



# HOME BUILDING DESIGN STANDARDS PROCEDURES | TIMELINES | FORMS

COOPER'S POINT COMMUNITY at SHELLMAN BLUFF  
McINTOSH COUNTY, GEORGIA

10-16-2023

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**HOME BUILDING DESIGN STANDARDS  
COOPER'S POINT COMMUNITY  
MCINTOSH COUNTY, GEORGIA**

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**HOME BUILDING DESIGN STANDARDS  
COOPER'S POINT COMMUNITIES  
MCINTOSH COUNTY, GEORGIA**

**PURPOSE**

To assist the Property Owners, their Architects, Designers, and Builders in the design and construction of homes and to assure a neighborhood design that reflects the intent of the Covenants and Restrictions of Cooper's Point Community.

These design standards are to facilitate the review process for property Owners, their Architects, Designers, and Builders. Careful review of the Cooper's Point Covenants must be accomplished before preparations of plans are started. You may obtain a copy of the Cooper's Point Covenants on the website or from the Association's administrator.

**DESIGN REVIEW COMMITTEE**

The Cooper's Point Design Review Committee (DRC) is the official home construction review committee appointed by the Cooper's Point Board of Directors. This committee has the exclusive jurisdiction in approving or disapproving all of the items listed in Article VI of Cooper's Point Covenants, which can be found in Exhibit #8 of these Standards.

**ARCHITECTURAL DESIGN STANDARD**

Cooper's Point Community is located in a unique special place known as the "low country" of coastal Georgia. We encourage all new home designs that will reflect the unique low country coastal area architecture that is in harmony with the character of the environment of the area. Low country coast architectural style is distinctive, resulting from the conditions of a hot humid climate, local building materials, local history and cultural patterns. This look can be rustic but gracious. Typical elements of low country homes include large front porches to catch breezes, shade the interior and are inviting to sit on; a raised crawl space to avoid low level flooding and a raised pier construction on homes at nearer the water; high ceilings, allowing for taller doors and windows; and many windows, for the views and ventilation. Rooflines are typically hip or gable, and the main roof may extend over the porches without interruption. Historically, building materials were limited; the dominant construction material was local wood, and later, brick made from local clay, sometimes covered with tabby made of sand and shell. Today modern materials such as cementitious siding (i.e. hardie plank) provide the weather resistant qualities of woods that are no longer available such as cypress or heart pine. Metal roofs are also a typical material used on low country homes.

For home design ideas, you may want to research these suggested websites and search for "low country home plans":

<http://houseplans.southernliving.com>  
<http://www.moserdesigngroup.com>

<http://www.allisonramseyarchitect.com>  
<http://www.williampoole.com>

## **STEPS for DESIGN REVIEW PROCESS**

The following outlines the step-by-step procedures for obtaining the appropriate approvals during the various stages of your home construction. These steps should be followed in the sequence listed to ensure a smooth and successful home building experience for the property Owner.

1. Property Owner to provide a copy of the Design Standards to their Builder.
2. Property Owner or Builder to contact the Cooper's Point administrator at [cooperspointhoa@gmail.com](mailto:cooperspointhoa@gmail.com) or 912-832-3891 to schedule a meeting for review of the Application for Preliminary Design Review (APDR)-Exhibit #1.
3. Property Owner and Builder meet with DRC to review the APDR and all supporting materials as outlined. If all APDR requirements are met and the committee is satisfied, a Limited Clearing Permit-Exhibit #2 will be issued by the DRC. If revisions or further work are necessary, another meeting will be scheduled by the DRC.
4. When the Application and Agreement for Design Review (AADR)-Exhibit #3 is completed, with all supporting materials as outlined, a meeting with the property Owner and Builder needs to be scheduled.
5. Property Owner and Builder meet with DRC to review the AADR and all supporting materials. At this meeting the property Owner must submit a building deposit check payable to Cooper's Point HOA for \$5,000. In addition, the builder must submit a deposit check for \$2,000. If all AADR requirements are met and the committee is satisfied, a Clearing Permit-Exhibit #4 and a DRC Building Permit-Exhibit #5 will be issued. At conclusion of meeting the DRC, property Owner and Builder will meet at the building site to post the DRC Building Permit and review the property. If revisions or further work is necessary, another meeting will be scheduled by the DRC.
6. Following DRC approval of the AADR, plans and specs need to be submitted to the McIntosh County Building Department to obtain a building permit.
7. Site work and construction begin.
8. Throughout the building process the DRC will inspect the site using the DRC Timeline and Construction Checklist-Exhibit #6 for on site-approvals. If any item on the Checklist is not approved, the DRC will shut down the building site.
9. Once the house is dried in, property owner must submit a Landscape Plan-Exhibit #7 to the DRC either by mail, email or delivered to the Committee Chairman.

10. DRC meets to review Landscape Plan for review, feedback and approval. If all requirements are met and the committee is satisfied, the approval will be sent to the property Owner. If revisions or further work is necessary, feedback will be sent to the property Owner. Upon receiving revisions from property Owner, another meeting will be scheduled for the DRC to review the updated Landscape Plan.

11. At the conclusion of the building process and after final inspection of the construction and installed landscaping, if the DRC is satisfied that standards are met, it will notify the Cooper's Point Board that it recommends to return the \$4,000 building deposit to the property Owner and the \$2000 deposit to the builder. (Note: \$1,000 of the original \$5,000 deposit is retained for the Cooper's Point HOA Road Repair Fund. If the house is constructed on a slab rather than a crawl space, the DRC and the Board may retain \$2,500 of the owner's deposit for the Road Repair Fund due to the wear and tear on the roads caused by the additional loads of fill required).

## **QUESTIONS**

Questions regarding this process can be submitted to the Cooper's Point administrator by email at cooperspointhoa@gmail.com or by phone at 912- 832-3891.

## **EXPLANATION AND PROCEDURE FOR ALL FORMS**

### **APPLICATION FOR PRELIMINARY DESIGN REVIEW: Exhibit #1**

Prior to the preparation of architectural drawings, the property Owner and Builder will schedule a meeting with the DRC to present a preliminary application (APDR) for review. This process will eliminate conceptual errors. The preliminary application is to be submitted with two (2) sets of conceptual plans and may be in sketch form to include site plan, floor plan, front elevation and a copy of the land survey. One set will be retained and one set will be marked approved or disapproved by the DRC. If all APDR requirements are met and the committee is satisfied, a Limited Clearing Permit-Exhibit #2 will be issued by the DRC. If revisions or further work is necessary, another meeting will be scheduled by the DRC.

### **LIMITED CLEARING PERMIT: Exhibit #2**

The Limited Clearing Permit will allow cleanup, mowing, stump removal, and grubbing. The property Owner shall not remove trees larger than 4" in diameter, may not limb-up trees and may not grade or remove earth, except for filling stump excavations, until approved by DRC.

### **APPLICATION AND AGREEMENT FOR DESIGN REVIEW: Exhibit #3**

The Application and Agreement for Design Review (AADR) along with two (2) sets of site plans and all supporting materials outlined on the application will be presented to the DRC at a meeting with property Owner and Builder. A licensed architect who has experience building on coastal properties must stamp all architectural drawings. One set of site plans will

be retained and one set will be marked approved or disapproved and will be returned to the applicant. Redline drawings reviewed by the DRC become the documents of construction. Your DRC approved plans and specs must then be submitted to the McIntosh County Building Department for a building permit.

If all AADR requirements are met and the committee is satisfied, a Clearing Permit-Exhibit #4 and a DRC Building Permit-Exhibit #5 will be issued. At conclusion of meeting, the DRC, property Owner and Builder will meet at the building site to post the DRC Building Permit and review the property. If revisions or further work is necessary, another meeting will be scheduled by the DRC.

#### Site Plan Standards

> Drawings shall accurately locate all “improvements” on the lot. These include, but are not limited to house plot plan, driveways, walks, decks, walls, fences, screening, drainage, exterior lighting, septic tank location, etc. A walkway from the front door is required.

> Drawings shall include a tree survey and accurately locate all trees. Indicate by marker the trees that will be maintained and those that will need to be removed. See requirement for specimen tree protection. Mature live oaks are especially valued and, in its discretion, the DRC may require a suitable replacement on the lot.

> Drawings shall show existing mean sea level elevation referenced to a USGS mean sea level marker, existing and proposed grades as well as finished floor elevation of structure; drawings shall also show existing grades, mean sea level elevation, finished grade, finished first floor, finished second floor, roof height and chimney height.

> Drawings shall show the limits of clearing, silt fence location, and other required erosion control measures.

> Drawings shall show all setbacks as delineated in the covenants and restrictions for the lot. Setbacks shall be the distance a house, driveway, etc. must be from the front, side and rear property lines (not the street).

> Architectural drawings shall be stamped by a licensed architect.

> Foundation, roof and all other floor plan drawings shall clearly and accurately show and identify dimensions including all walls, windows, doors, etc.

> Roofs shall have a minimum slope of 6/12.

> Square footage for Living Area of the first floor and, if included, the second floor must be clearly indicated.

Drawings shall clearly and accurately show and identify all materials, details, and proportional elements. A double front door or a single front door with side lights and transom

are strongly preferred.

- > Sections and Details drawn at a sufficient scale (minimum of 1/2"=1'0" to delineate materials and interfaces).
- > Manufacturer name and product name and color must be submitted along with an actual sample of all exterior materials.
  
- > Owner/builder must have a Limited Clearing Permit issued by the DRC before any clearing or construction can commence. Once approved, the form will be signed and returned with approval.
- > The corners of the structure must be staked as indicted on site map.
- > Driveway and limits of clearing must be ribboned off as indicated on site plan.
- > Silt fence and other required erosion control measures must be installed as indicated on site plan.
- > The lot lines shall be identified and marked with string. No construction activities shall encroach upon adjacent lots.

Approval of plans by the DRC continues in effect for one (1) year. At the expiration period, the entire review process shall be started over.

The property Owner will submit a building deposit check payable to Cooper's Point HOA for \$5,000 and the builder will submit a deposit of \$2000 also at this meeting if all AADR requirements are met. A Clearing Permit-Exhibit #4 and a DRC Building Permit-Exhibit #5 will then be issued. At conclusion of meeting the DRC, property Owner and Builder may meet at the building site to post the DRC Building Permit. If revisions or further work is necessary, another meeting will be scheduled by the DRC.

#### **CLEARING PERMIT: Exhibit #4**

Prior to issuing the Clearing permit at the AADR meeting, the DRC, property Owner and builder will together determine specifically what trees will be removed or trimmed.

#### **DRC Building Permit: Exhibit #5**

At the conclusion of the AADR meeting, if all requirements are met and the committee is satisfied a DRC Building Permit will be issued to the property Owner. This form must be posted at the building site.

#### **DRC Timeline and Construction Checklist: Exhibit #6**

Throughout the building process the DRC will inspect the site using the DRC Timeline and Construction Checklist for on site-approvals. If any item on the Checklist is not approved, the DRC will shut down the building site.

## Landscape Plan: Exhibit #7

Once construction begins, preferably at least 30 days after the “drying in” stage of construction, the property Owner must submit a Landscape Plan to the DRC either by mail, email or delivery to the committee Chairman. The Landscape Plan is required to include minimum disturbance and “native plant” material indigenous to the area and shall indicate the locations, sizes, numbers and species of all plants, trees, shrubs, and ground covers. The Plan shall be an overlay of the site plan to show all relationships of landscaping and site development work and can be illustrated by either a sketch drawing or computer aided photographic layout showing at least the front and side yards, and back yard if highly visible from the street view. Irrigation systems are strongly recommended due to our local sandy soil condition. If an irrigation system is not installed, the Owner must present a thoughtful design and plan to keep new plantings viable. The front lawn shall be sod. Depending on the site plan, sod may be required on the side lawn. All tree stumps must be ground and removed.

### **GENERAL BUILDING STANDARDS**

#### **Construction Rules**

Permitted working hours are Monday-Saturday: 7:00 a.m. to 7:00 p.m.; Sunday; only construction cleanup and interior work permitted 10:00 a.m. to 6:00 p.m.

Damage to property and/or roads are the responsibility of the respective property Owner and Builder.

A concrete culvert pipe (with matching ends and no smaller than 12” in diameter) and fill for lot access is to be installed prior to the start of construction to protect road and edges during construction. If a concrete culvert is not installed, measures must be taken by the builder to protect the road edges from damage caused by construction vehicles.

Before digging, you must notify the utility company. Call 1-800-282-7411 relative to utility locations and water system location.

A refuse container and port-a-let must be placed on the back of the construction site and shall be serviced regularly during construction.

During construction the construction site must be kept reasonably clean, safe and prevent loose materials from blowing onto other lots. The waste dumpster should be emptied regularly so that construction waste materials can be maintained in the dumpster.

Builder shall affect a satisfactory noise abatement program during construction hours.

Builder shall provide temporary dust controls during any construction work that will generate a dust condition. This can be accomplished by spraying water around the construction site during very dry weather.

Builder will erect and maintain temporary wood or metal fencing, minimum 4 foot high, around tree protection zones before starting site clearing. Remove fence when construction is complete. Do not store construction materials, debris, or excavated material within fenced area. Do not permit vehicles, equipment, or foot traffic within fenced area. Maintain fenced area free of weeds and trash. Do not excavate within tree protection zones. Where excavation for new construction is required within tree protection zones, hand clear and excavate to minimize damage to root systems.

The property Owner shall be responsible for electrical service from the Utility Company transformer to point of entry. Electrical service shall be underground. Electric meters shall not be located on front elevations.

For water service see Article XI, Water Service of the Cooper's Point Covenants.

Completion of improvements on a home site is to be per the plans and specifications as submitted and approved by the DRC. During construction, if exterior changes are to be made, it is imperative that the DRC be contacted for review and approval before any changes are made.

At construction completion, the property Owner and his Builder are responsible for removal of all debris from the site, removal of allowed signs, temporary electrical poles, dumpster, excess earth, or any other temporary facility.

### **Site Design**

Review Article VII Use Restrictions of the Covenants in its entirety.

Driveway and walkways can only be constructed of concrete, concrete pavers, asphalt, brick pavers, crushed stone or shells with edging. A 10-foot minimum setback from the side property line is required. An apron is required on driveways consisting of crushed stone or shells. It may be concrete, concrete pavers or brick pavers. Edging of 1"x6" lumber or other suitable edging material is required.

Fuel Tanks- All fuel tanks for home heating should be buried underground if tank is at least 100 gallons or greater. If less than 100 gallons and above ground, tanks must be screened with approved landscaping or fencing.

Mechanical equipment such as AC units and propane tanks must be screened with approved plantings or fencing.

### **Landscaping**

Minimal site disturbance is encouraged.

A landscaping plan is required. All plantings are encouraged to be indigenous to the Southeastern United States and coastal areas. Berry and nut trees are encouraged to help provide forage for wildlife. Irrigation systems are recommended, particularly in the front yard. If a tree must be removed, the DRC may require a replacement in a suitable location. A corner lot will require sod on the front and the sides.

## **Exterior Architectural Style**

### **(also see page 2 : Architectural Design Standard description)**

Home designs shall reflect the unique low country and coastal area architecture, and be in harmony with the character and environment of the area. Massing details, materials and proportions shall reflect these characteristics.

Materials: Those typified by the above described architecture.

Foundation: Slab on grade is prohibited. A crawl space is preferred, however, a concrete floor slab with a minimum of 32" exposed foundation finished in tabby, stucco, or brick veneer is acceptable. All crawl space foundations will have a minimum of 12" x 12" piers constructed of brick or concrete masonry unit finished in tabby, stucco, brick veneer. Open space between piers is prohibited.

Exterior Finishes: Horizontal lap siding of wood, cementitious siding, brick, stucco, tabby, cedar shingles. Other similar materials will be considered. Colors will be considered at the time of submission.

Garage Doors: May not be viewable from the front of the house. Garage entry must be on the side or at the rear of the house. Every effort should be made so that garage doors are not located directly facing a street.

Windows: Single hung, double hung, or casement windows of wood or vinyl construction is acceptable. Mill finish aluminum windows are not acceptable. Pre-finished aluminum windows are acceptable.

Attic dormers facing the street shall not show incomplete interior construction.

Shutters: Front elevations are encouraged to incorporate shutters where applicable. Authentic wood construction with shutter dogs is preferred but not required.

Roof: Minimum main roof slope shall be 6 in 12. Dimensional shingles, standing seam painted metal or copper. Vents shall be placed on the rear plane of the roof. Skylights shall be placed on or near the rear plane of the roof.

Chimneys: Must be brick, tabby, or stucco finish.

Other Exterior Features: All exterior details not listed above, i.e. light fixtures, etc., shall conform to the architectural standards.

On-site mailboxes are permitted and must be styled similar to those shown on Exhibit #9 and as stated in Article VII, Section 22.

Front steps width should be proportional to the porch.

EXHIBIT #1

**APPLICATION FOR PRELIMINARY DESIGN REVIEW**

To be submitted at first meeting with DRC.

Date \_\_\_\_\_ Lot Number \_\_\_\_\_

Owner: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Builder \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

PLEASE FURNISH THE FOLLOWING WITH THIS APPLICATION:

Two (2) copies of **conceptual ideas/drawings** including Site Plan, Floor Plans, Front Elevation and a lot survey. **NOTE: These should be concepts NOT FINISHED PLANS.**

DESIGN REVIEW COMMITTEE COMMENTS:

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

I have read and understand the DRC Standards.

\_\_\_\_\_  
Signature of Owner

I have read and understand the DRC Standards.

\_\_\_\_\_  
Signature of Builder

\_\_\_\_\_  
DRC Chairman Signature

DRC Committee Members Signoff (All members must initial)

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

Date \_\_\_\_\_

The DRC assumes no liability for any structural or code issues and for compliance with applicable government regulations. Preliminary review is a non-binding opinion as to the suitability of design prior to preparation of detailed plans.

EXHIBIT #2

**LIMITED CLEARING PERMIT**

This permit allows only cleanup, mowing, stump removal, and grubbing. The lot Owner shall not remove trees larger than 4" in diameter and may not grade or remove earth, except for filling stump excavations. If all requirements are met at meeting with DRC this permit will be issued.

DATE SUBMITTED \_\_\_\_\_

LOT NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

CLEARING CONTRACTOR: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

\_\_\_\_\_  
DRC Chairman Signature

DRC Committee Members Signoff (All members must initial)

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

**APPLICATION and AGREEMENT for DESIGN REVIEW  
COOPER'S POINT COMMUNITY**

**APPLICATION**

This application, agreement, and all supporting materials must be presented at a meeting with the DRC.

Date\_\_\_\_\_ Lot Number\_\_\_\_\_

Owner:\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State \_\_\_\_\_ Zip\_\_\_\_\_

Phone Number\_\_\_\_\_ Email \_\_\_\_\_

Builder \_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State \_\_\_\_\_ Zip\_\_\_\_\_

Phone Number\_\_\_\_\_ Email \_\_\_\_\_

**LIST OF REQUIRED SUBMISSIONS TO ACCOMPANY APPLICATION:**

- Two (2) complete sets of stamped architectural drawings, including Site Plans, Floor Plans, Elevation, and Lot Survey.
  
- If a similar house exists please furnish a color photo or rendering.
  
- Property owners building deposit check made payable to Cooper's Point HOA in the amount of \$5,000.
  
- Builders building deposit check made payable to Coopers Point HOA in the amount of \$2,000.
  
- Samples for all exterior finish materials and color choices, listed below:

Exhibit #3

P2 | APPLICATION and AGREEMENT for DESIGN REVIEW

Type of Roof \_\_\_\_\_

Color \_\_\_\_\_

Name of shingles (if applicable) \_\_\_\_\_

Type of Siding or Veneer \_\_\_\_\_

Color \_\_\_\_\_

Name of Brick/Siding \_\_\_\_\_

Type of Windows \_\_\_\_\_

Color \_\_\_\_\_

Manufacturer \_\_\_\_\_

Type of Trim \_\_\_\_\_

Color \_\_\_\_\_

DESIGN REVIEW COMMITTEE COMMENTS:

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Exhibit #3  
P3 | APPLICATION and AGREEMENT for DESIGN REVIEW

Builder/Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Property Owner  
Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

DRC Chairman Signature \_\_\_\_\_

DRC Committee Members Signoff (All members must initial)

_____	_____	_____	_____
_____	_____	_____	_____

**APPLICATION and AGREEMENT for DESIGN REVIEW  
COOPER'S POINT COMMUNITY, MCINTOSH COUNTY, GA**

**AGREEMENT**

A Design Review Committee (DRC) has been appointed by the Cooper's Point Board of Directors, as set forth in the Cooper's Point Declaration of Covenants and Restrictions. To document the general policies and positions of the DRC, a set of Design Standards for each phase of development at Cooper's Point has been published by the DRC. The DRC has the sole authority to review plans for all new construction and site improvements, and to comment on, accept or reject each application in a timely manner. This application should be returned to; cooperspointhoa@gmail.com or by mail to Cooper's Point, PO Box 303, Townsend, GA 31331 Formal submission requirements are set forth in the Design Standards. Prior to the preparation of construction drawings, the applicant shall present a preliminary application to the DRC for its comment. The DRC assumes no liability for any structural or code issues and for compliance with applicable government regulations. The purpose of the DRC is to achieve a built community with high aesthetic appeal while protecting the existing natural attributes found in Cooper's Point.

This agreement and application for new construction must be accompanied by a check made payable to Cooper's Point HOA in the amount of \$5,000.00 check which consists of a \$1000.00 non-refundable fee which will be escrowed in our road fund, and a \$4,000.00 refundable deposit. The builder shall also submit payments to Coopers Point HOA in the amount of \$2,000 which is refundable. The return of the \$4,000 deposit is contingent upon satisfactory completion of all requirements. All water service fees are the responsibility of the lot Owner with the Water Utility Company.

Upon completion of construction and full compliance with approved plans, all refundable deposits may be returned. DRC compliance deposit monies paid by a party other than the owner are considered as paid by the owner. Refund checks for these amounts will be made payable to the Owner only.

We, the undersigned, do understand accept the terms and procedures set forth in the Cooper's Point Declaration of Covenants and Restrictions, the published Design Standards for Cooper's Point and in the preceding statements relative to the Cooper's Point design review process.

Limitation of Liability. The standards and procedures established by this Article are intended as a mechanism for maintaining and enhancing the overall aesthetics of the Properties; they do not create any duty to any Person. Review and approval of any application pursuant to this Article may be based on aesthetic considerations only. The Reviewer shall not bear any responsibility for ensuring the structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with building codes and other governmental requirements, nor for ensuring that all dwellings are of comparable quality, value, or size, of similar design, or aesthetically pleasing or otherwise acceptable to

Exhibit #3

P5 | APPLICATION and AGREEMENT for DESIGN REVIEW

neighboring Owners.

The Association, the Board, any committee, or any member of the Board or any committee shall not be held liable for soil conditions, drainage, or other general site work; any defects in plans revised or approved hereunder; any loss or damage arising out of the action, inaction, integrity, financial condition, or quality of work of any contractor or its subcontractors, employees, or agents, whether or not the Association has approved or featured such contractor as a builder; or any injury, damages, or loss arising out of the manner or quality or other circumstances of approved construction on or modifications to any dwelling.

Builder/Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Property Owner

Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

DRC Chairman Signature \_\_\_\_\_

DRC Committee Members Signoff (All members must initial)

\_\_\_\_\_

\_\_\_\_\_

EXHIBIT #4

**CLEARING PERMIT**

If all requirements are met at meeting with DRC this permit will be issued.

DATE SUBMITTED \_\_\_\_\_

LOT NUMBER \_\_\_\_\_

OWNER: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

CLEARING CONTRACTOR: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

ALL CLEARING SHALL CONFORM TO THE APPROVED PLANS AND SPECIFICATIONS.

\_\_\_\_\_  
DRC Chairman Signature

DRC Committee Members Signoff (All members must initial)

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

EXHIBIT # 5

**DRC BUILDING PERMIT  
COOPER'S POINT COMMUNITY**

This form must be posted at the construction site.

DATE \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_

LOT NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

BUILDER: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

ALL CONSTRUCTION SHALL CONFORM TO ALL NATIONAL, STATE, AND LOCAL CODES WHICH APPLY TO THE PROJECT. THE DRC ASSUMES NO LIABILITY FOR ANY STRUCTURAL OR CODE ISSUES AND FOR COMPLIANCE WITH APPLICABLE GOVERNMENT REGULATIONS.

\_\_\_\_\_  
DRC Chairman Signature

DRC Committee Members Signoff (All members must initial)

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

Exhibit #6

**DRC TIMELINE and CHECKLIST**

Throughout the building process the DRC will inspect the site using the DRC Timeline and Construction Checklist for on-site approvals. The DRC has the right to halt construction at any time during any inspection should they find any issues with non-compliance of these standards.

	Date
Application for Preliminary Design Review approved	_____
Limited Clearing Permit form given to homeowner	_____
Application and Agreement for Design Review	_____
approved Check for \$5,000 received from Owner	_____
Check for \$2000 received from Builder	_____
Clearing Permit approved and issued	_____
DRC Building Permit approved and issued** (see below)	_____
DRC on-site meeting completed	_____
Temporary fences are erected around tree that will be saved	_____
McIntosh County Building Permit issue** (see below)	_____
Landscape form and Plan received	_____
DRC meets to review Landscape Plan	_____
Landscape plan approved/owner notified	_____
DRC approved landscape installation and notified BOD	_____
Verify address to return deposit check to owner	_____
\$4,000 construction deposit returned to Owner (\$2,500 if home is build on a slab)	_____
\$2000 construction deposit returned to Builder	_____

EXHIBIT #7

**LANDSCAPE PLAN**

Refer to page 4, #11 for future specifications of the Landscaping Plan. Return this form and the landscape plan by mail to Cooper's Point HOA, PO Box 303, Townsend, GA 31331 or by email to cooperspointhoa@gmail.com.

DATE\_\_\_\_\_

PERMIT NUMBER\_\_\_\_\_

LOT NUMBER\_\_\_\_\_

OWNER:\_\_\_\_\_

ADDRESS\_\_\_\_\_

CITY\_\_\_\_\_ STATE\_\_\_\_\_ ZIP\_\_\_\_\_

PHONE NUMBER\_\_\_\_\_ EMAIL \_\_\_\_\_

LANDSCAPER DESIGNER:\_\_\_\_\_

ADDRESS\_\_\_\_\_

CITY\_\_\_\_\_ STATE\_\_\_\_\_ ZIP\_\_\_\_\_

PHONE NUMBER\_\_\_\_\_ EMAIL \_\_\_\_\_

Please submit a drawing, either sketch or computer aided photographic layout, of expected landscape plans showing at least front and side yard plans.

\_\_\_\_\_  
DRC Chairman Signature

DRC Committee Members Signoff (All members must initial)

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

## Cooper's Point Covenants

### ARTICLE VI

#### Architectural Control

Section 1. Purpose. It is the Declarant's purpose to prohibit any improvement or change in the Existing Property that would be unsafe or hazardous to any personal property or individual; to minimize destruction or diminution of the view afforded to all Lots; to preserve as much as is practicable the visual continuity of the Existing Property; to assure that the improvements and construction of Dwellings and Structures on the Existing Property; to assure that the improvements and construction of Dwellings and Structures on the Existing Property will be of good and attractive design, and in harmony with the natural setting of the area, and to serve to preserve and enhance the beauty thereof, and to assure the materials and workmanship for all improvements are of high quality and comparable to other improvements permitted on the Existing Property.

Section 2. Approval Required. No building, wall, dock, walkway, sign, sign post, driveway, fence, mailbox, screening device, swimming pool, pier, or other structure shall be commenced, erected, altered, modified, or maintained upon any Lot, nor shall any exterior addition to or change or alteration therein be made, nor shall the clearing of any trees or change of property grade be made, until plans and specifications showing the same have been submitted to and approved in writing as to conformity and harmony of external design and general quality with the existing standards of the neighborhood and location in relation to surrounding structures and topography by the Design Review Committee as outlined herein. No change shall be made in color, stain or painting of any structure or door thereof, balcony or deck thereunto attached, unless approved.

Section 3. Design Review Committee.

(a) The Design Review Committee (DRC) shall consist of at least three (3) and not more than five (5) members to be appointed by the Board of Directors and shall have exclusive jurisdiction to approve or disapprove all of the items listed in Section 2 above.

Section 4. Liability. Provided that a member or members of the DRC, as the case may be, has acted in good faith on the basis of such information as possessed, neither the DRC nor any member thereof shall be liable to the Club or to any Owner for any damage, loss or prejudice suffered or claimed on account of:

- (a) The approval or disapproval of any plans, drawings and specification, whether or not defective;
- (b) The construction or performance of any work whether or not pursuant to approved plans, drawing and specifications;
- (c) The development of any property within the Existing Property;
- (d) Any negligence or breach of contract by a builder carrying out construction within the Existing Property.

Section 5. Responsibility of Declarant. There is reserved unto the Declarant the right of performing all functions of the DRC and to give the approvals and disapprovals otherwise within the jurisdiction of the DRC, so long as the Class B membership exists.

Section 6. Procedures. Whenever approval is required for any matter within the jurisdiction of the DRC, the person seeking such approval shall furnish the data required by the DRC, and no such submission shall be deemed to have been made unless and until all required information has been received by the DRC. The DRC shall either approve or disapprove the design, location and proposed construction and clearing activities within forty-five (45) days after plans and specifications have been submitted to it. If the plans and specifications are disapproved in any respect, the applicant shall be notified wherein such plans and specifications are deficient. The Board of Directors shall have the right, from time to time, to establish filing fees to defray the expenses of the DRC, which fees shall be paid at the time of submission of such plans.

Section 7. When Approval is Deemed Granted. In the event the DRC shall fail to approve or disapprove a proposed design plan and location within forty-five (45) days after all the required plans and specifications therefore have been received by it, approval shall be deemed granted, unless a suit to enjoin the proposed construction has been filed prior to the commencement of construction. Plans and Specifications required to be submitted shall not be deemed to have been received if they are incomplete, contain erroneous data, or fail to present accurate and complete information upon which the DRC may be expected to base its decision.

Section 8. Completion of Construction. The approval granted by the DRC for construction activities upon a lot shall be granted for a time period of one year from the date of the approval letter. In the event construction does not commence within one year from the approval letter date, owner must resubmit plans outlined in Section 6 above. Once construction has commenced for improvements approved by the DRC, all construction activities must be completed within one year. No dwelling shall be occupied until the dwelling is fully complete. Any reconstruction or demolition of a dwelling or portion of a dwelling that is damaged by fire or weather-related activities or other acts that create damage must be secured by owner and appropriate action as to no permit the appearance of such destruction to have a negative impact on surrounding properties. Partial reconstruction shall be completed within three months and total reconstruction shall be completed within one year.

Section 9. Responsibility of Contractor. No contractor will commence any construction within the existing property unless contractor has obtained and read in full the Declaration of Covenants, Conditions and Restrictions for Cooper's Point.

Section 10. Right to Inspect. The DRC shall have the right, at its election, to enter upon any Lot before or during clearing or construction, erection or installation of improvements or alterations, to inspect the work being undertaken in order to determine specifications, and in a good and workmanlike manner utilizing approved plans and good quality materials, all to be determined in the sole opinion of the DRC. The DRC shall have the power to order the dismantling or cessation of work it deems nonconforming in its sole opinion, and to enforce such order by any legal and equitable proceedings, including but not limited to, a proceeding seeking a temporary restraining order or other injunctive relief.

ARTICLE VII  
Use Restrictions

Section 3. Dwelling Size; Garages and Driveways. No Dwelling shall be constructed upon any Lot within the Existing Property, unless:

(a) Marsh Front Lots:

- (i) The minimum Living Area of a one-story Dwelling shall be not less than Two Thousand (2,000) square feet;
- (ii) The minimum First Floor Living Area of any one and one-half story Dwelling shall be not less than one thousand two hundred (1,200) square feet; and the total minimum Living Area of such one and one-half story Dwelling shall be not less than two thousand (2,000) square feet;
- (iii) The minimum Living Area of any two story Dwelling shall be not less than two thousand two hundred (2,200) square feet.

(b) Golf Frontage Lot:

- (i) The minimum Living area of a one-story Dwelling shall be not less than one thousand eight hundred (1,800) square feet;
- (ii) The minimum First Floor Living Area of any one and one-half story Dwelling shall be not less than one thousand two hundred (1,200) square feet; and the total minimum Living Area of such one and one-half story Dwelling shall be not less than one thousand eight hundred (1,800) square feet.
- (iii) The minimum Living Area of any two-story Dwelling shall be not less than one thousand eight hundred (1,800) square feet.

c.) Interior Lots Fronting Cooper's Point Road:

- (i) The minimum Living Area of a one-story Dwelling shall be not less than one thousand eight hundred (1,800) square feet.
- (ii) The minimum First Floor Living Area of any one and one-half story Dwelling shall be not less than one thousand two hundred (1,200) square feet; and the total minimum Living Area of such one and one-half story Dwelling shall be not less than one thousand eight hundred (1,800) square feet.
- (iii) The minimum Living Area of any two-story Dwelling shall be not less than one thousand eight hundred (1,800) square feet.

- (d) All Dwellings shall have a garage, which contains at least three hundred forty (340) square feet and has either a double garage door or two (2) garage doors. The garage may be part of the Dwelling, attached to the Dwelling by a breezeway or be freestanding;

- (e) All Dwellings must have an improved driveway as outlined in Section 12 and Section 19 of this article, along with an improved parking area for guest parking to accommodate a minimum of two cars.

Section 4. Construction Quality. It is the intention and purpose of this Declaration to insure that all construction shall be of a quality design, workmanship and materials, which is compatible and harmonious with the natural setting of the area and other Dwellings within the Existing Property. All Dwellings shall be constructed in accordance with applicable governmental codes, the Architectural Review Guidelines and with more restrictive standards as may be required by the DRC. All structures must have central heat and cooling units unless approved by the DRC and the Board of Directors of the Club.

Section 7. Temporary Structures. No temporary structure, including but not limited to: trailers, tents, shacks and mobile homes shall be placed on any Lot at any time; provided , however, that this prohibition shall not apply to Declarant, or its specifically designed assigns. No garage or garage apartment shall be erected prior to the construction of the main Dwelling. In the event of a dispute as to whether a structure is a "Temporary Structure" as used herein, the determination as such by the Board of Directors shall be controlling.

Section 12. Parking.

- (a) Automobiles, trucks and motorcycles must be parked in garages, on the driveway area or on the two-car parking pads required on each Lot;
- (b) No disabled automobiles, trucks, motorcycles (collectively "disabled vehicles") or any commercial vehicles buses (collectively "commercial vehicles") or any trailers, camping trailers, motor homes, recreational vehicles or boats (collectively "Recreational Vehicles") altogether referred to as 'unauthorized vehicles' may be parked within portions of the Existing Property, unless the Owner thereof obtains a conditional parking permit from the Board of Directors. The Board of Directors shall have the authority, in its discretion, to establish the standards for the issuance of such permit and has the authority to order the removal of any Unauthorized Vehicle/Boat maintained or parked in violation of its conditional parking permit. The cost of such removal shall be paid by the Owner of the Unauthorized Vehicle/Boat. In the event of a dispute as to whether a device is an Unauthorized Vehicle/Boat as used herein, the determination as such by the Board of Directors shall be controlling.
- (c) No automobiles, trucks, motorcycles or Vehicle/Boats shall be parked in the street right of ways or common areas within the Existing Property.

Section 13. Plants and Trees. No trees or shrubbery on a Lot may be cut, trimmed or disturbed until a Lot Disturbance Permit has been issued by the DRC. The DRC shall have the authority to establish the standards of the issuance of such Permit and can reject plans for construction of a Dwelling on a Lot if the trees or shrubbery previously existing on the Lot had been disturbed prior to the issuance of a Lot Disturbance Permit or in violations of the conditions of such permit.

Section 14. Signs.

- (a) No signs shall be displayed upon a Lot other than: (i) a sign identifying the name of the contractor, lender or architect during construction of a Dwelling; provided said sign does not exceed five (5) square ft in area; or (ii) a professionally made sign identifying a Lot "For Sale"; provided said sign is placed only on the subject Lot, does not exceed five (5) square feet in area, and is suspended from a wooden sign post, all as approved by the DRC in its sole discretion.
- (b) No other signs, including but not limited to directional signs, shall be placed anywhere within the Existing Property, including but not limited to rights of ways;
- (c) The provisions of the Section shall not apply to Declarant.

Section 16. Setback. All Structures erected on a Lot must be situated within the front, rear and side setback lines shown on the Plat. Notwithstanding the location of setback lines shown on the Plat, no structure can be located within twenty (20) feet of the side boundary lines nor closer than seventy (70) feet of a marsh or rear property line abutting the golf course.

The DRC shall have the right to approve all site plans prior to the layout of any structure and to approve the location the structure shall be placed on the Lot. The plan must clearly show all building setback lines to include front, rear and sides. No structure shall be laid out on any lot without the written permission of the DRC approving such layout plan.

Section 18. Fuel Tanks. No fuel tank or similar storage receptacle may be exposed to view of a Lot. Fuel tanks or similar storage receptacles may be installed only within a Structure, within a screened area or buried underground, as approved by the DRC in its discretion. This provision shall not apply during construction of a Dwelling on a Lot.

Section 19. Driveways and Walkways.

- (a) No driveways or walkways can be located within ten (10) feet of the side boundary lines of a Lot. Notwithstanding the foregoing, driveways and walkways can only be constructed on Lots at locations approved by the DRC, in its sole discretion;
- (b) Driveways and walkways can only be constructed of such materials approved by the DRC, in its sole discretion.

Section 25. Screening. All homes constructed shall provide a screened area for the purpose of storing any garbage container and a constructed visual screen for all outside air compressors or other mechanical devices associated with the Dwelling as approved by the DRC.

ARTICLE XIII  
Construction Waste Materials

Section 1. General. During construction of a Dwelling, the following provisions shall apply to scrap materials, wood, paper, trash or other construction waste materials (collectively "Construction Waste Materials"):

- (a) If there is sufficient area on a Lot upon which the Dwelling is being constructed for a truck to pass to the rear of such Lot, then all Construction Waste Materials related to the construction of said Dwelling must be stored and situated at the rear of said Lot;
- (b) The only Construction Waste Materials, which can be burned within the Existing Property, are wood and paper. These can only be burned in a fifty-five (55) gallon drum provided the contractor or owner has complied with all local and state laws in obtaining proper permission or permits to burn.
- (c) After a Dwelling is "dried in", as defined by Declarant, all Construction Waste Materials must be removed from the Lot and the Lot "rough graded" as defined by and to the satisfaction of the Declarant.
- (d) If, in its sole discretion, the DRC determines that a Lot Owner or a builder constructing a Dwelling for a Lot Owner, does not comply with any of the provisions of this Article XIII, then Declarant shall have the option, in its sole discretion, to take whatever actions it deems appropriate to correct said noncompliance and the cost of such corrections plus fifty (50%) percent of said costs shall be paid to Declarant by the Owner of the Lot on which the noncompliance occurs. The amounts due Declarant pursuant to this Article XIII shall constitute a lien upon and encumber the Lot with respect to which the corrections have been made, and the Declarant, and its successors and assigns, shall have the same rights and remedies to record and foreclose such a lien and collect such amounts as reserved to the Club with regard to Assessments as set forth in Article IV herein.

## SUITABLE EXTERIOR STYLES AND DESIGN

### Exterior Architectural Designs

Home designs that reflect the unique low country and coastal area architecture, and should be in harmony with the character and environment of the area are preferred.

For home design ideas, you may want to research these suggested websites and search for “low country home plans”:

<http://houseplans.southernliving.com>

<http://www.allisonramseyarchitect.com>

<http://www.moserdesigngroup.com>

<http://www.williampoole.com>

The following suggested renderings are William Poole copyright designs.







**Mailboxes**



EXHIBIT 1.

PROPERTY SETBACKS and HOUSE SPECS	Dwelling Size, Garage and Driveways						
	PHASE I	PHASE II	PHASE III	PHASE IV	PHASE V	Sapelo Park	The Village
	Lots 1A1-1A26 Lots 1-77	Lots 201-269	Lots 301-319	Lots 401-425	Lots 501-564	Lots 100-156	Lots 565-734
	<b>Marsh Lots</b>	<b>Marsh Lots</b>	<b>Marsh Lots</b>	<b>Marsh Lots</b>	<b>Marsh Lots</b>	<b>Marsh Lots</b>	<b>Marsh Lots</b>
First Floor, 1-Story	2,000 SF min	2,000 SF min	2,000 SF min	2,000 SF min	2,000 SF min	N/A	N/A
First Floor, 1 and 1/2 Story	1,200 SF min	1,200 SF min	1,200 SF min	1,200 SF min	1,200 SF min	N/A	N/A
Total 1 and 1/2 Story	2,000 SF min	2,000 SF min	2,000 SF min	2,000 SF min	2,000 SF min	N/A	N/A
Total 2 Story	2,200 SF min	2,200 SF min	2,200 SF min	2,200 SF min	2,200 SF min	N/A	N/A
	<b>Golf Frontage</b>	<b>Golf Frontage</b>	<b>Golf Frontage</b>	<b>Golf Frontage</b>	<b>Golf Frontage</b>	<b>Golf Frontage</b>	<b>Golf Frontage</b>
First Floor, 1-Story	1,800 SF min	N/A	N/A	N/A	N/A	1,600 SF min	N/A
First Floor, 1 and 1/2 Story	1,200 SF min	N/A	N/A	N/A	N/A	1,200 SF min	N/A
Total 1 and 1/2 Story	1,800 SF min	N/A	N/A	N/A	N/A	1,600 SF min	N/A
Total 2 Story	1,800 SF min	N/A	N/A	N/A	N/A	1,600 SF min	N/A
	<b>Interior Lots</b>	<b>Interior Lots</b>	<b>Interior Lots</b>	<b>Interior Lots</b>	<b>Interior Lots</b>	<b>Interior Lots</b>	<b>Interior Lots</b>
First Floor, 1-Story	1,800 SF min	1,800 SF min	1,800 SF min	1,800 SF min	1,800 SF min	1,600 SF min	1,600 SF min
First Floor, 1 and 1/2 Story	1,200 SF min	1,200 SF min	1,200 SF min	1,200 SF min	1,200 SF min	1,200 SF min	1,200 SF min
Total 1 and 1/2 Story	1,800 SF min	1,800 SF min	1,800 SF min	1,800 SF min	1,800 SF min	1,600 SF min	1,600 SF min
Total 2 Story	1,800 SF min	1,800 SF min	1,800 SF min	1,800 SF min	1,800 SF min	1,600 SF min	1,600 SF min
Attached garage, 1 double door or 2 doors	340 SF min	340 SF min	340 SF min	340 SF min	340 SF min	340 SF min	340 SF min
Driveway, with guest parking for 2 cars	same	same	same	same	same	same	same
SETBACK MINIMUMS							
<b>All structures erected on a lot must be situated within the front, rear and side setback lines shown on the Plat.</b>	Setbacks						
	PHASE I	PHASE II	PHASE III	PHASE IV	PHASE V	Sapelo Park	The Village
	Lots 1A1-1A26 Lots 1-77	Lots 201-269	Lots 301-319	Lots 401-425	Lots 501-564	Lots 100-156	Lots 565-734
(f) Side Boundary Line	20 ft	20 ft	15 ft				
> No Closer of a marsh or rear property line the golf course, on marsh or off the marsh	70 ft	70 ft	70 ft	70 ft	50 ft	50 ft	50 ft
> Front Boundary Line	50 ft	50 ft	50 ft	50 ft	50 ft	25 ft	25 ft
> Driveway, walkway, side boundary line	10 ft	10 ft	10 ft	5 ft	10 ft	5 ft	5 ft