

Summer Wind Cottage Owners Association (SWCOA)

Exterior Standards for
Repairs and Improvements

NOVEMBER 2021

REVISED



Published by
Board of Directors
Summer Wind Cottage Owners Association

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(SWCOA) is
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TABLE OF CONTENTS

INTRODUCTION

RATIONALE FOR “STANDARDS”
APPLICABLE STANDARDS AND REGULATIONS
“FROM THIS POINT FORWARD” POLICY
PROCESS FOR MODIFICATION OF THESE STANDARDS
APPROVAL PROCESS
CONCLUSION

EXTERIOR STANDARDS

(Note: Items in grey font are not currently defined in these standards)

1. Building Enclosure Elements
 - a. Roofing (including Chimney Flue Caps/Termination Covers)
 - b. Siding
 - c. Trim
 - d. Decks
 - e. Stucco
 - f. Steps
 - g. Foundation Elements / Lattice/ Louvers
 - h. Finished Sunroom
2. Doors
 - a. Front, Back entry, Back Deck and Storage Room
3. Windows
4. Porches, Decks, and Stairs
 - a. Screened Porch
 - b. Decks
 - c. Staircase Railings, Balusters, Stringers, Risers, and Hand Railings
5. Lighting (Examples of Locations to be included)
 - a. Porch Lighting
 - b. Front Door Lighting
 - c. Back Door Lighting
 - d. Stairway Lighting
 - e. Parking Area Lighting
 - f. Landscape Lighting
 - g. Deck Lighting
 - h. Post Lighting
6. Signage
 - a. Address Plaque
7. Exterior Accessories
 - a. Propane Tank
 - b. HVAC Stand
 - c. Trash Enclosure
 - d. Storage Enclosure
 - e. Exterior Shower Enclosure
 - f. Elevator
 - g. Decorative Shutters
 - h. Hurricane Protection
 - i. Satellite Dish

- j. Skylights
 - k. Solar Panels
 - l. Mailbox
 - m. Ceiling Fans
 - n. Gutters/ Downspouts
 - o. Gable Vents
 - p. Exhaust Vents
 - q. Rain Diverters / Crickets
 - r. Chimneys
 - s. Tankless Water Heater
 - t. Awnings
 - u. Generator Stand
8. Hardscape Elements
- a. Paving (Driveway)
 - b. Sidewalks/ Walkways
 - c. Boardwalks
 - d. Maintenance
9. Landscape Elements
- a. Plantings
 - b. Irrigation
 - c. Trees
10. Additions and Modifications

APPENDIX

- A. History of Changes to this Document

INTRODUCTION

This document provides Standards for modifying or repairing the exterior of residences in the Summer Wind Cottages Owners Association (SWCOA) community and the Approval Process that property owners must follow to request and execute exterior changes.

It is important to understand both the Approval Process and its requirement to adhere to the Standards, since they are the key to obtaining approval for any and all exterior changes to units within SWCOA. The purpose of the Standards document is to ensure a basic quality of construction and consistency of external appearance throughout the SWCOA community.

RATIONALE FOR STANDARDS

SWCOA construction consists of 66 cottages built in three phases. The original Town of Seabrook Island (TOSI) approval for construction established a specific exterior appearance for the cottages, from architectural design to colors and landscaping. These original construction/exterior design details are called the “as built” standards.

As a general rule, TOSI regulations require that SWCOA units’ external appearance remains consistent with the “as built” standards. However, it has been necessary over time to adapt to changes in construction methods or available materials (e.g., the original light fixtures are no longer sold in the marketplace or regulators have changed their requirements for positioning of HVAC equipment). In some cases, property owners working on their own have made exterior changes that are noticeably different from the neighboring “as built” units. “Standards” are the tools that the SWCOA Board and the Architectural Review Committee (ARC) of the Seabrook Island Property Owners Association (SIPOA) use to ensure consistency of exterior appearance throughout the community.

APPLICABLE STANDARDS AND REGULATIONS

These Standards apply to many aspects of the units’ construction and to exterior elements such as decks, lighting, hardscape, landscape design, appurtenant structures, etc. Over time, certain “as built” standards have been updated, or alternatives have been authorized, with approval of the SWCOA Board and the SIPOA ARC. These approved modifications are defined in this document’s Standards.

The Standards in this document are the first-level authority for modifications to SWCOA residences. The second-level authority is the “as-built” standard from the time of construction. For subjects not addressed by either of these sources, the SWCOA units are subject to requirements defined in the *SIPOA Policies & Procedures for Residential Development* (P&P) and relevant regulations of governmental authorities.

Many aspects of modifications to structures and buildings on Seabrook Island are subject to regulations established by TOSI, the Charleston County Building Code as enforced by its Building Inspection Services Department (CCBIS), certain State agencies (e.g., DHEC OCRM), and certain Federal agencies (e.g., FEMA). It is the responsibility of property owners, architects, and contractors to determine all applicable requirements and to complete their work in accordance with them.

“FROM THIS POINT FORWARD” POLICY

Updating these Standards is an ongoing process. Beyond the changes in construction methods or materials mentioned previously, change might be the result of a property owner’s request for an exterior modification that is not currently covered by an SWCOA Standard (e.g., a deck awning, hurricane shutters, enclosure of a screened porch, or addition of dormers). Modification requests that successfully transit the Approval Process (see below) will be added to this document so they are available for future use by all SWCOA property owners and their contractors. Each Standard within this document is marked with its date of approval or latest update as part of its inclusion in this document.

APPROVAL PROCESS

1. The property owner prepares and submits to the Property Manager a SIPOA ARC “Request for Exterior Alteration / Maintenance Proposed or Existing Dwelling, Appurtenant Structure or Hardscape” form available from the SIPOA website. While a contractor might prepare the request on behalf of the owner, it is the property owner’s responsibility to be aware of relevant regulations and procedures and to ensure they are followed. The work to be performed is described on this form, and accompanying documentation provides details of construction, materials, color, etc. Where appropriate, the description references relevant sections of these Standards.
2. If the work to be performed is in total compliance with Standards in this document:
 - The SWCOA Property Manager presents the request to the SWCOA Board for approval. If approved by the Board, the Property Manager approves the request and sends a copy of the approved request to the requestor (property owner or contractor) and to the ARC Administrator.
 - If the ARC Administrator agrees that the work complies with the Standard, he/she approves the request and sends a copy via email to TOSI, the Property Manager, and the requesting property owner or contractor. While there are no SWCOA fees due for the request, SIPOA ARC fees might apply. (The SIPOA fee schedule is provided in the P&P on the SIPOA website.) Note that ARC does not charge a fee for projects that comply with the approved Standards.
3. If the requested work is not a Standard (i.e., not completely addressed in this document), or if a variance to a Standard as presented in this document is requested:
 - The Property Manager reviews the request and forwards it to the SWCOA Board for discussion and approval. If the Board approves the request, the Property Manager sends a copy via email to the ARC Administrator and the requesting property owner or contractor. If the Board rejects the request, the Property Manager discusses the Board’s reasons for rejection with the property owner and helps to resolve any issues.
 - The Property Manager submits the SWCOA Board-approved request to the SIPOA ARC Administrator. The ARC Administrator may then work with the property owner or Property Manager to gather any additional project documentation needed for ARC review.
 - The ARC Administrator schedules the request for review by the ARC.
 - If the project is approved by the SIPOA ARC:
 - The ARC Administrator sends a copy of the ARC-approved request via email to TOSI, the Property Manager, and the requesting property owner or contractor. While there are no SWCOA fees due for the request, SIPOA ARC fees might apply. (The SIPOA fee schedule is provided in the P&P on the SIPOA website.) Note that ARC does not charge a fee for projects that comply with the approved Standards.
 - The Property Manager adds the ARC-approved construction elements to the Standards in this document, thereby making them available for use by all SWCOA property owners.
 - The Property Manager submits a copy of the updated Standards document to the ARC Administrator and publishes the updated standards document for use by SWCOA property owners.
 - If the project is not approved by the SIPOA ARC, the ARC Administrator notifies the requestor and Property Manager of the reasons for rejection. As appropriate, the Property Manager may assist the property owner in addressing any issues that led to ARC rejection of the proposal.
4. The following is some additional information regarding completion of the work:
 - TOSI requirements for the contractor to have a TOSI Business License apply for most projects. (For the protection of property owners, the TOSI requires a Business License for contractors in order to verify that the contractor has appropriate credentials, insurance, and, if applicable, Workmen’s Compensation insurance.) It may be necessary to obtain permits from TOSI, CCBIS, and/or other governing agencies. Fees charged by TOSI and CCBIS may be found on their websites.

- Note that, while SWCOA and SIPOA ARC approvals are not generally required for interior work (such as plumbing and electrical which are outside the scope of this document), TOSI and/or CCBIS may require permits or licenses for this work.

All work must be completed in accordance with applicable standards, whether contained within this document, in the SIPOA P&P, in TOSI Zoning and related Ordinances, in Charleston County Building Code and Ordinances, and/or in regulations of any other applicable governing authorities.

Upon completion of the improvement project, final approval must be obtained from the appropriate governing authorities (e.g., SWCOA Property Manager, SIPOA ARC, CCBIS, etc.)

CONCLUSION

For additional information about either the Approval Process or these Standards, contact the Property Manager. (Contact information is provided on the front cover of this document.) Contact information for the SIPOA ARC Administrator is available from the SIPOA website, and contact information for TOSI and CCBIS are available from their websites.

1. Building Enclosure Elements

1a. Roofing

(REV. NOV 2019)

Manufacturer: **Shingles:** GAF Timberline-Weathered Wood
Vent Stacks: N/A
Chimney Flue Caps/Termination Covers: N/A

Style & Description: Roofing shingles must be in the “architectural style” (multiple layers for contrast and depth) and must be rated for 30 plus years. Colors must match existing Summer Wind Cottage roofs to the extent possible.

Size:

Color: **Shingles:** GAF Timberline-Weathered Wood
Vent Stacks: Painted to match villa siding color per the exterior painting standard
Chimney Flue Caps/Termination Covers: Kept in manufacturer’s finish. Ravenel Associates has a list of several acceptable alternative roofing materials to ensure conformity.

Misc:

Details/Comments: Roof repair and replacement are the responsibility of the cottage owner.
Vent Stacks: To paint PVC stacks, prep the vent with latex bonding primer (e.g., Zinsser Bulls Eye 123 water-based primer sealer) and top coat with latex exterior paint
Chimney Flue Caps/Termination Covers: Must be designed to cover top of chimney flue and prevent rain and must include a spark arrestor screening.

Replacement shingles for spot roof repair shall be an exact match to existing shingles. If an exact match cannot be made, and a significant sized patch is visible from the road or adjacent home or neighborhood, all roof shingles are to be replaced.

Ravenel Associates can provide names of several suggested roofing contractors

1b-h. Siding, Trim, Decks, Stucco, Steps, Foundation Elements, Finished Sunroom.

(REV. NOV 2021)

Manufacturer: N/A

Materials: **1b: Siding:** T1-11 untreated or pressure treated wood siding, cementitious siding such as Hardie Plank or approved equivalent competitive product. Mixing of materials (T1-11 & cementitious siding) is not permitted. If using cementitious siding, the entire villa must be sided with cementitious at the same time.

1c: Trim: Trim boards are 1" rough sawn cedar in widths to match existing. Hardie Board® or equivalent Wood Plastic Composite (“Azek” trim or equal, wood polymer lumber products or equal) is acceptable.

1d: Decks: Exterior rear deck and porch floors must be replaced with 2" x 6" pressure treated wood or wood plastic composite like Trex, a wood polymer lumber product or equivalent.

1e: Stucco: n/a

1f: Steps: Steps and stair structures must be pressure treated wood. Stair treads must be 2" x 6" while stringers will be wider based on the design. Balusters must be 2" x 2" and spaced according to Charleston County Building Code.

1g: Foundation Elements: Foundation elements including stairs, under cottage, and exterior propane tank screening. Lattice replacements should follow the current design and width.



1h: Finished Sunroom: Many Summer Wind Cottages feature finished sunrooms. There are several variations. Any screened porch enclosure conversion must adhere to the Approval Process. Discussion of your plans and request for review should be made through Ravenel Associates. All plans submitted by homeowners will be reviewed by the SWCOA board and the ARC with no promises that approval will be imminent. Homeowners should feel free to copy any of the existing configurations but must realize that all new construction must be presented for approval in the same fashion as all new renovations to a cottage.

Creating a permanent porch enclosure changes the definition of spaces. If the sliding glass door between the primary bedroom and the permanent sunroom is removed and that space is filled in to create a solid wall, building codes will require the addition of an approved window either in the primary bedroom or the attached bathroom to create direct access to the outside. See Section 3: Windows of this document for approved bedroom window installation.

Color:

SWCOA cottage colors are not named colors in the Sherwin Williams palette of paint color samples. To purchase the paint colors, ask for Summer Wind Trim or Summer Wind Siding. These colors are in the Sherwin Williams database. The formulas are below:

Sherwin Williams Summer Wind Custom Paint

EXTERIOR SUPER PAINT GLOSS	ARCHITECTURAL LATEX STANDALONE				
FF SUMMERWIND TRIM					
CUSTOM MANUAL MATCH					
CCE*COLORANT	0Z	32	64	128	
B1-Black	-	50	-	-	
R2-Maroon	-	6	-	1	
Y3-Deep Gold	2	58	1	-	
FIVE GALLON A84W01151			EXTRA WHITE 650047582		

EXTERIOR SUPER PAINT SATIN	ARCHITECTURAL LATEX STANDALONE				
FF SUMMERWIND SIDING					
CUSTOM MANUAL MATCH					
CCE*COLORANT	0Z	32	64	128	
W1-White	6	45	1	-	
B1-Black	4	52	-	-	
R2-Maroon	-	17	1	-	
Y3-Deep Gold	12	44	1	1	
FIVE GALLON A89W00153			DEEP 640392353		

2. Doors

2a. Front and Back Entry, Back Deck, Storage Room Doors.

(REV. NOV 2019)

Manufacturer: N/A:

Style & Description: **Front and Back Entry Door:** Cottages were originally equipped with a slab door with no windows. The SWCOA Board has approved two alternatives to the solid door.

Option A: Original style full solid door.

Option B: Full pane of glass/single light). This style may include an imbedded blind within the double pane glass.

Option C: 15 pane/light door. These may be individual panes of glass or large glass with applied mullions simulating 15 individual panels.

All door glass must meet the impact resistant requirements of the Charleston County Building Code



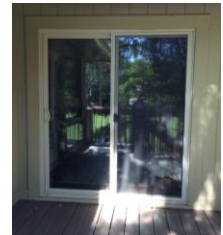
OPTION A



OPTION B



OPTION C



Back Deck Slider

Back Deck Sliding Doors: Large slider shall be replaced with a similar slider or similar doors that fill the existing framed opening with similar style and amount of glass. All door glass must meet the impact resistant requirements of the Charleston County Building Code

Storage Room Doors: Replacement of the storage room door shall be consistent with the existing slatted door. If the storage room is upgraded and enclosed, the replacement door spec sheet must be submitted during the approval process. See section 7 D for storage room updates.

Size: **All front, rear and back deck entry doors** must fit existing door opening. Door frame size shall not be reduced or increased.

Color: Doors shall be painted to match Summer Wind custom paint colors. Paint formula specifications can be found under heading 1h. It is recommended solid doors be painted the cottage siding color while glass doors be painted trim color.

3. Windows

(REV. SEP 2020)

Manufacturer: N/A:

Style & Description: Kitchen and front bedroom windows are casement windows. The front entry window is double hung. When replacing casement windows, the SWCOA board has approved replacing with either casement or a double hung/single hung window. All replacement windows must be the same size as the windows being replaced and cannot be smaller and must fit into the existing space with fillers and/or alterations made to the inside wall with no adjustments made to the outside of the cottage to accommodate new windows. The replacement windows must not alter the look of the cottage. Windows should be free of mullions and/or grills that create the look of paned glass. If windows are added to the master bedroom, they must be double hung and provide proper egress. An additional window may be added to the front entry next to the existing double hung window.

Color: The exterior window trim must be painted to match the remainder of the cottage trim. See Section 1: Building Enclosure Elements for paint color specifications.

Should the cottage owner choose to permanently enclose the screened porch, please see Section 1h: Finished Sunroom for further information.

Porches, Decks, and Stairs

4a-c See Section 1

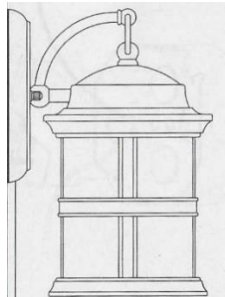
(REV. NOV 2019)

5. Lighting

(REV. JAN 2021)

Manufacturer: N/A

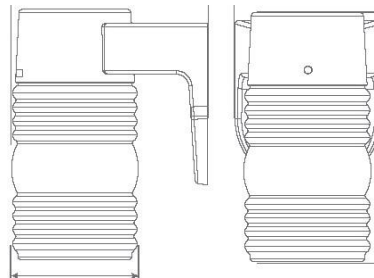
Materials: Light fixtures at the front door and back deck are the cottage owner's responsibility for maintenance and replacement of bulbs. If replacing the units, include a photo and/or manufacturer's cut sheet with the ARC Approval Request Form. These documents will be presented to ARC for final approval.



When replacing the front door light(s) consider a fixture which closely matches the following look and specs:

Fixture should be cottage style, matte black housing with a frosted glass lens that allows light to shine down.

The fixture should measure no more than approximately 12" high, 7" wide and project no further than 8" from the wall.



When replacing the back door light consider a fixture which closely matches the following look and specs:

Fixture should be matte black housing with a frosted glass lens that allows light to shine down.

The fixture should measure no more than approximately 7" high, 4.25" wide and project no further than 4.5" from the wall.

The house number on each cottage is provided and maintained by SWCOA. For light bulb replacement, contact the property manager at Ravenel Associates. The light bulb will be replaced in a timely manner.

The cottage owner may upgrade the lighting under the cottage. Installations must use lighting fixtures that are appropriate and unobtrusive. Cottage owners must be considerate of neighbors when planning lighting design. Glaring lights that disturb others are not permitted. Include a photo and/or manufacturer's cut sheet with the ARC Approval Request Form. These documents will be presented to ARC for final approval.

6. Signage

(REV. NOV 2019)

Manufacturer: N/A

Materials: No signage is allowed at an individual cottage. The only allowable signage is at the entry of Summer Wind Cottages and is maintained by the SWCOA.

7. Exterior Accessories

7a-u

(REV. JUL 2021)

7a Propane Tanks **NOTE: installations will require detailed discussion and permit applications with the installing vendor, Charleston County, SIPOA/ARC, and SWCOA board. After approvals, permits will be granted.**

Cottage owners may wish to use propane for cooking, for hot water heating and for gas fireplaces. Professional installation of propane tanks is permitted in Summer Wind.

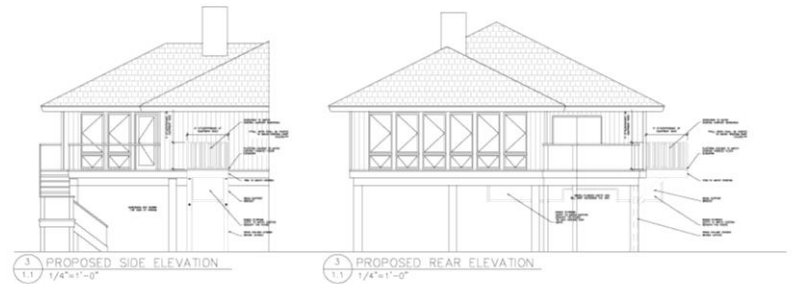
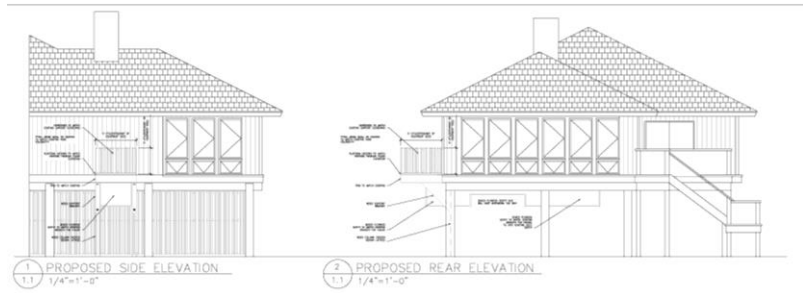
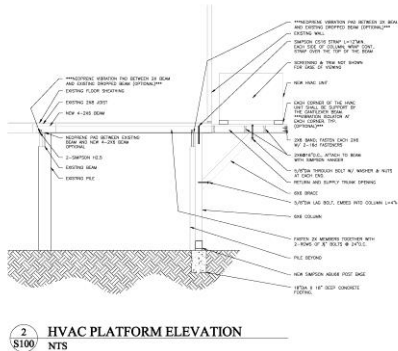
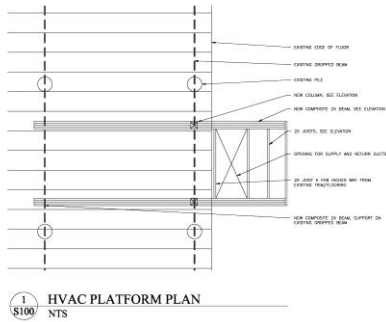
Installation must be done according to building codes which require that shutoff valves be installed, that appropriate electrical grounding is attached, and that the tank is anchored to avoid floating in the event of a flood. Permits are required for this installation. Location of tank is varied. Any tank over 10 gallons must be placed outside the cottage. Any tank less than 10 gallons can go under the cottage away from living space. Above-ground propane tanks and other utilities shall be located at the rear of the cottage and screened from view with vertical slatted lattice to match the foundation elements (see 1g). Propane tanks for generators must be buried. For additional information regarding propane tank specifics for tankless water heaters and generators see 7s and 7u.

7b HVAC Stands

The current Charleston County flood regulations require the lowest portion of the HVAC system to be at Design Flood Elevation which is 2 feet above the base flood elevation per Charleston County Ordinance 1838, Article V. Provisions for Flood hazard Reduction Sec. 9-40. Please contact Charleston County for your base flood elevation. SWCOA does not have copies of any cottage flood elevation statistics. For most Summer Wind Cottages, there is not enough clearance under the cottage to meet these regulations when considering manufacturer's minimum clearance requirements for installation of the equipment. Therefore, when replacing HVAC units, they must be placed outside the perimeter of the cottage.

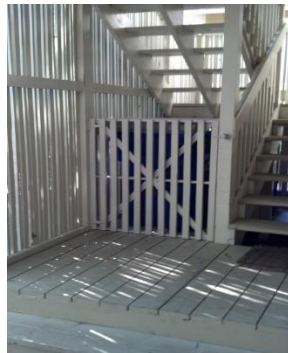
SWCOA Board and the ARC have approved a cantilevered platform mounted on the side of the house at the level of the interior floor. Approved architectural platform structure and appearance drawings are available through Ravenel Associates. The system should be screened from view with vertical slatted lattice to match the foundation elements (see 1g). It is recommended to add a functioning gate to the platform to ease servicing of the unit. The platform must be painted to match the existing cottage. Cottage owners are free to install a package unit with duct work brought to the unit at the new location. The ductwork must be enclosed and the enclosure painted to specifications. See Section 1: Building Enclosure Elements for paint color specifications.

Cottage owners may also install split systems with compressor/condenser on the platform and the air handler installed in one of 3 approved locations. Those locations are 1) mounted high under the cottage (based on elevation data), 2) inside the cottage, and 3) in the attic of the cottage.



7c Trash Enclosures

Trash can enclosures have been created in various designs. Generally, they have been built under the lower front stairway or next to the lower flight and under the upper flight of the stairway.



7d Storage Enclosures

The SWCOA Board approved a guideline for a large ground level enclosure. Contact the SWCOA property manager, Ravenel Associates, to discuss your plans and to guide you through the approval process. Owners may install concrete or other impervious materials under their cottage within the existing screening surrounding the cottage perimeter.

7f Elevators

The installation of an elevator from ground level to the living floor is an approved enhancement to Summer Wind Cottages. The approved location is outside the rear guest bedroom using a part of the rear deck. Roof changes are necessary to provide weather protection for the equipment and for the users. Please include a photo and/or manufacturer's cut sheet with the ARC Approval Request Form. These documents will be presented to ARC for final approval. Because of the expense and the technical nature of this installation, consultation with Ravenel Associates, the SWCOA board, and ARC is required. Installation location can be determined to best accomplish the goals of the cottage owner.

7h Hurricane Shutters Approved roll down hurricane shutters are stored in a box that are installed above the windows/door and under the soffit so as to not be visible from the street. The rails for the shutters are installed on the window/door trim. The storage box, shutters and rails must match the cottage trim color in order to blend into the appearance of the cottage.

There are several manufacturers of these devices. Prior to any installation, homeowners must submit an ARC Request Form (available of the SIPOA website) with detailed plans and/or drawings and specifications to Ravenel Associates.



7i Satellite Dishes

SWCOA Board accepts and endorses the ARC regulations for installation of satellite television dishes. Satellite dish placement requires ARC approval. If possible, dish should not be visible from the street and should be located preferably on the rear or side roof of the cottage. If ground placement is necessary and required for reception of acceptable quality, the location shall be identified by mutual agreement of the cottage owner, the dish installer, a representative of either the SWOCA Board or of Ravenel Associates and SIPOA ARC, whose decision shall be binding. Tree trimming or removal in order to obtain reception of acceptable quality is not permitted except under the specific on-site guidance of a representative of either the SWOCA Board or Ravenel Associates and of ARC, whose decision shall be binding. Approval of satellite dish placement with reception of acceptable quality is not guaranteed.

7j Skylights

Skylights of the window type and of the light tube type are permitted. Cottages owners are asked to limit installations to a reasonable number and to locate them as unobtrusively as possible. Skylight and/or light tube installation will require approval from SWCOA Board, SIPOA, and ARC and will require building permits from the Town of Seabrook Island and Charleston County.

7s Tankless Water Heater

Installation of on demand tankless water heaters is permitted. See section 7a for guidance on installation of propane tanks to fire the tankless unit. The tankless unit is to be installed on the exterior side of the cottage outside of the kitchen.

7u Generator & Stands

Installation of a permanent propane powered generator is approved by the Board. Before installation all necessary documents for SWCOA and SIPOA approvals must be submitted. A licensed installer must provide the generator cut/spec sheet with the documents. The propane tank can be between 350 and 500 gallons and must be buried in the rear of the cottage. The generator must be placed on a platform level with the living area of the cottage. The system should be screened from view with vertical slatted lattice to match the foundation elements (see 1g). Generator must be 15 feet from the neighboring cottage. All local, county and state codes must be adhered to. Additional information regarding installation can be obtained from SIPOA. The generator stand should be constructed to accommodate the size and weight of the unit. Architectural plans must be submitted for approval. The sides of the stand must match the current existing specs of the approved HVAC stand that cantilevers off the side of the cottage.

8. Hardscape Elements

8a-d

(REV. NOV 2019)

8a Paving

The Board has approved, on a case-by-case basis, the installation of a second driveway under the cottage. Excessive excavation and removal of substantial plants or trees is not permitted. If approved, the cottage owner is responsible for all expenses related to the project including installation of the asphalt driveway and of appropriate landscaping of the finished area. A door, of a style to match the existing perimeter slat screening must be provided. All finished work must be painted to match existing cottage colors. See Section 1 of this document for approved paint colors. This project will require the approval of the Board and the ARC and a building permit from the Town of Seabrook Island and from Charleston County and all work must adhere to the codes of these jurisdictions.



9. Landscape Elements

9a-c

(REV. NOV 2019)

9a Plantings

The landscape plantings in the Summerwind common areas are provided and maintained by a contractor selected by the SWCOA.

Cottage owners may request that approved additions/revisions be undertaken by the SWCOA contractor at the direct expense of the cottage owner. Cottage owners may also arrange for a private contractor or perform the work themselves. Only plants selected from the approved SWCOA list can be used. You can obtain the extensive list through the Ravenel Associates.

9b Irrigation

Plantings in all common areas including the entrance sign are automatically irrigated. Homeowners who choose to plant on their personal property are responsible for the watering of all plants.

9c Trees

Tree maintenance is performed seasonally for the Summer Wind community by a licensed arborist with the expenses being included in the SWCOA quarterly assessments. Contact the SWCOA property manager, Ravenel Associates, if you have tree maintenance that should be considered. In addition, if you notice any broken tree branches that appear to pose a risk to a homeowner and/or their home, please call Ravenel Associates immediately.

10. Additions and Modifications

3. Windows (REV. SEP 2020)

7. Exterior Accessories: 7u Generators & Stands (REV. SEP 2020)

5. Lighting (REV. JAN 2021)

1. Building Enclosure Elements: addition of 1h Finished Sunroom to Table of Contents (REV. JUL 2021)

* 1g Added language and photo pertaining to propane tank screening. (REV. JUL 2021)

* 1h Added concise language for additional window if screened porch is enclosed and the sunroom slider is removed. (REV. NOV 2021)

7. Exterior Accessories:

* 7a Propane Tanks added photo of tank screening (REV. JUL 2021)

* 7b HVAC Stands added slating notation (REV. NOV 2021)

* 7u Generators & Stands added slating notation (REV. NOV 2021)

* 7s Tankless Water Heater (REV. NOV 2021)

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Summer Wind Cottage Owners Association
Original approved MAY 2019

Summer Wind Cottage Owners Association
(SWCOA) is
Managed by
Ravenel Associates
Located at:
3690 Bohicket Road, Suite 1-A
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