such intensity, location or direction as to adversely affect adjoining property owners. Exterior lighting must be shown on the plans and spec sheets must be provided.

Night lighting should be directed downward and confined to drives, paths and steps for safe pedestrian movement. Walkway illumination sources should be concealed into steps, walls, bollards and handrails whenever possible to avoid direct view of light sources. Lighting used to accent vegetation should be subtle, subdued and hidden from view.

Colored lighting is not acceptable.

- **7.3.13 Service Areas** – Service areas are required for all new homes. Such areas must be made entirely of materials and colors compatible with the house.

Plans must include at least one service yard, adequate in size to contain all outside equipment and storage including, but not limited to, heat pump compressors, electric, telephone and cable TV service connections, water treatment equipment, swimming pool pumps, filters, heaters and any exposed piping, irrigation system controls, trash receptacles, and any maintenance equipment not otherwise stored.

The service yard must have a concrete floor and visually-solid enclosing walls not less than five feet six inches (5' 6") in height above the service yard slab; be of compatible material with the house siding and be of the same color, and have a self-closing latched access gate. The location(s) shall be planned to be as visually unobtrusive as possible, utilizing house walls and offsets wherever possible while providing convenient access for trash removal and utility service.

Any proposed encroachment into setbacks must be clearly identified by the applicant and approved by the ACC during Concept or Preliminary reviews; encroachments into both side setbacks will not be considered under any circumstances. Service yards are considered a part of the main structure and must be positioned entirely within the required setback areas. All other conditions will be judged on an individual basis.

- **7.3.14 Equipment Enclosures** - All exterior equipment not contained within a service yard including, but not limited to, additional heat pump compressors, pool equipment, water treatment equipment, etc. shall be totally enclosed with visually-solid screening walls to a height of the greater of five feet six inches (5' 6") or six inches (6") above the highest part of any equipment enclosed therein.

The enclosure must blend with the house, and landscape plantings alone may not be used to screen exterior equipment. A poured slab must fill the entire area defined by the screening walls. Any attached equipment enclosure must meet the same requirements as the service yard.

- **7.3.15 Mailboxes and Signage** - All mailboxes will conform to The Crescent Community Standard.

Homes shall be identified only by the property owner's surname and house number mounted atop of the mailbox with vinyl reflective letters and numbers. The font shall be either ARIAL BLACK or HELVETICA BOLD with heights of 1.2 inches and 2.8 inches for the owner's surname and house number, respectively. Owner's name or house name shall not be placed on the front of the home or on signs placed elsewhere on the property, except on the approved construction signs place by the developer. The standard color for the mailbox and post assembly is Rustoleum Satin Black # 7777.

- **7.3.16 Modifications to an Existing House** – The front view of a home from the street is the most critically judged aspect of the exterior of a house. The ACC will take special care to ensure that modifications to the home that are visible from the street are aesthetically in harmony with the individual and neighboring properties. ACC approval is required for any of the following modifications to an existing house:

- A. Any modification which:
 - 1. Requires a building permit. This does not include modifications that only affect the interior of the house.
 - 2. Alters the footprint of the house (for example, a screened porch or deck).
 - 3. Changes the external appearance of the house (for example changing from siding to conventional stucco).
 - 4. Changes the house color (roof, siding, trim, door, or accent colors).
 - 5. Modifies the driveway or sidewalk.
 - 6. Adds a skylight.
 - 7. Repainting or restaining (including repainting and restaining with the same colors). **Painted front doors and shutters must be of the same color or one of the approved color combinations set forth at [TABLE 3 - CRESCENT HOME STANDARDS \(UPDATED JANUARY 2015\) APPROVED COLORS and ACCENT COLOR COMBINATIONS](#).**
- B. The addition of a satellite dish.
- C. The addition of a new structure on the lot. For example: a pool, pool enclosure, gazebo or fence.
- D. Tree removal (for any tree which is more than 6 inches in diameter (measured four feet off the ground)).

ACC approval must be obtained before any of these modifications is started. The same standards that apply to the construction of a new house also apply to modifications to an existing house.

If there is any doubt about whether or not your modification requires ACC approval, please contact the ACC before you start.

- **7.3.17 Landscape Accessory Structures** - Accessory structures such as playhouses, doghouses or dog runs are not permitted without specific approval of the ACC. If approved, these structures must be well hidden.
- **7.3.18 Swimming Pools** - Pool equipment shall be placed inside an enclosure, see Section 7.3.14, Equipment Enclosures. Top of pool construction may not be over 2 feet above existing grade unless integrated into terraced construction and with ACC approval.

Backwash is not permitted to be discharged into the sanitary sewer system, storm water sewer system, or onto the golf course, and must be contained on the lot.

The size, shape and siting of swimming pools must be carefully considered to achieve a feeling of compatibility with the surrounding natural and man-made elements. Pool and equipment enclosures must be architecturally related to the house and other structures in placement, mass and detail. Unobtrusive bronze screening is preferred. "Bubble" covers, bright aluminum pool enclosures and bright screens are not acceptable.

No pools shall encroach into building set back areas.

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- **7.3.19 Solar Energy Collection Panels** – The following standards apply to the placement of solar energy collection panels:
 - All solar collection devices should be designed to minimize visual impact from the street, golf course and lagoon views.
 - Panels must be roof mounted and parallel with the roof.
 - Preferred location is on the rear elevation of the house.
 - Total square footage of panels may not exceed the average power required by the residence.
 - Installations on posts or other locations not on the house will not be considered.
 - The approval process will be on a case by case basis with consideration given to aesthetics and sun reflection from the panels.

7.4 REPETITIVE DESIGNS - Some house designs may be unacceptable for a particular lot because of similarity to homes in the immediate neighborhood. If, in the judgment of the ACC, the massing, basic style, roof lines, exterior materials, colors or other features of a home are too similar to those of its neighbors, the design will not be approved.

7.5 ROOF OVERHANGS AND OVERVIEWS

- **7.5.1 Roof Overhangs**, including gutters, shall not encroach beyond the property line.
- **7.5.4 Overviews** - Over viewing of the living and recreational areas of adjacent properties from second floor doors, windows, balconies, decks, etc. is prohibited. Where overviews of adjacent properties would occur, wall extensions and/or screen walls are required to maintain privacy.

7.6 UTILITIES

- **7.6.1 Water** - Beaufort-Jasper Water & Sewer Authority operates a central water system throughout the plantation. Private wells are not allowed except for irrigation purposes or as part of a residential heating/cooling system.

Closed loop water source heat pump systems are permitted in The Crescent provided the holes bored for the loop are no deeper than sixty (60) feet below natural existing grade and shall be drilled a licensed South Carolina well driller.

- **7.6.2 Sewer** - Beaufort-Jasper Water & Sewer Authority operates a central wastewater collection system which serves the all lots in the plantation. Individual disposal systems such as septic are not permitted.
- **7.6.3 Utility Connections** - The appropriate utility companies shall provide underground connections to water, sanitary sewer, electricity, telephone, and cable TV. The installation of all utilities to homes with The Crescent will be installed meeting the specifications prescribed by the providing utility.
- **7.6.4 Propane Tanks** - Two locations of propane tanks are permitted in The Crescent as approved by the Fire Marshal and in accordance with NFPA Document 58:

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- Vertical tanks can be installed next to the home and must be one color, such as gray or silver. Such tanks must be screened with adequate landscaping so that the tank is not visible from the road or golf course.
- Tanks that are required to be away from the home must be buried.

7.7 LANDSCAPING

- **7.7.1 Objectives** - Considerable effort has been expended on careful land planning, conservation and enhancement of the natural environment throughout The Crescent. Suitable landscaping for your home is an essential part of our effort to create a quality development sensitive to its existing surroundings. The object of landscaping is to complement your house and not to compete with it for interest. Some of the functions of plant materials are accent, softening, separation or screening, shade, framing and background. It is the policy of the ACC that a landscaping plan must accompany all new architectural submissions.
- **7.7.2 Landscaping Guidelines** - The ACC recognizes that the landscape plan is subject to change as the construction process unfolds. However, before the ACC can grant permission to begin construction, it must have received and approved a detailed preliminary landscape plan that has been developed by a qualified landscape professional.

Any changes to the landscape plan that involves the design, size, quantity, or location of the plants must be submitted to the ACC for approval. The ACC may withhold a significant portion (or all) of completion deposit until the landscaping is completed to the ACC's satisfaction.

All grass will be installed as sod. Acceptable species are: Fescue, Zoysia, Centipede and St. Augustine. St. Augustine is not permitted if contiguous to golf course turf.

The following are specific standards to assist you in submitting your request.

- Landscaping must be adequate to properly complement the house and site.
- Landscaping must be harmonious with the natural environment of The Crescent. Proposed plant materials and their configuration must be suitable to local climate and wildlife conditions. While it is difficult to recreate the natural landscape, new planting must appear compatible with the old.
- No trees measuring 6" or larger in diameter at a height of 4 feet above original grade and more than 10 feet from the perimeter of new construction may be removed without the approval of the ACC. Care should be exercised to protect all other trees from equipment damage and/or filling. Barriers and tree wells should be used for protection. See sections 7.7.7 and 9.2.4.

The following proposals will be denied:

- Unwarranted removal of specimen trees.
- Intensive use of plants with forms or colors not native to the area.
- Earth fill that threatens existing trees.
- Large unplanted windowless walls.

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- **7.7.2 Landscaping Review Process** - The landscape plan is a basic part of the architectural submission and is subject to the review and approval process of the ACC. The landscape plan must be submitted by a professional landscape designer.
- **7.7.3 Restricted Plant Materials** – Plants that are very unlike local coastal vegetation or those plants associated with exotic effects must be avoided. Use of materials and site furniture that are inconsistent with the character of The Crescent and the low country coastal area should be avoided. Fountains and other decorative lawn ornamentation must be approved by the ACC.
- **7.7.4 Use of Earth Mounds** - As with plant materials, any earth forms used should be consistent with the natural setting. Generally, the topography of the coastal area is very flat. Earth can add interest to a home site, but if used, should be done with great sensitivity. Nothing looks more artificial than a small earth mound rising abruptly from a flat landscape. An earth mound with gentle slopes can require a rather large open area to blend naturally into the existing topography of the site. Since earth fill on roots can kill existing trees, earth mounds must be held away from the trunks of trees. Any mound must be indicated on the plan.
- **7.7.5 Landscape Plans** - One of the primary responsibilities of the ACC is to ensure that when The Crescent is completely developed, the product will be attractive and harmonious with the surrounding environment. Toward this end, the degree of attention and sensitivity shown in the landscape treatment of each individual lot becomes very significant. The ACC encourages a more maintained appearance with areas of lawn and shrubs. A condition of approval from the ACC to proceed with construction is the owner's agreement to implement the landscape plan submitted with the architectural drawings for the house. The intent of the landscape requirements is to enhance the building.

Plans for any landscaping, grading, excavation, or filling of lots must be approved by the ACC and conform to the following guidelines:

- Landscaping plan will be drawn on a copy of previously approved site plan, will show existing plants and trees, and will indicate trees to be removed. Common name, size and mature size will identify new plants and trees.
 - Landscaping plans will be submitted at the same time as house plans.
 - All construction, including landscaping, in street right-of-way must be approved by the ACC on behalf of The Crescent Property Owners' Association, Inc. It is the responsibility of the homeowner to ensure lot landscaping includes street right-of-way to edge of pavement and to all property lines.
 - A landscaping plan that uses rock or crushed rock or pine straw as a predominant element will not be accepted.
 - In general, proposed plant material should be easily available, salt tolerant, unappetizing to deer, drought resistant and cold hardy.
- **7.7.6 Planting Design** –

- A simple massing of plant materials is generally the most effective method of creating a successful planting scheme. Lawn areas are encouraged in open areas around homes where sunlight is available for a good portion of the day. Otherwise, wooded areas should be preserved and enhanced by the selective introduction of ground cover and edge plantings. Plant material, berms, fences and walls should also be incorporated in to the design of outdoor spaces for functional use such as to provide screening and privacy.
- At driveway entrance, for reasons of safety, no planting which obstructs sight lines at driveway entrances (between 2' and 6' above streets and roadways) shall be permitted.
- **7.7.7 Tree Protection** - The ACC may designate specific trees, which must be protected through the clearing and construction phases with barriers erected at least 5' from the trunk of trees.
- **7.7.8 Other Considerations** –
 - Walks, retaining walls, or other hardscape improvements will be identified by material and dimensions, including height above finished grade (can be shown on site plan).
 - Exposed foundation walls on street-facing façade will be planted with a minimum of 5-gallon plants spaced to cover exposed wall in a not less than 2 years.
 - All landscape improvements and sodded areas will be covered by an irrigation system.
 - Landscaping of lots adjacent to the golf course will be additionally required to landscape the areas of said lot adjacent to the golf course and if the plan calls for grass, the acceptable grasses are: Fescue, Zoysia, Centipede or St. Augustine. St. Augustine grass will not be permitted if contiguous to golf course turf

8 ARCHITECTURAL REVIEW PROCESS

Plans for all construction in The Crescent must have the "Seal" of a Professional Architect registered by the state of SC affixed thereto, and must be approved by the ACC.

Subsequent alterations or additions may also require, at the discretion of the ACC, the "Seal" of a Registered Professional Architect. Any alteration or addition requires architect-sealed plans and a completion deposit. Exceptions will be considered on a case by case basis. Significant improvements such as pools, garages, and detached buildings also require completion deposits.

Exterior color changes must be approved by the ACC.

The following policies and procedures will be followed.

8.1 APPLICATION FORM

Application must be made on the "Application to Construct in The Crescent ". A blank form is attached to these standards. Applications are complete only when review fee is paid, the

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application completed and signed by all parties involved, and the materials list is completed. Incomplete applications will not be reviewed.

8.2 MEETINGS

The ACC currently meets at least once each month at The Crescent. The times and dates are subject to change. Complete applications received by the Property Manager no later than the close of business two weeks prior to the scheduled meeting will be reviewed. Except as noted below, the ACC does not allow applicants to attend the meetings.

If an applicant wishes to attend a meeting for a special purpose, the request (with the reason for attendance stated) must be received at least one week prior to the next scheduled ACC meeting. The ACC Chairman will make the decision whether or not to allow the applicant to attend the meeting and the applicant will be notified of the decision.

8.3 ARCHITECTURAL CONTROL COMMITTEE

The submitted plans must conform to the general criteria as indicated in Section 7 of this document. However, the ACC may reject an application based solely on the judgment of its members without citing specific ways to remedy the deficiencies found. Applicants will receive a decision from the ACC by US mail or fax. Only owners and/or authorized agents as listed on the application will receive notification.

8.4 APPEALS PROCESS

When the ACC disapproves a design or a change from the approved plans during construction, the applicant must submit amended plans to comply with the ACC comments. If the applicant feels that (i) the ACC position is not reasonable, (ii) he has not been given due consideration, or (iii) a hardship can be proven, the applicant may within 10 days after receipt of notice of any decision which in the opinion of the applicant is unsatisfactory file a written request to have the matter in question reviewed by the ACC. The matter with respect to which such request was filed shall be submitted to and reviewed promptly by the ACC, but in no event later than 30 days after the filing of such request. The decision by a majority of the members of the ACC with respect to such matter shall be final and binding.

This same process may be followed to appeal fines/assessments levied by the ACC.

8.5 CONCEPT REVIEW

The ACC requires the submission of a rough site plan prior to a formal review submission. The ACC will provide a non-binding opinion of the suitability of the major concepts. No fee will be charged, and no stake-out or underbrush clearing are required at this time.

8.6 SITE PREPARATION

Prior to preliminary review, the lot must be bush-hogged and cleared of all underbrush. Corner lot monuments or steel pins must be located, staked out and strung with the lot lines and outlines of proposed buildings, drives and walkways clearly indicated. Trees that are to be removed must be clearly identified with red, pink, or orange ribbon. Do not mark trees that are to remain. Note: If the tree and topography survey does not properly identify the existing trees, the request may be

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denied. Also note that the removal of any tree within the SC Department of Health and Environmental Control – Ocean and Coastal Resource Management (OCRM) setback requires approval from the county. The ACC will not consider any tree removal in the OCRM setback until Beaufort County approval is obtained. **No tree removal is permitted at this time.**

8.7 PRELIMINARY APPLICATION

While it is permissible to combine the preliminary and final applications, the ACC recommends that the applicant submit a preliminary application for its comment prior to the preparation of construction drawings. In this manner conceptual errors may be resolved and the possibility of a lengthy review period avoided. The preliminary application should include one set of plans and the following supporting information:

- **8.7.1 Site Plan and Analysis**
 - **8.7.1.1 Tree Survey** - Provide a tree survey that clearly identifies the species, location and diameter of all trees six inches (6") or larger in diameter at a height of 4 feet (4'), as well as the location of significant clusters of smaller trees.
 - **8.7.1.2 Site Plan Scale** - Draw site plan at a scale of 1/8" = 1' superimposed over the existing tree survey.
 - **8.7.1.3 Trees** - Show and identify species and diameter of all trees as described above, and indicate trees to be removed and reason for removal. Note tree removal limitations in Section 7.7.1, page 17.
 - **8.7.1.4 Topography** - Show existing and proposed topography. Show fill plan. Draw arrows to indicate the direction of drainage. You are responsible for avoiding any unfavorable drainage impact on neighboring property. Certain lots may require a drainage plan designed by a certified civil engineer. Please refer to paragraph 8.7.1.10.
 - **8.7.1.5 Boundaries** - Show property boundaries, location of house and setbacks from all lot lines. Indicate overhang by means of a dotted line.
 - **8.7.1.6 Elevations** - Show elevations at a scale of 1/4": finished floor, lot corners, edge of roadway and height of highest ridge line to finished grade.
 - **8.7.1.7 Site Development** - Indicate site development, including walks, driveways and parking areas, patios, decks, fences, etc.
 - **8.7.1.8 Neighboring Houses** - Show the corners of neighboring houses and indicate their FFE (Finished Floor Elevation).
 - **8.7.1.9 Natural and Man-Made Features** - Designate natural or man-made features which could affect the design.
 - **8.7.1.10 Drainage Plan** - The builder is required to submit a drainage plan that has been prepared by a professional engineer who is qualified by the state of South Carolina to prepare a drainage plan. The preparer of the drainage plan must sign and affix his seal to the plan.
- **8.7.2 Floor Plans** - Floor plans should conform to the following requirements:
 - Draw to a minimum scale of 1/4" = 1 foot.
 - Show changes in level, relationship to important site features, etc.
 - Show location of service entrances for electric, telephone and cable TV within service yard as well as the location of the propane tank, if applicable.
- **8.7.3 House Elevations** – House elevations should conform to the following requirements:
 - Draw to same scale as floor plans.

- B. Show all elevations.
- **8.7.4 Landscaping** - Show proposed landscaping, indicating general massing of plants and trees and intended use of plant materials. This plan should be superimposed over the site plan, but must be separate.
- **8.7.5 Bush-hogging** - Lot must be bush-hogged, staked and strung out prior to Preliminary Review. Only lots that have been bush-hogged and staked will be reviewed. A fine of \$50 will be assessed if the ACC visits a site which has not been bush-hogged or staked out.
- **8.7.6 Submission of Typical Building Materials** - On the form provided in the application, indicate the name, grade, and description of proposed exterior materials. Provide physical samples of colors applied to a sample of the material to be used and roofing material. The samples should be not less than 6 inch by 6 inch actual material samples mounted on a single 24"x24" board. An application will not be reviewed without these exterior samples. Where applicable, manufacturer's name must be supplied (roofing, doors, windows, etc.). **The material sample board must be included with the preliminary application.**

8.8 FINAL APPLICATION

Two complete sets of documents shall accompany the final application. Each sheet of drawings and the first page of other documents shall include the lot number, street name, applicant's name, architect and date of drawings. Revised submittals for final approval shall be a complete set of plans. All drawings must be to scale.

- **8.8.1 Site Plan** - Show all information required for a preliminary submittal as set forth in Section 8.7.1. Drawings must identify all materials, be full-dimensioned and show the roof plan (unless shown on a separate drawing) and exterior lighting, if any.
- **8.8.2 Landscape Plan** - A separate landscape plan, superimposed over the site plan, show the location, bounds, numbers and species of all plants, trees, shrubs and ground covers (Common and Latin names), as well as the size of shrubs to be planted with initial and mature height and girth noted. A plant schedule is required including total number of each species, gallon sizes at installation, type and square footage of sod, etc.
- **8.8.3 Floor Plans** - The following requirements shall apply to floor plans:
 - Draw to a minimum scale of 1/4 inch = 1 foot.
 - Show any changes in floor level.
 - Show all dimensions.
 - Include door and window symbols and schedules.
 - Show all attached decks, patios, fences, ornamentation, aquatic elements (pools, ponds, etc.) and other appurtenances including detail of the service yard(s) enclosure
 - Show locations of service entrances for electric, telephone and cable TV within service yard(s) as well as the location of the propane tank(s), if applicable.
- **8.8.4 Elevations** - The following requirements shall apply to elevations:
 - Draw to a scale of 1/4 inch = 1 foot.

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- Show all exterior views of the house including those which will be partially blocked from view by garages, fences or other parts of the building.
 - Indicate all exterior finish materials and colors
 - Show finished floor elevations and existing and proposed grade lines.
 - Show all exterior openings.
- **8.8.5 Details** - Draw the following to a minimum of 1/2 inch = 1 foot:
 - Wall section
 - Window head/sill detail
 - Service yard detail
 - Rake Detail
 - Corner Detail
 - Screen porch detail
 - Railing/column details
 - Detached fencing details
 - Indicate roof slope
 - All drawings must be to scale.

8.9 FEES

A processing fee is required with all ACC submissions to help offset the cost of architectural reviews. A Completion Deposit fee is also required upon receiving final approval and prior to issuance of a Building Permit. The purpose of the Completion Deposit is to ensure that the completed house complies with the approved plans and the ACC Standards. Any fines that may be incurred during the construction process will be deducted from the deposit and the balance (if any) will be refunded. The Schedule of Fines on pages 33 and 34 lists the amounts assessed for various violations. The "Application to Construct in The Crescent" in Appendix A contains a list of fees for all construction.

- **8.9.1 Initial Inspection** - Prior to preliminary review of plans by the ACC, clear the site of under-brush, stake and string the lot lines and an outline of the proposed buildings, drives and walkways. Flag only trees to be removed. Remove tags from trees not to be removed. Use red, pink, or orange ribbon. Re-stake and string the lot as necessary if requested changes were required by the ACC.
- **8.9.2 Permitting** - After ACC approval of the final application, but prior to the issuance of a Crescent Building Permit to start clearing and construction, the applicant or his builder should install the builder's sign at the construction site. Upon verification of adherence, a Crescent Building Permit will be issued. Temporary toilet facilities and construction refuse dumpster must be placed on site prior to any construction activity. The entrance must be turned towards the construction site. If extensive site clearing is required, the ACC will allow a delay in the placement of the portable toilet and dumpster until the site is cleared, however, the site still must be kept clear of trash and unsightly debris.
- **8.9.3 Foundation Survey & Elevation Certificate** - After the issuance of a Batter Board Permit by the ACC batter boards may then be erected on the lot. **Prior to installing any foundation or pouring a slab, the owner will cause a Foundation Survey to be performed by a registered South Carolina Surveyor showing the exact location and**

elevations of foundations/slab on site plan. The results must be in accordance with the ACC-approved site plan. A Sealed Survey and Elevation Certificate must then be submitted to the ACC for approval prior to installing foundation or pouring the slab. Foundation surveys are also required for garages, barns, pools, detached buildings and significant additions.

- **8.9.4 Final Inspection** - When the buildings and landscaping are complete and a Certificate of Occupancy has been received from the Building Department of Beaufort County, the applicant must provide a copy of the C.O. to the ACC Administrator and request a final inspection in writing to ensure conformance with all approved plans. The Completion Deposit will be returned after an inspection has determined that (i) construction has caused no damage to the surrounding area, (ii) all construction (including materials, colors, drives, decks, etc.) has been completed in accordance with the approved building plan, and (iii) landscaping has been installed in accordance with the approved landscape plan. Any violations of the Rules and Regulations of The Crescent will be deducted from this deposit.
- **8.9.5 Additional Inspections** - Additional inspections such as a dry-in inspection and a driveway inspection may be performed by the ACC when they deem them to be appropriate.

8.10 COMPLETION

Total project, including landscaping, must be complete within sixty (60) days of issuance of Beaufort County Certificate of Occupancy OR one year from The Crescent permit date, whichever comes first regardless of whether the residence will be occupied at that time.

8.11 OCCUPANCY

All exterior construction, including painting, drives, and decks must be completed prior to occupancy, plus Certificate of Occupancy received, and final inspection completed and approved. Penalties may be assessed for violations. In addition to obtaining a Certificate of Occupancy from Beaufort County, all exterior construction, including painting, drives, and decks must be completed and final inspection conducted by an ACC member. Penalties may be assessed for violations or changes that were not approved by the ACC. Requests for exceptions to this requirement must be made in writing to the ACC prior to moving into construction.

9 CONSTRUCTION

The purpose of this section is to inform both the owner and the builder of policies and procedures required or suggested by The Crescent which will eliminate potential problems and further ensure the construction of a quality house. It is important to remember that the Covenants and Restrictions of The Crescent require that once a permit is issued, all work must be completed within one year. No home may be occupied until (i) all exterior construction, including painting, driveways and landscaping has been completed, (ii) a Certificate of Occupancy has been granted by the Beaufort County Building Inspector and presented to the ACC, and (iii) a final inspection is completed to the satisfaction of the ACC. Written requests for exceptions due to special circumstances must be submitted to and approved by the ACC in advance. Some lots may require approval by the OCRM.

9.1 PRE-CONSTRUCTION ACTIVITIES

- **9.1.1 Crescent 30-Day Batter Board and Clearing Permit** - Except for under-brushing, stake-out and stringing, no work may be done on a lot prior to receiving approval of the ACC. **In no event may trees be removed or earth moved prior to ACC approval and issuance of a Crescent 30-Day Batter Board and Clearing Permit.**
- **9.1.2. Government Permits** - All required governmental permits must be obtained and copies provided to the ACC before the ACC will issue a **Crescent 30-Day Batter Board and Clearing Permit.**

9.2 DURING CONSTRUCTION

- **9.2.1 Changes** - Any exterior changes to approved plans desired during construction must be submitted to the ACC for approval using the New Construction - Change Request Form (see page 39). No work on an exterior change may begin prior to ACC approval. There will be a \$100 fee each time a change to an approved plan is submitted that requires a review by the ACC and the ACC staff architect. This includes tree removal. Failure to request approval will result in a \$500 fine per occurrence and may result in a "stop work" order. There will not be a charge for changing the selected colors, but there may be a fine if the colors are changed without approval.
- **9.2.2 Portable Toilet and Dumpster** - A portable toilet and a construction refuse dumpster must be in place before work begins. They must be maintained during the entire construction process. In placing the portable toilet, the entrance must face the rear of the construction site, not the road or neighboring lots. Beyond the portable toilet facility and dumpster no other temporary structures or trailers may be placed on a lot without the written permission of the ACC. If allowed, such structures may never be used as residences and may not remain on the lot after construction has been completed.
- **9.2.3 Site Access** - The access point to the construction site between the edge of the road pavement and the front property line shall be no more than fifteen feet (15') wide, and is limited to one (1) entrance only. It is suggested that, whenever possible, the site access be in the same general location as the permanent driveway entry. An entrance drive consisting of crushed stone must be in place prior to the clearing of the lot, placement of fill or delivery of materials to the site. The entrance drive shall not be less than twelve feet (12') nor more than fifteen (15') feet wide and shall not be less than twenty feet (20') deep from first point of access to the building lot. Access to a building site by means of adjacent property will not be allowed. Parking of workers' vehicles/equipment will be limited to the construction lot only. The edge of the road pavement shall be protected from damage by construction vehicles.

All service and construction vehicles shall be parked in a manner where adjacent property owners will not be inconvenienced in any manner upon entering or exiting their property from or to the roadway.

Any damage to the road pavement, curbing, or the road right-of-way caused by construction activity must be restored to the original condition before the project will be considered complete. Final compliance will not be approved until all damaged areas are satisfactorily

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restored. Failure to comply with the above requirements during construction may result in assessments levied and/or a stop work order. The total cost of necessary repairs of damage to the street, curbs, common areas or adjoining lots will be charged to the owner of the property.

- **9.2.4 Site Clearing and Tree Protection** - No lot may be cleared or construction otherwise started without a Crescent permit. Where appropriate, culvert and fill and/or road shoulder protection must be in place. Site clearing is subject to the construction hours and Sunday/holiday restrictions.

During the entire period of construction *Tree Protection Zones* shall be established and maintained for each tree preserved on the site in accordance with Section 106-1648 of the Beaufort County Zoning and Development Standards Ordinance. Such section of the Ordinance includes but is not limited to requirements or limitations related to:

- Erection of encroachment barriers of not less than four feet in height;
- Prohibition on changes in grade within the tree protection zone of greater than two (2) inches; and
- Protection from excessive compaction during construction

The tree protection zone shall be a circle with a radius of one foot for every inch of DBH (diameter at breast height) or five feet, whichever is greater.

- **9.2.5 Roadways** - Roadways in front of and adjacent to site shall be cleaned at the end of each workday, as needed, of dirt, mud, muck and debris.
- **9.2.6 Site Maintenance** The site is to be maintained in an organized and workmanlike manner. At the end of each work day all trash and unusable material cutoffs are to be placed in the dumpster. All remaining materials will be neatly stacked.
- **9.2.7 Materials** - No materials may be placed in the right-of-way or on adjacent property even on a temporary basis.
- **9.2.8 Disposal** - There are no disposal areas available in The Crescent, nor is there a pit for obtaining fill dirt.
- **9.2.9 Utility Connections** - A water meter must be installed after final approval of the ACC so that construction water is available. Contact Beaufort-Jasper Water and Sewer Authority. Palmetto Electric Cooperative will provide a temporary power source during construction. Application for this service may be made at Palmetto Electric's office. An inspection of the service connection by the Beaufort County Inspection Department is required before the service can be activated. All utility services at The Crescent are buried in the street rights-of-way. Before digging in a right-of-way it is required that you ask each utility to identify the location of their lines to prevent damage.
- **9.2.10 Drainage and Erosion Control** - Prior to and during all construction activity, including the clearing and filling of the lot, the following protective actions must be taken: Water Drainage Control; Soil Erosion Control; Road Pavement and Curb Protection; Road Right-of-Way Protection and Tree Protection. **It is the responsibility of the general contractor to prevent drainage and erosion onto any adjacent property whether private or common.**

- **9.2.10.1 Water Drainage** - Water drainage shall be directed into the drainage system including road swales, ditches, culverts or lagoons. This shall be accomplished by means of rough grading, earth berms, swales, and drain lines or by retention entirely within the construction site property lines. Storm drain inlet protection measures to prevent soil and debris from entering storm drain drop inlets shall be applied to all such drains affected by the construction site.
- **9.2.10.2 Soil Erosion** - Soil erosion shall be controlled entirely within the construction site property lines in such a manner as to prevent the erosion of soil onto any adjacent properties, roads, or into any drainage system or lagoon.
- **9.2.10.3 Run-off** - Hay bales or silt fences must be placed to control run-off and/or spoilage into the coastal critical line of lots abutting marsh or water as well as all other lots. Protection of wetlands is closely monitored by the SC Dept. of Health and Environmental Control (DHEC), as well as the ACC and the POA.
- **9.2.10.4 Drainage Control** - After completion of the foundation work, the general contractor shall establish the finish grade at the perimeter of all new construction no more than six inches (6") below any wood finish. Earth should be sloped away from the house to a minimum of ten feet (10') on all sides. Drainage restrictions apply at the sides of all lots. When house construction is complete, and before any landscape work may begin, all planned fill must be in place and the lot brought to final grading.

THE FAILURE TO CONTROL DRAINAGE AND EROSION MAY RESULT IN ASSESSMENTS LEVIED, A STOP-WORK ORDER, AND THE COST OF ALL REQUIRED RESTORATION WORK.

- **9.2.11 Burning** - No burning of any kind will be permitted. Debris from clearing (i.e., tree stumps, branches, logs, underbrush, etc.) and from construction (i.e., scrap wood, drywall, packaging materials, etc.) must be disposed of off The Crescent at an appropriate disposal site.
- **9.2.12 Tree Removal** – No living trees measuring six inches (6") or larger in diameter at a height of two feet (2') above original grade and more than ten feet (10') from the perimeter of new construction may be removed without proper justification and approval of the ACC. Please note that the fact that a tree is messy or that the owner/builder feels that the tree is an undesirable type is not a sufficient reason for removal. The final decision on tree removals will be made prior to final approval.
- **9.2.13 Material Storage** - The storage of materials should be in an inconspicuous area of the site and contractors are required to make frequent clean-ups of surplus materials, trash, wrappers, etc. A refuse dumpster must be maintained on each site for the disposal of construction debris, trash and litter. All dumpsters are to be emptied when level full so that overflow of trash does not occur. Dumpsters cannot be placed on POA right of way. If a complaint from a property owner is received about unkempt conditions, Security will verify the information and then notify the builder and owner. If the job site is not cleaned

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immediately upon notification, a \$100 penalty per day will be assessed against the owner of the property (see Table 3, page 47).

- **9.2.14 Signs** - One sign identifying the contractor and/or architect may be displayed on the lot. This sign must not exceed four square feet in area, will be mounted on a square post of not less than 4 inches by 4 inches and must be in harmony with the design standards of The Crescent. In addition, there will be mounted on this post a DOCBOX Model #10102 or equivalent permit box for the protection of permits, plans and other documents. The sign is to be displayed facing the road; no sign will be displayed directly facing the golf course. When the job is completed, the sign, permit box and post must be removed immediately. No other signs will be displayed at any time.
- **9.2.15 Access and Work Hours** - Construction access to The Crescent is allowed between 7 am. and 5 pm. Monday through Saturday. Work is to be performed on Monday through Friday only between 7 a.m. and 6 p.m. Eastern Standard Time (during winter months) and from 7 am. to 7 pm. Daylight Savings Time (during summer months). Work is restricted to the hours of 8 am to 5 pm on Saturdays. No construction activities are to be conducted on Sundays or holidays.
- **9.2.16 Radio Playing and Other Nuisances** - The playing of radios, tapes, etc. at volume levels that disturb surrounding neighbors is not be permitted.
- **9.2.17 Workers' Accoutrements** - Workers are not allowed to bring children, pets, firearms or any other type of weapon to the job site.
- **9.2.18 Fishing by Workers** - Workers are not allowed to fish in The Crescent lagoons nor are they permitted use of community pools or tennis courts.
- **9.2.19 Dumping of Trash** - The Crescent does not have a dump. There will be a two hundred dollar (\$200.00) penalty for dumping refuse of any type on The Crescent property.

9.3 Water and Sewer

- **9.3.1 Broken Water and Sewer Lines** - Builders are financially responsible for the repair of any water or sewer line broken during construction. If a builder damages or breaks a water or sewer line, Beaufort-Jasper Water & Sewer Authority should be contacted immediately.
- **9.3.2 Backflow Preventers** - All temporary water service during construction must have backflow preventers installed. This is a requirement of the South Carolina Department of Health and Environmental Control.
- **9.3.3 Water Meters** - Water meters will normally be installed from one to five working days after a meter request has been submitted to Beaufort-Jasper Water & Sewer Authority.
- **9.3.4 Sewer Tap Location** - A request for sewer tap location must be made to Beaufort-Jasper Water & Sewer Authority at least two working days before the plumber plans to make connection.
- **9.3.5 Sewer Cleanouts** - Sewer cleanouts must be installed in all lines connected to the Beaufort-Jasper Water & Sewer Authority sewer system.

10 VIOLATIONS OF THE RULES AND REGULATIONS

The assessments for violations of the rules and regulations of The Crescent are presented in Fine Payment Schedule dated 10/01/2014 pages 1 and 2 of 2 (see pages 33 and 34 of this document). The ACC reserves the right to assess these fines.

A successful completion of a final ACC inspection is required prior to occupying a new house. It is common for these inspections to uncover items that must be fixed. This requires a re-inspection. If the violations are significant, the ACC may not give approval to occupy the house. If the house is occupied without ACC approval, there can be a fine of \$100 per day. This will be deducted from the home owner's completion deposit. At the ACC's sole discretion, the ACC may permit occupancy when only minor infractions are found during the final inspection. However, the completion deposit will not be returned until all discrepancies have been addressed to the ACC's satisfaction.

A successful completion of a final ACC inspection is required before any completion deposit can be returned. In the event that the corrections required by the final inspection are not addressed within one year of the final inspection or date of occupancy, whichever comes first, the entire completion deposit will be forfeited and the money will be transferred to the general POA account.

10.1 Removal of Unauthorized Construction - The ACC reserves the right to require the builder / owner to remove any unauthorized or unapproved construction, whether new or an addition to an existing structure, at the sole expense of the owner / builder.

10.2 Legal Recourse - The ACC reserves the right to seek legal recourse, at the owner's sole expense, for satisfaction of any differences arising from violation of any standard requirements or unanswered requirements of the ACC.

11 DISCLAIMER

Plans and specifications are not reviewed for engineering or structural design or quality of materials, and by approving such plans and specifications neither the ACC, the members thereof, nor the Crescent Property Owners Association assumes liability or responsibility therefor, nor for any defect in any Structure constructed from such plans and specifications. Neither the ACC, the Board of Directors of the Crescent Property Owners Association, nor the officers, directors, members, employees and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval, or to any Owner of property affected by these Restrictions by reason of mistake in judgment, negligence, or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specifications. Every person who submits plans or specifications and every Owner agrees that he will not bring any action or suit against the Association, the ACC, the Board or the officers, directors, members, employees and agents of any of them to recover any such damages and hereby releases, remises, quit-claims and covenants not to sue for all claims, demands and causes of action arising out of or in connection with any judgment, negligence, or nonfeasance and hereby waives the provisions of any law which provides that a general release does not extend to claims, demands and causes of action not known at the time the release is given.

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TABLE 1					
CHECK LIST Documents to Obtain From Builder	Prelim App	Final App	After Batter Boards in Place	Construction Complete	Other
<input type="checkbox"/> Copy of County Building Permit		X			
<input type="checkbox"/> Insurance Certificate – General Liability – Crescent POA as Additional Insured		X			
<input type="checkbox"/> Insurance Certificate – Commercial Auto Liability – Crescent POA as Additional Insured		X			
<input type="checkbox"/> Insurance Certificate Proof of Coverage – Worker Compensation		X			
<input type="checkbox"/> Copy Of SC Contractor License		X			
<input type="checkbox"/> Permit Fee \$300 Payable To Crescent POA		X			
<input type="checkbox"/> Refundable Performance Deposit \$5,000 Payable To Crescent POA		X			
<input type="checkbox"/> Plan Review Fee \$750 Payable To Architect-Dan Ogden	X				
<input type="checkbox"/> Completed Application To Construct In The Crescent	X				
<input type="checkbox"/> Completed Qualification Statement And Affidavit For Approval Of General Contractors And Private Builders	X				
<input type="checkbox"/> Completed 3-D Drawing of all 4-Sides of the House Elevation	X				
<input type="checkbox"/> Receipt For The Crescent Design Standards and; Article VII Of The General Covenants And Restrictions; Fine Payment Schedule Dated 10/01/2014		X			
<input type="checkbox"/> Foundation Survey and Elevation Certificate			X		
<input type="checkbox"/> Copy of County Certificate of Occupancy				X	

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TABLE 2					
CHECK LIST Documents to Deliver to Builder	Prelim App	Final App	After Batter Boards in Place	Construction Complete	Other
<input type="checkbox"/> The Crescent Design Standards and Architectural Guidelines		X			
<input type="checkbox"/> Article VII of the General Covenants and Restrictions		X			
<input type="checkbox"/> Fine Payment Schedule Dated 10/01/2014		X			
Batter Board and Clearing Permit					
<input type="checkbox"/> Other					

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TABLE 3 - CRESCENT HOME STANDARDS (UPDATED OCTOBER 2014) APPROVED COLORS

Stucco Colors

STO Stucco - Essence DPR Finishes - #307 - SWIRL; #306

MEDIUM SAND and #310 Fine Sand

VT039230	Revere Almond
VT039233	Revere Antique Ivory
VT039262	Revere Linen
VT039267	Revere Pebble
VT039240	Revere Everglade
VT039256	Revere Wicker
VT039246	Revere Sandalwood
VT039259	Revere Maize
VT039237	Revere Canyon Clay
VT039243	Revere Dover Gray
VT039252	Revere Sandstone
VT039227	Revere Snow White
VT039249	Revere Pearl

Cementitious Plank Colors

Duron Name * #	Number	SW Equivalent	SW Number
Angelica Blossom	7711W	Friendly Yellow	SW6680
Stucco Greige	8693M	Diverse Beige	SW6079
Meadowlark	8724M	Sands of Time	SW6101
Summer Fog	8533M	Uncertain Gray	SW6234
Summer Fog	8533M	Gris	SW7659
Dauphin Gray	8773M	Dorian Gray	SW7017
Dauphin Gray	8773M	Pussywillow	SW7643
Stone Lion	?????	Stone Lion	SW7507
		Tony Taupe *	SW7038
		Jersey Cream *	SW 6379
		Pure White *	SW7005
		June Bug *	SW 2019

* Included in initial Crescent Home Standards established by Centex

Duron paints no longer available - acquired by Sherman Williams

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TABLE 3 - CRESCENT HOME STANDARDS (UPDATED JANUARY 2015) APPROVED COLORS and ACCENT COLOR COMBINATIONS

Mid American Vinyl Shutters - SW Cross Over Paints			
Shutter Color	Number	Door Color	Number
White	001	<p>There are no direct Sherman-Williams cross over colors for the Mid American Vinyl Shutter Colors. The Sherman-Williams retail store in Sheridan Park has scanned the Mid American colors into their computer color matching system and has developed custom door colors that are an exact match for the Mid American colors. The Crescent approved shutter color samples are located at the Sherman Williams retail store in Sheridan Park and Atlantic States Management Office.</p>	
Black	002		
Wedgewood blue	004		
Musket Brown	010		
Burgundy Red	027		
Forrest Green	028		
Wineberry	078		
Midnight Green	122		
Midnight Blue	166		
Bordeaux	167		

Approved Door and Shutter (Accent Color) Combinations			
Door Color	Number	Shutter Color	Number
White	001	Black	002
Burgundy Red	027	Black	002
Wineberry	078	Black	002

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SCHEDULE OF FINES

The following is a schedule of fines that may be levied when a property owner or general contractor violates the Covenants or Design Standards and Architectural Guidelines. Such fines will be charged to the property owner and, if levied in connection with a construction project, may be deducted from the property owner's compliance deposit if not paid when billed.

A stop order or other actions may also be taken for serious and/or repetitive actions.

TYPE OF VIOLATION	AMOUNT OF FINE
Clearing of site without stake out approval or obtaining a Crescent Batter Board and Clearing Permit. Unauthorized tree removals	\$500 per violation. Contractor could be expelled from the Crescent
Construction does not conform to plans approved by the ACC	\$500 per violation. Contractor could be expelled from the Crescent
Failure to build, finish and landscape in accordance with plans approved by the ACC	Fines up to amount of compliance deposit
Occupancy of new home without approval before final compliance inspection is completed	\$100.00 per day
Work not completed in twelve months. Extensions may be requested in writing but must be approved by the ACC	\$100.00 per day
Failure to control water drainage and/or soil erosion	\$200.00 per violation plus restoration costs
Damage to road pavement, curbs and road right of way	\$200.00 per violation plus restoration costs
Trespass onto adjoining lots or POA property by personnel, vehicles, equipment, materials storage , etc.	\$50.00 per violation plus restoration costs and \$25.00 per day until issue is successfully remediated

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TYPE OF VIOLATION	AMOUNT OF FINE
Failure to provide adequate trash receptacles or failure to keep the sight clear of debris	\$50.00 per violation plus restoration costs and \$25.00 per day until issue is successfully remediated
Failure to provide, properly site and maintain portable toilets facing rear of construction site	\$25.00 per violation plus \$25.00 per day until in compliance
Failure to control exterior lighting	\$100.00 per violation
Loud music, language or inappropriate personal behavior	\$100.00 per violation
Noncompliant and/or improperly placed signage	\$25.00 per violation
Improper hauling of trash	\$50.00 per violation plus cleanup cost
Spills on road or right of way	\$50.00 per violation plus cleanup cost
Open fires	\$500.00 per violation
Pets, children or unauthorized personnel on construction site	\$25.00 per violation
Contractors fishing in lagoons	\$25.00 per violation
Carrying of firearms	\$100.00 per violation plus permanent expulsion from The Crescent
All violations of Article VII and the Design Standards and Architectural Guidelines not specified above	\$25.00 per day until in compliance

Appeals of violations and/or fines are to be submitted in writing to the ACC through ATLANTIC STATES MANAGEMENT COMPANY. An explanation of circumstances and appropriate justification should be included in the appeal. A written response from the ACC will be forwarded within 30 days of the receipt of the appeal. All payment of fines is the responsibility of the property owner – no exceptions.

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APPLICATION TO CONSTRUCT IN THE CRESCENT (see <http://thecrescent.us/board-info2/acc-forms> for fillable application package)

Lot # _____ Street Address _____

Owner(s)

Builder

Name

Name

Address

Address

City/State/Zip

City/State/Zip

Telephone

Fax

Telephone

Fax

Architect

S.C. Contractor License #

Name

Address

City

Telephone

Fax

S.C. Registration #

NOTE: The Applicant(s) must thoroughly read and comply with the requirements of the Design Standards and Architectural Guidelines

Has this house ever been built within The Crescent Subdivision: _____

If yes, where? _____

For New Construction

Concept Review Only - No Fee Required. ACC opinion non-binding

Preliminary ACC Review - \$750 – made payable to Dan Ogden must be paid at this time. Lot must be bush-hogged, staked and strung out.

Final ACC Review - No fee due at this time.

Prior to Start of Construction –

- Refundable performance deposit of \$5,000 made payable to Crescent POA
- Crescent building permit fee of \$300 made payable to Crescent POA

Existing Homes – see separate application forms at <http://thecrescent.us/board-info2/acc-forms>.

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CHECKLIST FOR ACC SUBMISSIONS

Site Plan on 1/8 Scale Indicating:

- Species and diameter of trees over 6" in diameter, noting any to be removed
- Outline of proposed topography, fill plan, direction of drainage
- Property boundaries, setbacks from lot lines to first vertical wall.
- Street access, drives, walks, patios, decks, fencing, etc.
- Elevation of lot corners, first floor, culvert inverts, edge of roadway.
- Layout of pipe under driveway (if needed), including inverts of neighboring culverts upstream and downstream and direction of flow.

Foundation Plan if other than slab on grade

Service yard detail, location and screening

Landscape Plan and schedule showing location, species, initial and mature size (height and girth) and quantity of shrubs, trees, and ground covers, type and square footage of sod.

Floor plans at 1/4" scale with:

_____ Changes in floor level	_____ Door and window schedules
_____ All dimensions	_____ Attached decks, fences, etc.

Elevations drawn to 1/4" scale showing:

_____ All exterior views	_____ All exterior openings
_____ Exterior finish material	_____

Wall section drawn to 1/4" scale showing

_____ Roof Pitch	_____ Patio Section, if appropriate
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Color Samples on 6"x6" piece of actual material, mounted on 24"x24" foam board.

Roofing Samples

Other Materials

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SCHEDULE OF EXTERIOR MATERIALS AND COLORS

Lot # _____ Street Address _____

Item	Material Name & Number	Manufacturer / Model # or Name
Siding		
Stucco		
Brick		
Roofing		
Fascia		
Trim		
Soffit		
Shutters		
Front Door		
Exterior Doors		
Garage Door		
Windows		
Chimney		
Driveway		
Service Yard		
Swimming Pool/Spa		
Fireplace	Wood Burning _____ Propane* _____ *If propane, indicate location of tank(s) on site plan.	

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ACC FEES & COMPLIANCE DEPOSITS

New Home

NON-REFUNDABLE –

- *Plan Review Fee* payable to Dan Ogden - \$750 (submitted with drawings)
- *Crescent Building Permit* - \$300 payable to Crescent POA paid prior to start of construction.

REFUNDABLE – *New Construction Performance Deposit* - \$5,000 paid prior to start of construction.

Major Addition/Renovations: To include major structural changes, i.e. total replacement of roof, siding, stucco, change roof line, addition of swimming pool, major concrete work, excavation and heavy material delivery.

- **NON REFUNDABLE –** *Plan Review Fee* payable to THE CRESCENT POA - \$300.00 (submitted with drawings)
- **REFUNDABLE –** *Construction Performance Deposit* - \$1,000.00 (separate Owner check payable to Crescent POA paid prior to start of construction.)

Minor Additions: To include deck, fences, porch enclosures, patio, minor driveway extensions, dormer addition or other minor additions.

- **NON-REFUNDABLE –** *Plan Review Fee* - \$300.00 (submitted with drawings) *
- **REFUNDABLE –** *Construction Performance Deposit* - \$500.00 (separate Owner check payable to Crescent POA paid prior to start of construction.)

Minor Repair/Replacements: To include minor repairs, including but not limited to, stucco, brick work, roofing, siding, and/or other repair/replacement **that include material removal or delivery.**

- **NON-REFUNDABLE –** *Plan Review Fee* - \$300.00 (submitted with drawings) *
- **REFUNDABLE –** *Construction Performance Deposit* - \$500.00 (separate Owner check payable to Crescent POA paid prior to start of construction.)

Repainting – Exterior (New or Same Color:)

- **NON-REFUNDABLE –** Review Fee - N/A
- **REFUNDABLE –** *Performance Deposit* - \$250.00

Landscaping:

- **NON-REFUNDABLE –** Review Fee - N/A
- **REFUNDABLE –** *Performance Deposit* - \$250.00

* May be waived at the discretion of the ACC.

APPROVALS ARE GOOD FOR SIX MONTHS. After that, owner will have to go through the entire submittal process again.

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NEW CONSTRUCTION – CHANGE REQUEST FORM

The Crescent ACC

Owner _____ Builder _____

Lot # _____ Address _____

Address _____

_____ Telephone No. _____

Telephone No. _____ Emergency Tel. No. _____

E-mail Address: _____ E-mail Address: _____

Brief Description of Change(s) from ACC Approved Plans:

(Attach revised or marked-up plans for siting or exterior design changes; attach samples for color changes – 8 1/2" x 11")

(Use other side of form if more space is needed)

Submitted by: _____ Date: _____
(Signature)

Printed name of person submitting this form: _____

_____ Owner _____ Architect _____ Builder

Phone No. _____ (if different from above)

E-mail _____ (if different from above)