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I'ON ASSEMBLY, INC.
Homeowners Association for the I'On community ("I'On")
in Mt. Pleasant, South Carolina

**COMPILATION
of
RULES AND REGULATIONS
for
the I'ON community**

(Including Policies, Procedures, Guidelines and Charters)

Recorded Pursuant to S.C. Code Ann. Section 27-30-130(B)(2)

December 2018

NOTE TO REGISTER FOR INDEX:

**Cross reference to the
Declaration of Covenants, Conditions, and Restrictions
for I'On recorded at Book C297, at Page 282**

Certified by:

I'ON ASSEMBLY, INC.

A South Carolina nonprofit corporation

By: 

Name: Thomas O'Brien

Its: HOA Vice President

List of Included Documents:

- I'On Assembly Rules
- I'On Assembly Board Minutes Policy
- I'On Assembly Document Retention Policy
- I'On Assembly Board Meeting Homeowner Forum Policy
- I'On Annual Board Transition Policy
- I'On Assembly Board Committees Policy
- I'On Assembly Board of Trustees Conflict of Interest Policy
- I'On Assembly Board of Appeals Charter
- I'On Assembly Board of Appeals Procedures
- I'On Assembly Communications Committee Charter
- I'On Assembly Email Blast Policy
- I'On Assembly Website Terms of use Enforcement Policy re: Bulletin Board Use
- I'On Assembly Covenants Committee Charter
- I'On Assembly Covenants Committee Procedures
- Maintenance Guidelines for All Residential Titleholders
- I'On Design Committee Charter
- I'On Design Committee Conflict of Interest Policy
- I'On Design Committee Review Procedures Manual
- Principals of Lowcountry Design
- Additional Architectural, Landscape, and ADU Information
- Construction Hours Policy
- I'On Assembly Finance Committee Charter
- I'On Assembly Contingency Fund Guidelines
- I'On Assembly Investment Policy
- I'On Assembly Reserve Study Policy
- I'On Trust Funding Policy
- I'On Assembly Collection Policy
- I'On Assembly Transfer Fee Policy & Procedure
- I'On Assembly Athletic Field & Eastlake Reservation Policy
- Reserving I'On Common Areas Policy
- Boat and Dock Use Policy

Note Regarding the I'On Code

The I'On Code, which sets forth various design guidelines for construction within I'On, and which is referenced in the Declaration of Covenants, Conditions, and Restrictions for I'On, has been incorporated into the Planned Development Ordinance for I'On (Ordinance No. 97010) adopted by the Town of Mount Pleasant, as it may be amended from time to time.

Accordingly, though the I'On Code contains rules and regulations regarding the I'On community, it is inappropriate for recording in the Office of the Register of Deeds due to the fact that it has been incorporated into Ordinance No. 97010 and may change from time to time in accordance with the Town of Mount Pleasant's codes and zoning ordinances.

This Note Regarding the I'On Code is intended to evidence compliance with S.C. Code Ann. Section 27-30-130(B)(2) regarding the I'On Code.



I'On Rules

Preamble

The most effective and desirable means of regulation enforcement is voluntary compliance. Common courtesy and concern for others goes a long way to maintaining a harmonious community. Therefore, when a neighbor objects to a condition, action or event caused by another neighbor's actions or inactions, the initial step to resolve the matter(s) should be between both parties leading to resolution.

However, when deemed necessary, any owner aware of a violation of the Association's rules and regulations may notify, in writing, the Board of Directors concerning the violation. This written notice may be by letter, fax or email to the Community Manager, who will either handle the issue directly, or bring the concern to the Board for action.

If Board action becomes necessary, the following procedures will be followed:

- a) The Board will review the matter, and if agreed by simple majority, a Board member or the Community Manager will be selected to discuss the matter with the owner to obtain corrective action.
- b) If an owner fails to take corrective action, the Community Manager will bring the matter to the Covenants Committee. The Covenants Committee will determine whether assessment of a penalty against the owner should be recommended to the Board.
- c) If the Board decides to assess a penalty, the Board will notify the owner in writing by email and regular mail of the proposed penalty, not to exceed \$100 per day (except in the event of extraordinary circumstances, as determined by the Board.) Any such penalty assessed shall constitute a lien upon the owner's lot.
- d) The owner may request a hearing before the Covenants Committee (per Article VII of the I'On Bylaws).
- e) The owner may appeal any adverse decision by the Covenants Committee to the Board of Appeals.



D-101 Vehicles. Except for temporary guests and visitors, only standard private passenger vehicles, including passenger vans, pickup trucks, golf carts, and other neighborhood electric vehicles, are permitted to be parked at the front of a Lot or on thoroughfares.

All other vehicles, including motorcycles, boats and other watercraft, campers, recreational vehicles, and trailers shall be parked at the rear of a Lot behind a home, and adequately screened to be visible only from the service lane, not from the thoroughfare.

If the rear of a Lot faces a thoroughfare, then such vehicles shall be adequately screened from view with architectural and/or landscape enhancements in a matter approved pursuant to Article IV of the Declaration.

As defined in the I'On code, a building's "frontage" is considered to be elevation facing the primary thoroughfare unless the building is adjacent to water or marsh, in which case the frontage is the side of the building facing the water or marsh. A Thoroughfare is a public street (not a service lane) carrying vehicular traffic.

D-102 Pets.

- The streets, sidewalks and median strips between the sidewalks and streets are owned by the Town of Mount Pleasant, and are therefore subject to the TOMP Code of Ordinances. The TOMP Code related to animals under control and restraint is relevant to all applicable streets, sidewalks and median strips in the I'On community. Section 90.01 of the TOMP Code of Ordinances states that, "An animal shall be deemed under control or restraint if it is on the premises of its owner or keeper or is accompanied by its owner or keeper and under the physical control of such owner or keeper by means of a leash not more than eight feet in length or other similar restraining device, or under the active control of the owner or trainer while hunting or being trained while on property of the owner or another's property with the property owner's permission." The TOMP does not consider a shock collar or similar device a leash.
- The Common Areas in I'On are owned by the I'On Assembly for the common use of all homeowners. The Commons include, but are not limited to Maybank Green, the Eastlake Field, the Amphitheater, the Rookery, children's playgrounds, the alleyways, the marsh path, the community boat ramp and adjacent parking lot, and the walking paths and land adjacent to Eastlake and Westlake. The TOMP Code for animals under control and restraint shall also apply to the Commons. However, animals may be permitted off leash and under strict voice control at such times and in such places on the Commons as determined by the I'On Assembly Board of Trustees.
- Pets may be kept provided they do not bark, whine or howl or make other noises in an excessive, continuous or unreasonable way so as to cause serious annoyance to neighbors.
- Each pet owner or keeper must immediately remove and properly dispose of their pet's waste that occurs off of the owner's property.



Rule D-102 Policy

This Board is empowered to enact the following policy relative to Rule D-102.

- Pets may be permitted to exercise, play and train off leash at all times, yet under strict voice control and in the line of sight of the owner or keeper while on:
Maybank Green, Eastlake Field, the Amphitheater, the Rookery, the Marsh Trail and the walking paths and land adjacent to Eastlake and Westlake.
- The Board will monitor complaints and adherence to the TOMP Code Section 90.01 by residents when considering whether to add or reduce off leash areas.

Rule D-103: Antennas and Satellite Dishes is hereby eliminated. Federal Communications Commission OTARD rules supersede our I'On provisions.

D-104 Trash and Refuse. Trash and refuse containers shall be stored inside of the dwelling or garage on a lot or otherwise at the rear or side of the lot and adequately screened with architectural and/or landscape elements in a manner approved pursuant to Article IV of the Declaration. Each Titleholder shall keep all parts of his or her lot in good order and repair, and free from debris.

D-105 Signs.

- (a) Each Lot may have posted, prior to initial occupancy, one sign setting forth the names of the Titleholder, builder and architect, and, in the case of a Lot owned by Founder or a builder that is a member of the I'On Guild, and such other signs as the Founder may approve; provided, any such sign(s) shall be removed not later than the time of initial occupancy of the Lot. The materials, size, location, lettering and manner of installation shall conform to such rules as Founder may establish.
- (b) In addition to signs authorized under subsection (a), each Lot that is offered for sale may have one sign posted on the Lot advertising the Lot for sale, subject to such limitations on materials, size, location, lettering and manner of installation as may be set forth in architectural standards adopted by founder to supplement the I'On Code.
- (c) No other signs, except those required by law, may be posted on any Lot so as to be plainly visible from outside the Lot.



D-106 Fences and Hedges. No person shall construct or install a fence, hedge or similar structure on any Lot in such a location or manner as to interfere with or obstruct access to utility meters or sewer cleanouts on the lot by any utility company or public works employees or agents. In the event of a violation of this provision, the Founder, the Association, the Commissioners of Public works of the town of Mount Pleasant, or the affected utility company shall be entitled to enter upon the Lot and remove the fence, hedge, or other obstruction and recover all costs incurred from the owner of the Lot.

D-107 Fines for Violations of the Governing Documents. In the event the Board of Trustees imposes fines pursuant to Section 2-105 of the Declaration for violations of the Governing Documents, the fines shall be imposed in the amounts and in the frequency determined in the Board's reasonable discretion until such violation is cured; however, fines shall not exceed \$100.00 per day, per violation. All such fines shall be secured by a lien pursuant to Section 2-105(a)(i) of this Declaration. The expenses and reasonable attorney's fees that are incurred by the Assembly in connection with the collection of such fines shall be assessed against the violating Titleholder in accordance with Section 2-105(viii) and Section 2-104(b)(2)(B) of the Declaration. The fines, and the expenses and reasonable attorney's fees that are incurred by the Assembly in connection with the collection of such fines, may be collected in the same manner as assessments pursuant to the Declaration, including but not limited to lien foreclosure.

D-108 Landscaping of Premises. Within 30 days after occupancy or closing on any residence in I'On, the owner of said property shall complete the landscaping of the premises in accordance with a landscape plan approved by the I'On Design Committee (IDC). Failure to complete the landscaping in accordance with an IDC approved plan shall result in a \$250.00 fine for every month in which the property remains out of compliance. Owners of currently occupied homes shall have until January 1, 2009 to bring their premises into compliance with this rule.

D-109 Common Area Use. The Commons are a great natural asset for I'On residents. These lands were permanently set aside to benefit current and future residents, and provide an educational area for those interested in plants and wildlife. The preservation of these areas depends primarily on the cooperation of I'On residents. Our investment in the Commons can be enhanced and maintenance costs kept at a reasonable level if certain rules are followed. Therefore:

- a) Planting, cultivating, harvesting or removing vegetation on common grounds without first obtaining written approval from the I'On Assembly is not permitted.
- b) Personal structures or the storage of personal equipment are not permitted on the Commons.
- c) Discarding refuse is not permitted on the Commons.



Rule D-110: Minimum Rental Term. “No Lot, nor portion of any Lot, including but not limited to the structures or any portion of the structures located thereon, shall be leased for any period of time that is less than 28 consecutive days (the “Minimum Rental Term”).

The Minimum Rental Term shall apply to any and all occupancy and/or use in exchange for consideration, and shall include but not be limited to leases, subleases, licenses and tenancies.

The Minimum Rental Term shall not apply to extension periods of terms that initially complied with the Minimum Rental Term.”

Titleholders shall provide a copy of the lease to the Management Company upon request.

BOARD MINUTES POLICY

The Board will hear, consider and review any documents or prepared statements submitted by either homeowners or Board members, but such materials will not be incorporated into or posted with the Board Meeting Minutes.

Minutes are summaries of discussions and records of actions taken. They are not transcripts. Incorporating documentation or prepared statements from homeowners or Board members may be viewed as implying Board endorsement of the materials or opinions. It also allows the possibility for insertion of incorrect, misleading or slanderous material into the record.

This policy does not apply to actual third party documentation provided by a Board member, such as an attorney's opinion, an engineering report, or a vendor's bid, to be entered into the record as a basis for Board action.

This is to certify that the Board of Directors adopted this resolution effective April 18, 2013 until such date as it may be modified, rescinded or revoked.

DOCUMENT RETENTION POLICY

Administration of I'On Assembly records is a document-intensive process and subject to regulatory requirements for recordkeeping.

1. Where possible, records shall be stored electronically rather than in paper files. Backup copies of official records shall be stored on clearly labeled digital storage devices.¹ All records must be periodically reformatted if/when needed to remain readable with present day technology.
2. Governing documents and Board meeting minutes shall be retained permanently.
3. Annual Budgets and Year-End financial statements shall be retained permanently.
4. The Living in I'On Newsletter and any unique correspondence, including email blasts, from the I'On Assembly to all homeowners shall be retained permanently as part of the historical record.
5. Records being disposed of must be completely destroyed by shredding or other appropriate means to avoid compromise of any confidential records.²
6. Records shall not be destroyed if the I'On Assembly has notice of, or reasonably believes that it could be involved in, a lawsuit. Any disposal of records shall be put on hold until the litigation has been resolved. Advice of counsel should be sought in such cases.
7. Officers of the I'On Assembly are authorized to take all such actions on behalf of the I'On Assembly as in their judgment shall be necessary to fully carry out the intent of this policy. Officers may delegate these actions to agents or community managers as necessary.
8. If so designated by the Board president, certain confidential documents identified as attorney-client privileged must be stored in hard copy and made available only to individuals covered by such privilege at the time disclosure is requested, unless counsel advises otherwise.
9. At any time at which the Assembly retains a new property manager, the former property management company shall promptly turn over all records of the Assembly listed here.
10. All documents included in this policy are as follows:

7/ ¹ Not required by statute.

² Not required by statute.

I'On Assembly Document Retention List

	<i>Governing Documents</i>	Retention Period
Plats, Deeds, Easements	I'On Property Manager office; I'On on-site office	Permanent
Articles of Incorporation Covenants, Conditions, & Restrictions, Bylaws, Amendments, Rules & Regulations, Policies	I'On Property Manager office; I'On on-site office	Permanent
Board Meeting minutes; Annual Meeting minutes; any Committee minutes	I'On Property Manager office; I'On on-site office	Permanent
	<i>Financial Records³</i>	
Tax Returns (Fed & State)	I'On Property Manager office; I'On on-site office	Permanent
Budgets	I'On Property Manager office; I'On on-site office	Permanent
Year-End Financials	I'On Property Manager office; I'On on-site office	Permanent
Records of Certificate of Deposit	I'On Property Manager office	1 year
Audit Reports	I'On Property Manager office (3 yrs.); I'On on-site office (yrs. 4 to 7)	7 years
Bills of Sale for any property	I'On Property Manager office; I'On on-site office	7 years
Bank Statements, Petty Cash Vouchers, POs	I'On Property Manager office	7 years
Accts Payable, Accts Receivables, Trial Balances, Billing Records	I'On Property Manager office	1 years
	<i>Legal Records⁴</i>	
IDC Permits (filed by address)	I'On Property Manager office; I'On on-site office	Permanent w. 6 mo. updates
IDC Plans & Review letters	I'On Property Manager office; I'On on-site office	Permanent w. 6 mo updates
Current contracts	I'On Property Manager office; I'On on-site office	Current
Expired contracts	I'On Property Manager office; I'On on-site office	7 years

³ S.C. Code Ann. § 33-31-1601(b) only requires "appropriate accounting records" – no time is specified.

⁴ No time specified – if these are not "accounting records" then not required by statute at all.

Current list of Owners inc. Mailing address, Tel, E-mail, Purchase & Sale dates	I'On Property Manager office; I'On on-site office	As long as they own property
Account Statements of delinquent property owners	I'On Property Manager office	7 years
Settlement Claims	I'On Property Manager office	7 years
Accident Reports	I'On Property Manager office; I'On on-site office	7 years
Insurance Records	I'On Property Manager office; I'On on-site office	7 years
Insurance Policies, Fidelity Bonds, Cert. of Insurance	I'On Property Manager office; I'On on-site office	7 years after expiration
Correspondence to individuals: violations and compliance	I'On Property Manager office; I'On on-site office	3 years
Personnel Records	I'On Property Manager office	3 years
	<i>General Correspondence</i>	
Newsletters⁵	I'On on-site office	Permanent
Specific letters to all owners (Decided by Bd Pres. and/or Mgr.)	On separate hard drive	3 years - Permanent
Voting Records, ballots, inc. sign-in sheets, proxies, etc.	I'On Property Manager office	1 year
Website and e-mail list(s)⁷	I'On on-site office	Cycle of 6 month updates

11. Requests to examine and/or copy the Governing Documents, the membership register, the books of account and the minutes of meetings of the Members, the Board of Trustees and committees must be made in writing on the Document Request form (*Exhibit A*), at least five days in advance and meet the following guidelines:
- The request must be made in good faith and for a purpose reasonably related to the Member's Lot.
 - The request must describe with reasonable specifics the purpose, and the records sought for are directly connected to that purpose.
 - The Request is to be submitted directly to the I'On Manager.

⁵ Statute requires only 3 years but one of the official means of correspondence by the Assembly

⁶ Not required by statute

⁷ Not required by statute but one of the official means of correspondence by the Assembly

- d. Records Requested in accordance with the provisions above shall be available, when possible, for inspection within a reasonable time of receipt of the written request, at the on-site I'On HOA office.
- e. Hard copy documents may not be removed from the office. In the event a printed or scanned copy is requested the fee for service will be set at the market price per page and made payable to the *I'On Assembly*.
- f. Any document requested beyond those specified above require approval from the Board of Trustees.
- g. Certain information will not be made available, pursuant to Federal, State and/or local laws. This specifically includes any correspondence between the I'On Assembly's attorneys and the board (attorney-client privileged information) and information with security or privacy considerations.
- h. The I'On Assembly is not liable for the use or misuse of the information provided to a member under this policy.

This is to certify that the Board of Directors adopted this amended resolution effective **August 28, 2014** until such date as it may be modified, rescinded or revoked.

Exhibit A

I'ON COMMUNITY HOA DOCUMENT

REQUEST TO EXAMINE AND /OR COPY

REQUESTING OWNER

Owner: _____

Mailing Address: _____

Address in I'On (if different): _____

Home Phone: _____

Other Phone: _____

Email Address: _____

NATURE OF REQUEST

Specific Association records requested:

Purpose of the request:

Requested date for examination: _____

(I'On Property Manager will contact the owner to schedule a mutually convenient time for the owner to examine and copy the requested documents.)

Owner Acknowledgement

My request is for a proper purpose related to membership in the I'On Assembly and not for pecuniary gain or commercial solicitation.

I understand that the I'On Assembly may withhold from examination or copying Assembly records that are drafts and not yet incorporated into the I'On Assembly's books and records concerning specific matters.

I understand that the I'On Assembly may impose and collect a charge, reflecting reasonable costs of materials and labor, related to my request prior to providing copies of any Association books and records.

I hereby certify that the statements made on this form are true and complete to the best of my knowledge, information and belief.

Signature

Date

Printed Name

BOARD MEETING HOMEOWNER FORUM POLICY

The purpose of the homeowner's forum is to provide an opportunity for homeowners to address the Board informally about topics concerning matters of general community interest in I'On. The forum is not intended as a debate or extended question and answer session.

Constructive suggestions for remedies to problems or concerns presented are welcome. Matters relating to individual concerns should be addressed directly with the Community Manager.

Individual comments should be presented with respect and may be limited at the Board's discretion, out of deference to the Board's meeting agenda and time constraints.

This is to certify that the Board of Directors adopted the foregoing resolution effective as of April 18, 2013 until such date as it may be modified, rescinded or revoked.

I'ON ANNUAL BOARD TRANSITION POLICY

2 WEEKS BEFORE ELECTION

- Retiring board members hand in orientation books (to update for new members)

ELECTION NIGHT

- Book Executive Session for orientation including nominations for positions

ONE DAY AFTER ELECTION

- Manager emails new board member pkg.
 - Annual meeting/report preliminary schedule
 - Job descriptions /responsibilities for officer, chair and liaison positions
 - Conflict of Interest and code of ethics for board members
 - Specifics in I'On governing docs pertaining to the board
 - Bylaws: Article III & IV & V and any amendments
 - Covenants, Conditions & Restrictions: Art. II -102 Organization & Operations of the Assembly; Art. III -102, 103. Rulemaking Authority and Procedures; Art. IV -102 IDC. Art VI -104 Damage to Commons; Art. IX -104 Assembly Related Rights and Obligations.
 - Board Policies
 - Elaine Fowler's 'Governance: Common Pitfalls and Best Practices'

WITHIN 10 DAYS AFTER ELECTIONS

- Executive Session Orientation Meeting
 - Sign Conflict of Interest policy.
 - Overview of Fiduciary Responsibility
 - Function and hierarchy of HOA governing docs
 - Homeowners' rights and responsibilities
 - How the courts interpret fiduciary responsibility
 - Nomination of officers, committee chairs and liaisons.
 - Outline lines of communications w Mgr., Atty., TOMP, bulletin board policy.
 - Distribute hard copy of governing documents including parliamentary procedures for monthly board meetings.
 - Live view of website board logins, searching archives and specific board features. Show CAI access.

WITHIN 1 WEEK AFTER ORIENTATION/POSITION SELECTIONS ARE DONE

- Prior board members meet with new counterpart officer and/or committee chairs/liaisons.
 - Status summary on current projects
 - Update on committee members
 - Outstanding issues which need to be addressed
 - Brainstorm for future
 - Prior Bd. President hand over of the attorney-client privileged file.

FIRST BOARD MEETING

- Vote to confirm officers, committee chairs and liaisons
- Vote to confirm monthly meeting schedule

This is to certify that the Board of Directors adopted this resolution effective **March 27, 2014** until such date as it may be modified, rescinded or revoked.

BOARD COMMITTEES POLICY

The purpose of a Board Committee is to gather information and make recommendations for the area of interest as defined by the Board.

Each committee has a Board member who is also a committee member or liaison to the Board. All committee members are appointed by the Board and need to be property owners in l'On in good standing.

Some (Landscape, Finance, IDC, etc.) are standing committees with rotating members over time.

Other committees are created by the Board for a specific issue in the community (dog run, boat docks, etc.). These members focus on doing research and analysis for formulating a recommendation or proposal to the Board on how to proceed.

Neither the committee nor its individual members represent the opinion of the Board. It is the ultimate responsibility of the Board as to what action is taken on all issues.

Consistent with Board member communications, no committee member may post or comment publicly on topics that are or may be under consideration by the Board or one of its committees.

This is to certify that the Board of Directors adopted this resolution effective May 22nd, 2014 , until such date as it may be modified, rescinded or revoked.

Conflict of Interest Policy for the Board of Trustees of I'On Assembly

The purpose of the following policy and procedures is to prevent the personal financial interests of board members from interfering with the performance of their duties to the Board of Trustees of I'On Assembly (the "Board").

DEFINITIONS

1. **Conflict of interest** – Conflict of Interest means a conflict, or the appearance of a conflict, between the private financial interests and fiduciary responsibilities of a board member.
2. **Financial interest** -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Board has a transaction or arrangement;
 - b. A compensation arrangement with any entity or individual with which the Board has a transaction or arrangement, or;
 - c. A potential ownership or investment interest in, or compensation arrangement with, an entity or individual with which the Board is negotiating a transaction or arrangement.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the board member to the full Board of Trustees of all conflicts of interest, including but not limited to the following:
 - a. A board member is related to another board member by blood, marriage or domestic partnership.
 - b. Board members, a member of their immediate family or organization stands to benefit, financially or otherwise, from a transaction authorized by the Board.
2. Following full disclosure of a possible conflict of interest, the Board of Trustees shall determine whether a conflict of interest exists and, if so, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect best interests of the I'On Assembly. Both votes shall be by a majority vote without counting the vote of any interested board member.
3. An interested Board member shall not participate in any discussion or debate of the Board of Trustees, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. An interested person may make a presentation to the Board, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
4. Anyone in a position to make decisions about spending the resources of I'On Assembly and who also stands to benefit from that decision has a duty to disclose that conflict as soon as it arises or becomes apparent.

5. The minutes of the Board and all committees with board delegated powers shall contain:
 - a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
 - b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
6. A copy of this policy shall be given to all Board members upon the member's election to the Board or at the official adoption of the stated policy. Each board member, officer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
7. This policy and disclosure form must be filed annually by all specified parties.

Board Member Conflict of Interest Disclosure Form

A conflict of interest, or an appearance of a conflict, can arise whenever a transaction, or an action, of the Board of Trustees of I'On Assembly (the "Board") conflicts with the personal interests, financial or otherwise, of a board member, or an immediate family member of a board member, or that the board member's employer (collectively "your personal interests").

Please describe below any relationships, transactions, or positions you hold (volunteer or otherwise), or circumstances that you believe could create a conflict of interest, now or in the future, between your duties to the Board and your personal interests, financial or otherwise:

_____ I have no conflict of interests to report.

I have the following conflict of interests, or potential conflicts of interests, to report:

1. _____

2. _____

3. _____

I have reviewed Conflict of Interests Policy of the Board and I understand that it is my obligation to disclose a conflict of interests, or appearance of a conflict, to the the Board when a conflict, or appearance of a conflict, arises, and that for transactions in which I have a conflict, I will abstain from any vote on the matter involving the conflict.

Signature: _____ Date: _____

I'ON ASSEMBLY

BOARD OF APPEALS CHARTER

PURPOSE

The Board of Trustees (the "Board") of the I'On Assembly (the "Assembly") appoints the Board of Appeals to assist the Board in fulfilling its responsibilities. The Board has delegated to the Board of Appeals (the "BOA") the responsibility to hear appeals from decisions of the Covenants Committee (the "Committee") and the I'On Design Committee (the "IDC"). This responsibility may include, but not be limited to:

- (a) investigating alleged breaches of the Assembly's governing documents;
- (b) conducting hearings regarding such alleged breaches;
- (c) taking such other actions as may be required to inform itself of all the facts and issues in the matter;
- (d) making rulings pursuant to such hearings; and
- (e) imposing sanctions, as set forth in the Declarations and the Bylaws.

The Board delegates to the BOA the authority necessary to fulfill its responsibilities.

STRUCTURE AND MEMBERSHIP OF THE COMMITTEE

The BOA shall be composed of not less than three nor more than five members. Each member of the BOA shall be a full-time resident Titleholder. No member of the BOA shall be a member of the Board. The Board shall appoint Members of the BOA, who shall serve at the pleasure of the Board and for such terms as the Board may determine. The Board shall designate one member of the BOA as its Chairperson. A majority of the BOA members shall constitute a quorum for the transaction of business and the act of a majority of those present at any meeting at which a quorum is present shall be the act of the BOA. The BOA may meet in person or telephonically at scheduled times and places determined by the Chairperson. The BOA may also act by unanimous written consent. The BOA shall keep minutes and other relevant records of all of its meetings. The BOA shall conform its meetings, investigations, hearings, rulings, sanctions and all other activities to the applicable requirements contained in the Assembly's Declarations and Bylaws. The Board may amend or repeal this charter at any time.

Board of Appeals Procedures

1. Consistent with the Declaration of Covenants, Conditions and Restrictions (the "CC&Rs"), the Bylaws of I'On Assembly (the "Bylaws") and these Procedures, the Board of Appeals (the "BOA") shall hear appeals from decisions of: 1) the I'On Design Committee (the "IDC"); and 2) the Covenants Committee (the "Committee").
2. To exercise a right of appeal, a Titleholder shall have 10 days from delivery of a decision of the IDC or the Committee to request an appeal. Such a request shall be in writing and delivered to the Community Manager. A tenant must have written authorization from the Titleholder-landlord to exercise any appeal.
3. In reviewing a decision of either the IDC or the Committee, the BOA may accept written statements and solicit testimony, as it deems appropriate. It shall not be required to conduct a full re-hearing of the matter heard by the IDC or the Committee unless, in the BOA's discretion, it so chooses.
4. Immediately upon the conclusion of the hearing, if one is held, or as scheduled by the Chair, the BOA shall meet in executive session to review the matter and reach its decision. The BOA shall deliver its decision, in writing, to the Titleholder, Community Manager and President of the Board of Trustees within 10 days following conclusion of the hearing. If the decision is on appeal from the I'On Design Committee (the "IDC"), a copy shall also be sent to the Neighborhood Design Coordinator. The decision of the BOA shall be final and binding.
5. The date of "delivery" shall be the date an item is personally delivered to the recipient or sent to the recipient by United States mail, first class postage prepaid, whichever is earlier. In all instances where written documentation is required, email or other electronic documentation shall be acceptable.

I'ON ASSEMBLY COMMUNICATIONS COMMITTEE CHARTER

PURPOSE

The Board of Trustees (the “Board”) of the I’On Assembly (the “Assembly”) appoints the Communications Committee (the “Committee”) to assist the Board in fulfilling its responsibilities serving the community. The Committee is responsible for promoting a good understanding of community, business, and events through effective communications, both internal and external, to the I’On community. A fundamental goal of the Committee is to survey, engage, inform, and communicate in a transparent, accurate, effective, and timely manner and to foster relationships between the community and the governing bodies of I’On. Communication vehicles have been created for the Assembly Board to provide and receive effective communication about Assembly business in a timely manner. These include:

- Annual and Mid-year I’On Assembly Meetings
- Homeowners’ Forums at the beginning of each regular monthly Board meeting
- Mailed communications through the US Postal Service when required including Proxy/Voting for meetings
- Management and development of the annual I’On Resident Directory
- Digital communications:
 - Management, curation and editing of www.ioncommunity.com website. Posting of minutes, agendas, newsletters, governing documents, and historical content of the community.
 - “Have a Question” under the HOA mailbox section of the website for neighbors to send comments or question to the Board and the management staff.
 - Updates in the monthly Living in I’On homeowners’ newsletter.
 - Periodic e-mail bulletins sent directly to residents and property owners.

The Communications Committee is also responsible for the following:

- Ensuring that all communication delivered from various groups, committees and Assembly is accurate, timely, and factual.
- Developing and maintaining communication strategies, standards and protocols for the communication processes used in the I’On community.
- Developing, in concert with the Assembly Board, a visual brand, vision, and mission statement for the I’On community

- Ensuring that all communication methods are sensitive to technological changes.
- Helping with improving an external awareness of I'On as appropriate.
- Creating a communications strategy for accomplishing Committee responsibilities to be adapted on an annual basis.
- Researching and, when appropriate, implementing dynamic new communication tools to best deliver information to the community, i.e. text message blasts for safety issues, social media forums for titleholders.

The Assembly Board delegates to the Committee the authority necessary to fulfill its responsibilities. In addition, the Committee shall have the discretion and authority to delegate assignments to the Assembly's management company, as necessary, to fulfill the Committee's responsibilities.

STRUCTURE AND MEMBERSHIP OF THE COMMITTEE

The Committee shall be chaired by the Communications Chairperson of the Board. The Board shall appoint members of the Committee, who shall serve at the pleasure of the Board and for such terms as the Board may determine. One other active Board member may also serve on the Committee. All Committee members must be Titleholders or residents of I'On with the exception of a member from the I'On Trust, who may or may not be an I'On titleholder. A majority of the Committee members shall constitute a quorum for the transaction of business, and the act of a majority of those present at any meeting at which a quorum is present shall be the act of the Committee. The Committee may meet in person or telephonically at scheduled times and places determined by the Chairperson. The Committee may also act by unanimous written consent. The Committee shall keep minutes and other relevant records of all of its meetings. The Committee shall conform its meetings to the applicable requirements contained in the Assembly's Declarations and Bylaws. The Communications Committee may recommend amendments to this charter at any time, subject to approval by the Board of Trustees. The Board may amend or repeal this charter at any time.

April 14, 2015



I'On Assembly Email Blast Policy

The Board of Directors is responsible for all information that is disseminated to the residents of the I'On Assembly by way of the official I'On website or email blast. Only information that is deemed HOA business or those topics that are crucial, important, or beneficial to homeowners and residents will be disseminated via email blast to the community. In this effort we have provided the following policy.

1. Email blast for all official business of the HOA and its Board will be done by the Property Manager at the direction of the Communications Committee Chairman and/or the Board President.
2. Email blasts outside of official business of the Board, but sanctioned by the Board (i.e. Committee Activities or I'On Trust Events) will be sent by the Property Manager at the direction and approval of the Communications Committee Chairman.

This is to certify that the Board of Directors adopted this amended resolution effective **April 16, 2018** until such date as it may be modified, rescinded or revoked.

I'ON WEBSITE TERMS OF USE ENFORCEMENT POLICY RE: BULLETIN BOARD USE

As amended by the I'On Assembly Board April 18, 2013

Following is the Communications Committee policy for managing postings on the community website Bulletin Board that violate the Terms of Use. The objectives are to provide a certain level of due process for violators, to identify specifically what terms are being violated, to remove offensive postings, and to inform the community that action is being taken and why. It should be noted that messages disagreeing with the Board or other posters, even when couched in innuendo or containing inaccurate information, would not be considered violations as long as they do not fall afoul of Section 7 of the Terms of Use relating to personal attacks, as well as abusive, threatening or harassing language or images.

The process is as follows:

When a violation is alleged, either by a Communications Committee Member or the report of another resident:

Under our Terms of Use (Section 8), the Website Administrator has authority to decide whether a post on the Bulletin Board is deemed a first violation. The Administrator may consult with other members of the Committee in coming to that determination.

If the post is deemed a violation, the Website Administrator will take the following actions:

Send an email to the poster: "Your post of [date] and on [topic] violates the I'On Community website Terms of Use due to its use of [abusive, harassing, threatening language or personal attack—the specific terms will be specified from Section 7 of the Terms of Use]. It has been removed from the Message Board. Further postings of this nature will result in loss of access privileges for your household to the Bulletin Board portion of www.ioncommunity.com."

The Website Administrator will post on the Message Board that the offending posting has been removed, identifying it by poster, topic and date, and that the poster has been notified that further postings of this nature will result in the loss of Bulletin Board access privileges.

The Website Administrator will enter a "Yellow Card" notation in the website data base (not visible to regular residents) under the poster's account that this household was given a first notice of TofU violation on [date] about [topic] posted by [resident's name]. Violations will be logged by household, but determinations about a second violation will be based on individual behaviors.

When there is an alleged repeat violation:

The Communications Committee will decide whether a subsequent post by an individual is determined to be a repeat violation. It does not matter whether the

subsequent post is contained within the same “topic thread” as the first violation, or what time has elapsed.

If the post is deemed a violation by a majority of the Communications Committee, the Website Administrator will take the following actions:

Send an email to the poster’s household: “The Communications Committee has determined that your post of [date] about [topic name] is a repeat violation of the Terms of Use due to its use of [describe violation in Paragraph 7 terms]. As result, your household’s access to the Bulletin Board on the Community Website is terminated as of today. This termination decision will be reviewed and either ratified or rejected by the I’On Assembly Board of Trustees at its next monthly meeting. You are welcome to appeal the decision at that meeting.”

Based on the Communications Committee decision, the Website Administrator will modify the poster’s website account(s) preventing the household from accessing the Bulletin Board portion of the website, and then enter a “Red Card” notation on the website database that the poster’s household has been given notice of a second violation and terminated on [date].

The Website Administrator will post on the Message Board that the offending posting has been removed, identifying it by poster, topic and date.

The Communications Chair will report to the Board at its next monthly meeting that a poster’s household’s Bulletin Board access privileges have been terminated under this policy, citing the offending posts. The Board may ratify or reject the termination at this meeting.

If the Board ratifies the termination decision, the Website Administrator will post a notice on the Bulletin Board that a post by [name] on [topic] has been removed, as described above, and that, due to a repeat violation of the Terms of Use, the poster’s Bulletin Board access privileges have been terminated.

If the Board rejects the termination decision, the poster’s Bulletin Board access will be promptly reinstated. The data base record will be updated accordingly, i.e., changed back to “yellow card” status, or the yellow card notation removed completely.

Following a Bulletin Board Access termination:

Under our Terms of Use (Section 9), “An appeal to the Communications Committee of the HOA Board can be made by any resident at any time if they feel they have been unfairly treated.” Residents may address the HOA Board at the specified meeting when their case is being reviewed.

The household will continue to receive correspondences sent out via the website’s email bulletin feature (e.g., Assembly notices, monthly newsletters), and view and use other portions of the website. The household will not, however, be able to access the Bulletin Board portion of the website or subscribe to the Bulletin Board.

This is to certify that the Board of Directors adopted this resolution effective April 18, 2013 until such date as it may be modified, rescinded or revoked.

I'ON ASSEMBLY

COVENANTS COMMITTEE CHARTER

PURPOSE

The Board of Trustees (the "Board") of the I'On Assembly (the "Assembly") appoints the Covenants Committee (the "Committee") to assist the Board in fulfilling its responsibilities. The Board has delegated to the Committee the responsibility to be the initial hearing tribunal of the Assembly. This responsibility shall include, but not be limited to:

- (a) investigating alleged breaches of the Assembly's governing documents, to include the I'On Code;
- (b) conducting hearings regarding such alleged breaches;
- (c) taking such other actions as may be necessary to fully inform itself of the facts and issues in the matter;
- (d) issuing rulings after such hearings; and
- (e) recommending sanctions or remedies, as set forth in the Declarations and the Bylaws, to the Board after such hearings.

The Board delegates to the Committee the authority necessary to fulfill its responsibilities. In addition, the Committee shall have the discretion and authority to delegate assignments to the Assembly's management company, as necessary, to fulfill the Committee's responsibilities.

STRUCTURE AND MEMBERSHIP OF THE COMMITTEE

The Committee shall be composed of not less than three nor more than five members. The Board shall appoint members of the Committee, who shall serve at the pleasure of the Board and for such terms as the Board may determine. The Board Covenants Liaison shall be a voting member of and serve as Chairperson of the Committee. No other members of the Committee shall be members of the Board. A majority of the Committee members shall constitute a quorum for the transaction of business and the act of a majority of those present at any meeting at which a quorum is present shall be the act of the Committee. The Committee may meet in person or telephonically at scheduled times and places determined by the Chairperson. The Committee may also act by unanimous written consent. The Committee shall keep minutes and other relevant records of all of its meetings. The Committee shall conform its meetings, investigations, hearings, rulings, sanctions

and all other activities to the applicable requirements contained in the Assembly's Declarations and Bylaws. The Board may amend or repeal this charter at any time.

Covenants Committee Procedures

1. When a potential violation is brought to the Community Manager's attention, from whatever source, including the I'On Design Committee (the "IDC") the Manager shall informally contact the Titleholder and, as appropriate, discuss the issue with the Titleholder. The Manager shall confer with the Covenants Liaison if there is a question as to whether the issue is, in fact, a violation.
2. If there is no resolution of the potential violation, the Community Manager shall present the issue to the Covenants Committee (the "Committee"). If the Committee determines that a violation has occurred, the Committee may recommend to the Board of Trustees (the "Board") that one or more of the sanctions set forth in Section 2-105(a) of the Declaration of Covenants, Conditions and Restrictions (the "CC&Rs") be imposed.
3. The Board shall consider the Committee's recommendation and may deliver a written Notice of Violation (the "First Notice") to the Titleholder that may assess a fine of \$50. The First Notice shall specify the remedy required and a Cure Period that, in the Board's discretion, may range from 10 to 60 days.
4. The Titleholder shall have 10 days from delivery of the First Notice to request a hearing before the Committee. Such requests shall be in writing and delivered to the Community Manager. Any tenant must have written authorization from the Titleholder-landlord to request a hearing.
5. If the Titleholder makes a timely written request for a hearing:
 - i. The Committee shall hold the hearing as soon as reasonably practicable, but in no event more than 30 days following delivery of the request.
 - ii. Upon conclusion of the hearing, the Committee shall meet in executive session to review the matter and reach its decision.
 - iii. The Committee shall deliver its written ruling to the Titleholder and to the President of the Board within 5 days following conclusion of the hearing.
 - iv. The Titleholder has 10 days from delivery of the Committee's ruling to appeal the ruling to the Board of Appeals. Such an appeal must be requested by delivery of a written request for appeal to the Assembly's Manager.
6. If the Titleholder does not make a timely written request for a hearing, the First Notice shall become final and not subject to further hearing or appeal.

7. If the violation continues for more than 10 days after the end of the Cure Period specified in the First Notice, the Board may send another written Notice of Violation (the "Second Notice") to the Titleholder that may assess an additional fine of \$100.
8. If the violation continues for more than 10 days after delivery of the Second Notice, the Board may send another written Notice of Violation (the "Third Notice") to the Titleholder that may assess an additional fine of \$250.
9. There shall be no right to hearing or appeal with respect to a Second or Third Notice of Violation.
10. If the violation is corrected within the Cure Period following the First Notice or the 10-day periods following the Second and Third Notices, the Board may, in its sole discretion, suspend the fine assessed in the applicable Notice.
11. For purposes of these procedures, the date of "delivery" shall be the date an item is personally delivered to the recipient or sent to the recipient by United States mail, first class postage prepaid, whichever is earlier. In all instances where written documentation is required, email or other electronic documentation shall be acceptable.

I'On Maintenance Guidelines for All Residential Titleholders

The following guidelines reflect general maintenance standards that are the responsibility of all I'On Titleholders and apply to all residential structures and properties in I'On. Most of the maintenance standards contained herein are common-sense, where a reasonable review of a building or property would indicate the need for maintenance or repair. This information is not meant to be all-inclusive, but rather, a general guideline for Titleholders to ensure their property is properly maintained.

The [I'On Community Manager](#) is the point of contact for all Titleholders on maintenance related matters. These standards reflect areas the Community Manager will observe when conducting a property inspection. Property inspections may occur as the result of a general observation or a formal complaint.

Building & Structural Guidelines:

-Exterior walls and trim are free from holes, breaks, and loose or rotting material. Wooden exteriors are free from dirt, loose paint, and mildew. Power washing is done as necessary. Fading or missing paint is re-painted or stained, as necessary.

-Roof, flashing, and gutters are in good working condition. Roofs are tightly fitted and have no defects. Missing shingles or pieces of metal are repaired. If gutters are installed, they have all parts and are properly fastened so as to drain water in the manner intended.

-Porches, stairs, and decks are properly maintained, and any broken parts, loose paint or rotted areas are repaired.

-Wooden fences need to be painted or stained and maintained free of any broken parts or loose paint. Any rotted areas need to be repaired and any accumulated mildew removed.

-Windows are not cracked or missing glass and have no broken or torn screens. Window shutters are in working condition, and all broken parts, loose paint or rotted parts are repaired.

-Chimneys are structurally sound and in good repair. Loose bricks, stones or mortar are fixed immediately to prevent further deterioration or collapse.

-Brick or plaster walls surrounding a property are free of open cracks and breaks. (Small cracks are common, but large cracks, missing bricks and deteriorated mortar should be sealed, resurfaced or otherwise repaired.) Power washing may help remove mildew or loose material.

-Exterior doors, gates, and hardware are in proper working condition and good repair. Doors and gates close properly and latch securely. All broken parts, loose paint or rotted areas are repaired. Power washing may help to remove mildew or loose material.

Yard & Landscaping Guidelines:

-Grass is maintained at appropriate heights (under six (6) inches on developed property and under twelve (12) inches on undeveloped lots). Landscapes are maintained with appropriate weed control, mulching of beds, and edging.

-Bushes, shrubs and hedges do not project into the street, alley or sidewalk bordering a Titleholder's property and are trimmed back from any fencing so as not to grow through the fence.

-Trees on Titleholder's property are maintained on a regular basis, and broken, dead, or damaged trees or limbs have been removed. Trees growing against buildings with branches hanging on rooftops are properly trimmed back or removed. Fallen leaves are not accumulating on the property.

NOTE: Any tree trimming in Common Areas is solely the responsibility of the HOA, and should not be done by individual Titleholders.

-Garbage and rubbish is disposed of properly, based on I'On's trash removal guidelines and schedule. Debris is not placed near the street for pickup more than 24 hours prior to pickup.

-Walkways and driveways on Titleholders property are kept in a proper state free of tripping hazards, weeds, and loose material (i.e. broken concrete, missing bricks, etc.). Any damage due to settling of land may also require repair.

I'ON ASSEMBLY

I'ON DESIGN COMMITTEE CHARTER

PURPOSE

I'On is built in the great tradition of Lowcountry urban and architectural design. Its neighborhoods, streetscapes and houses are intended to be timeless, classic and built for generations to come. In order to facilitate the design and architecture and to protect the visual integrity of I'On, the *Declaration of Covenants, Conditions and Restrictions* (the Governing Documents) established the I'On Design Committee (the IDC). The IDC administers the landscape and architectural review for all new construction and proposed additions or modifications to existing structures in accordance with established design guidelines. In many ways the IDC is patterned after similar bodies created to preserve and protect traditional neighborhoods such as the Charleston Peninsula and Boston's historic Beacon Hill.

DESIGN GUIDELINES

The design of all new and subsequent alterations of residential properties within I'On is to be guided by *The I'On Code*, the *Principles of Lowcountry Vernacular Design* and the *IDC Review Procedures Manual* (Design Documents). Additional lot specific guidelines are contained in Community Patterns for each I'On neighborhood. These documents were developed by the founder of I'On as guidelines, and are meant to rekindle an appreciation for an architectural and building philosophy rarely practiced today.

All property owners are bound by the provisions in the Governing Documents and are advised to use the Design Documents and/or appropriate historic precedents as tools and resources for planning and seeking design review approval. The Design Documents may be found on the I'On website, ioncommunity.com, and are available in the IDC office located at 159 Civitas Street.

While the Design Documents serve as a guide, they are not the exclusive basis for IDC decisions. The Committee may also consider other factors such as harmony of external design with surrounding structures and environment, and established visual neighborhood patterns. A design variance or building materials approved for one I'On residence does not necessarily mean that they would be approved for any other residence.

STRUCTURE AND MEMBERSHIP OF THE COMMITTEE

The IDC is comprised of three to five persons appointed by the I'On Board of Trustees. Members may, but need not be, I'On Titleholders, and typically include architects, engineers or

similar professionals. In addition to the Committee members, the IDC employs a Neighborhood Design Coordinator to act as a liaison between homeowners and the IDC. The Design Coordinator's office is located at 159 Civitas St in I'On.

SUBMISSION REQUIREMENTS

The IDC reserves the right to review the plans, specifications, materials and samples submitted to it by the applicant, to verify that the proposed structures and/or alterations to existing structures conform to the Design Documents, and to approve aesthetics of the proposed structure or landscaping and its appropriateness to the surrounding neighborhood and the configuration of each lot.

Applications are broken down into five distinct categories:

- New Home Construction
- Additions/ADUs/Garages/Improvements greater than 625 sq.ft.
- Additions/ADUs/Garages/Improvements less than 625 sq.ft.
- Minor New Improvements (fences, paint color change, sidewalks, etc.)
- Minor Improvements with no changes (repairs and maintenance)

Application forms and document requirements, as well as the review fee or deposit requirement for each category can be found on the I'On web site and are available at the IDC office.

DESIGN REVIEW PROEDURES

The Design Committee meets on the first and third Tuesday of each month. All plans for new structures and additions to existing structures should be prepared by qualified licensed professionals, and submitted one week prior to the meeting along with the any required review fee and deposit. Applicants for design review are encouraged to contact the IDC for clarification of the Design Documents and/or assistance in completing the correct form.

Homeowners will be notified of the IDC's determination within 30 days after receipt of the fully completed application, and all required deposits, documents and/or supporting material. The application may be (i) approved, with or without conditions, (ii) partially approved, or (iii) disapproved. In the case of disapproval, the Committee will endeavor to specify the reasons for any objections and/or offer suggestions for curing the objections.

If an application for design approval has been denied, or the approval issued by the IDC is subject to considerations which the applicant feels are unacceptable, the applicant may request a meeting with the IDC designated agents to discuss the plans and the IDC's reasons for denial. Additionally, the applicant may appeal the decision of the IDC to the I'On Board of Appeals in

accordance with the procedures established by the Board of Appeals. To exercise this right, a written notice of appeal must be received by the Assembly's manager, president, or secretary within 10 days after notice of denial.

IMPORTANT CONSIDERATIONS

If construction has not commenced on an approved project within six months after the date of approval, such approval shall be considered withdrawn. Once construction has started, it must be diligently pursued to be completed within one year or such other period specified by the IDC. Applicants should notify the Neighborhood Design Coordinator when construction is completed to obtain a refund of any deposit and to insure compliance with the approved design.

Any work started prior to receiving written IDC approval and the issuance of a blue "Work Approved" sign will result in double the specified design review fee. Additionally, work started before written approval is subject to remedies and sanctions imposed by the Assembly Board of Directors. Sanctions may include, but are not limited to, monetary fines, suspension of the right to vote and use of the Commons, and requiring the removal of unauthorized construction.

The IDC may recommend amendments to this charter at any time, subject to approval by the Board of Trustees. The Board may amend or repeal this charter at any time.

Conflict of Interest Policy for the IDC

The purpose of the following policy and procedures is to prevent the personal financial interests of I'On Design Committee (the "IDC") members from interfering with the performance of their duties to IDC.

DEFINITIONS

1. **Conflict of interest** – Conflict of Interest means a conflict, or the appearance of a conflict, between the private financial interests and fiduciary responsibilities of an IDC committee member.
2. **Financial interest** -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the IDC has a transaction or arrangement;
 - b. A compensation arrangement with any entity or individual with which the IDC has a transaction or arrangement, or;
 - c. A potential ownership or investment interest in, or compensation arrangement with, an entity or individual with which the IDC is negotiating a transaction or arrangement.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the IDC committee member to the IDC Board Liaison of all conflicts of interest, including but not limited to the following:
 - a. An IDC committee member is related by blood, marriage or domestic partnership to a person who is submitting plans for review by the IDC.
 - b. IDC committee members, a member of their immediate family or organization stands to benefit, financially or otherwise, from a transaction authorized by the IDC.
2. Following full disclosure of a possible conflict of interest, the IDC shall determine whether a conflict of interest exists and, if so, the IDC shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect best interests of the I'On Assembly. Both votes shall be by a majority vote without counting the vote of any interested IDC committee member.
3. An interested IDC committee member shall not participate in any discussion or debate of the IDC, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. An interested person may make a presentation to the IDC, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
4. Anyone in a position to make decisions about spending the resources of the IDC and who also stands to benefit from that decision has a duty to disclose that conflict as soon as it arises or becomes apparent.

5. The minutes of the IDC and all committees with board delegated powers shall contain:
 - a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the IDC's decision as to whether a conflict of interest in fact existed.
 - b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
6. A copy of this policy shall be given to all IDC committee members upon the member's appointment to the IDC or at the official adoption of the stated policy. Each IDC committee member shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
7. This policy and disclosure form must be filed annually by all specified parties.

IDC Committee Member Conflict of Interest Disclosure Form

A conflict of interest, or an appearance of a conflict, can arise whenever a transaction, or an action, of the I'On Design Committee (the "IDC") conflicts with the personal interests, financial or otherwise, of an IDC committee member, an immediate family member of an IDC committee member, or the IDC committee member's employer (collectively "your personal interests").

Please describe below any relationships, transactions, or positions you hold (volunteer or otherwise), or circumstances that you believe could create a conflict of interest, now or in the future, between your duties to the IDC and your personal interests, financial or otherwise:

_____ I have no conflict of interests to report.

I have the following conflict of interests, or potential conflicts of interests, to report:

1. _____

2. _____

3. _____

I have reviewed Conflict of Interests Policy of the IDC and I understand that it is my obligation to disclose a conflict of interests, or appearance of a conflict, to IDC Board Liaison when a conflict, or appearance of a conflict, arises, and that for transactions in which I have a conflict, I will abstain from any vote on the matter involving the conflict.

Signature: _____ Date: _____



Summary

This document summarizes the architectural review procedure for I'On. It is designed to assist the owner, architect/designer and builder throughout the design review process. Following these procedures from conception to the final inspection will insure that your home and the homes of your neighbors reflect the overall vision of I'On as set forth in the Declarations of Covenants, Conditions and Restrictions for I'On and the Community Patterns for each neighborhood.

Contained in this document is an overview of the design review process, which explains the concept governing the design review. Also addressed in this manual are some general topics associated with the design review. A step-by-step outline is given of the review process and the information that is required for each review phase. Finally, the forms for making a design review submittal are included. In most cases your architect/designer or building contractor will be submitting these forms on your behalf. You will always be notified of the results of these reviews in writing.

The purpose of such a thorough and meticulous approach to traditional design is to lead you down the most efficient route to the goal of an appropriate and harmonious design for your home. The intent is also to ensure that your efforts result in a home, street, and neighborhood that give joy not only to you, but to all who pass through in years to come.

IRON DESIGN COMMITTEE

DESIGN REVIEW REQUIREMENTS

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SECTION I

MISSION, FUNCTION, POWERS & DUTIES

1. Mission and Function

I'On is built in the great tradition of Lowcountry urban and architectural design. Over time memorable streets and civic spaces are being built within I'On. Framing and lining the streets and spaces is a collection of houses designed and constructed on the principles of traditional Lowcountry architecture. The end result will be neighborhoods, streetscapes, and houses that are timeless, classic and built for today as well as generations to come.

The purpose of the architectural review process at I'On is to rekindle an appreciation for an architectural and building philosophy rarely practiced today. Reestablishing the vernacular building tradition of the Lowcountry will facilitate the development of an endearing and enduring place. It is our hope that the last houses built in I'On will need no design review. Years from now, builders, architects and homeowners will recognize the tradition established in this neighborhood, and enthusiastically and capably continue to build on these traditions; then we will have realized our goal.

The I'On Company developed *The I'On Code* and the *Principles of Lowcountry Vernacular Design* to be used as design guidelines for all new and subsequent alterations on residential properties within I'On. Additional lot specific guidelines are contained in the Community Patterns for each neighborhood. All property owners and applicants for design review approval are advised to use these documents and/or appropriate historic precedents as tools and resources for the site planning, design, detailing and landscaping of any new structures or alterations.

Many different individuals design and build the houses in I'On. In order to work together to create a community, the design of each house should respond to the character of the street, park or square it faces. This calls for a coordinated approach to the design of the houses so they are harmonious with each other and form civic spaces and streetscapes of the highest quality.

In order to facilitate the design of sensitive, harmonious and timeless architecture and to protect the visual integrity and architectural spirit of I'On, The I'On Design Committee has established the Architectural Review Procedures contained in this manual. In addition to these requirements, all property owners are also bound by the provisions in the Declaration of Covenants, Conditions and Restrictions and the Bylaws of the I'On Assembly Inc. No structure on a residential lot within I'On shall be erected or altered until the proposed site plan, building plans, construction materials and colors have been approved in writing by the I'On Design Committee.

2. Powers and Duties

The I'On Design Committee (IDC) has been established to administer the architectural review for new construction and proposed additions or modifications to existing structures with I'On. The IDC is responsible for establishing and making available to Titleholders design guidelines, design review procedures, and design review submission requirements.

3. Scope of Review

The IDC reserves the right to review the plans, specifications, materials and samples submitted to them by the applicant, to verify that the proposed structures and/or alterations to existing structures conform to *The I'On Code*, and to approve the aesthetics of the proposed structure and its appropriateness to the surrounding neighborhood and the configuration of each lot.

In reviewing each application and related submissions, the IDC shall be guided by *The I'On Code*; however, *The I'On Code* shall not be the exclusive basis for its decisions. Compliance with *The I'On Code* does not guarantee approval of any application. The IDC may consider any factor it deems relevant, including harmony of external design with surrounding structures and environment and consistency with the visual themes established for I'On. Its decisions may be based purely on aesthetic considerations. Each Titleholder, by accepting a deed to Real Property in I'On, acknowledges that determinations as to such matters may be subjective and opinions may vary as to the desirability of attractiveness of particular improvements.

SECTION II

DESIGN REVIEW - GENERAL INFORMATION

1. Review of Design Submissions

The I'On Design Committee (IDC) has established the following procedures for the review of architectural and landscape designs. Homeowners, builders and architects are encouraged to participate fully and actively in the architectural review process. In addition to the required design review steps, the applicant for design review is encouraged to contact the IDC during the design review process for clarification of the architectural guidelines for I'On or design review comments.

The IDC will review design submissions as they are received and attempt to respond to them in a timely manner. After the plans have been reviewed, the plans will be returned to the applicant with written comments from the IDC.

Submissions should be sent to:

I'On Design Committee
159 Civitas Street
Mount Pleasant, SC 29464
843-971-1662

2. Use and Approval of Design Professionals

All plans for new structures and additions to existing structures shall be prepared by licensed professionals or otherwise qualified architects, landscape architects, engineers or other qualified designers. It is highly recommended that a team of qualified professionals be used in the preparation of the plans.

3. Design Review Fees

Design and Review Fees are established and set by the IDC. The IDC reserves the right to change or waive these fees from time to time. A list of fees is available upon request.

4. Design Variances

The IDC may authorize variances from compliance with the I'On Code or any of its guidelines and procedures with circumstances such as topography, natural obstructions or architectural merit. No variance shall be effective unless in writing nor shall it bind the IDC to grant a variance in other similar circumstances.

5. Additional Meetings with the IDC

If an application for design approval has been denied, or the approval issued by the IDC is subject to conditions which the applicant feels are unacceptable, the applicant may request a meeting with the IDC designated agents to discuss the plans and the IDC's reasons for denial.

SECTION III

DESIGN REVIEW PROCESS

1. Design Orientation Meeting

The Design Orientation Meeting is an introductory meeting with the I'On Neighborhood Design Coordinator (NDC). This meeting will cover the design guidelines, the design review process and general information about building a house in I'On. The applicant's architect and builder, if selected, are encouraged to attend this meeting. This meeting must take place within ninety (90) days of the executed contract.

2. Conceptual Design Review

The Conceptual Design Review is a preliminary review of the initial design concepts including, but not limited to proposed plans, elevations and images of design precedents. Form A and one (1) set of the documents listed in Section IV, Required Documents, must be submitted to the I'On Design Committee (IDC). The IDC reserves the right to request additional information in order to review the proposed improvements.

Upon reviewing the information received, the IDC will provide written comments to the applicant on the general design direction of the house, issues to be aware of as they move forward in the design review process, and potential opportunities to explore in their design. In order to get the greatest value out of this design review step, the applicant is encouraged to include as much information as desired to describe the intended architectural character and overall design direction.

3. Preliminary Design Review

The Preliminary Design Review is the first detailed review of the proposed plans for the improvements. Form B and one (1) set of the documents listed in Section IV, Required Documents, must be submitted to the IDC. The IDC reserves the right to request additional information in order to review the proposed plans. Per the Contract, this review must take place within one hundred and eighty (180) days of the executed Contract.

The landscape/construction completion deposit is due prior to the Preliminary Review. Design Fees, where applicable, must accompany the Preliminary Review submittal.

Upon completion of this stage of the design review process, the design will be approved without exception, not approved, or approved with conditions. If the design is approved without exception, the applicant may proceed to the Final Review. If the design is conditionally approved, the applicant may proceed to the Final Review provided design changes are made per the IDC's recommendations. If the applicant does not agree to make the required changes, the plans shall be considered not approved. If the plans are not approved, the applicant shall re-design and re-submit the plans to the IDC for reconsideration for Preliminary Design approval.

4. Final Design Review

The Final Design Review has been established to ensure that the applicant's designs for all improvements are in compliance with *The I'On Code*. This step in the review process is also to verify the incorporation of requirements and recommendations made by the IDC during the Preliminary Review. Form C and one (1) set of the documents listed in Section IV, Required Documents, should be submitted to the IDC. The IDC reserves the right to request additional information in order to review the proposed plans

Upon completion of this stage of the design review process, the design will be approved without exception, not approved, or approved with conditions. If the design is approved without exception, the applicant may proceed with the construction of the proposed improvement pending an approved Site Inspection. If the design is conditionally approved, the applicant must submit the required modifications and additional information requested by the IDC. Once this information is reviewed and approved by the IDC, the applicant may proceed with the construction of the proposed improvements pending an approved Site Inspection. If the applicant does not agree to make the required modifications, the plans shall be considered not approved. If the plans are not approved, the applicant shall re-design and re-submit the plans to the IDC for reconsideration for Final Design approval.

5. Site Inspection

The Site Inspection has been established to verify that the placement of the house and ancillary structures is consistent with the approved design. The applicant or the applicant's builder is required to stake out the position of the house and ancillary structures. All trees, over 6" caliper to be removed shall be tagged and all corners of any buildings must be clearly staked.

Tree protection fencing, silt fencing and erosion control measures must be installed properly at the time of the Site Inspection.

The applicant or the applicant's builder should request a Site Inspection (Form D) from the IDC at least seven (7) days prior to the review. The homebuyer of the house being constructed is welcome to attend the Site Inspection.

6. Landscape Design Review

The Landscape Design Review has been established to ensure the applicant's landscape design is in compliance with the established landscape standards.

Form E and one (1) set of the documents listed in Section IV, Required Documents, must be submitted to the IDC prior to the commencement of the installation of any landscape improvements. Deadlines for design submittal and installation completion shall be established as per Lot Purchase Agreement. The IDC reserves the right to request additional information in order to review the proposed plans.

7. Final Inspection

Upon completion of construction the applicant should submit Form F — Request for Final Inspection to the IDC at least seven (7) days prior to requested inspection date. During the Final Inspection, the NDC will verify that the exterior of the house was built in substantial compliance with the approved design, and that landscape plan has been completed as submitted and approved by the IDC. Upon receiving an approved Final Inspection, the landscape/construction completion deposit will be refunded within seven (7) days. .

8. Changes to Approved Designs

Any changes, prior to or during construction, to the plans that were submitted and approved by the IDC at the Final Review, must receive written approval from the IDC prior to execution. In the event a change to the approved drawings is desired by the applicant, the applicant must submit Form G and drawings of the proposed change. Major changes/addition not previously approved during the Final Design Review, may require an additional design review and a requisite fee.

If changes are made without prior written approval from the IDC, the IDC has the right to require the applicant to remove, revise and replace the unauthorized change at the applicant's expense.

9. Alterations to Existing Structures and Lot Improvements

If an alteration to an existing structure and/or lot improvements is minor (including but limited to, change in paint color, fences, modifications/additions to landscaping, pools) the applicant shall submit Form H - Changes to Existing Structures, for minor improvements, and information fully describing the intended improvements to the IDC. A design fee must accompany this submittal. The IDC reserves the right to request additional information in order to review the proposed plans.

If an alteration to an existing structure and/or improvements is major (including but not limited to porches, new wings, garages, storage or garden sheds or additions), the applicant shall submit Form H - Changes to Existing Structures, for major improvements. The information required and the design review process is similar to that established for new house construction. A design fee must accompany this submittal

The IDC's approval, in writing, of the proposed alterations and/or improvements is required before work on the alterations and/or improvement may commence.

SECTION IV-A
CONCEPTUAL DESIGN REVIEW REQUIREMENTS

1. Form A

2. References, Sources, Prototypes

Any drawings, photographs, clippings, etc. that are being used for design inspiration.

3. Floor Plans (optional, but recommended)

Minimum Scale 1/4"=1'-0"

4. Elevation(s) (optional, but recommended)

Minimum Scale 1/4"=1'-0"

Showing:

- openings, doors and windows;
- exterior finish materials rendered.

5. Narrative (optional, but recommended)

A brief statement outlining the site planning and design of the house.

6. Site Plan

Minimum Scale 1/8"=1'-0" or 1"=10'

Showing:

- North arrow
- dimensioned property lines, including adjacent areas of Right-of-Way to edge of paving or pedestrian path
- dimensioned footprint of home;
- easements and/or setbacks, utilities
- location of any trees 16" or greater in caliper, including protection zones required by Town of Mt. Pleasant Tree Ordinance, including those encroaching from adjacent property
- all elements required by Community Patterns

SECTION IV-B
PRELIMINARY DESIGN REVIEW REQUIREMENTS

1. Form B

2. Site Plan:

Minimum Scale 1/8"=1'-0" or 1"=10'

Showing:

- North arrow;
- accurate lot lines including dimensions, metes and bounds;
- all buildings, structures, fences, setbacks, sidewalks, easements and street rights-of-way contiguous to the lot;
- required build-to-lines per *The I'On Code*;
- tree survey indicating all existing trees six (6) inches or greater in caliper identifying those to be removed, and tree protection zone of trees to remain, including those encroaching from adjacent property, as required by Town of Mt. Pleasant Tree Ordinance
- building footprint with overall dimensions and distances between proposed structures and property lines;
- any proposed drainage improvements & erosion control devices
- roof overhangs shown as dashed lines;
- driveways, walks, landscape areas, hardscape areas, pools;
- all elements required by Community Patterns.

3. Grading Plan (if applicable)

Minimum Scale 1/8"=1'-0" or 1"=10'

Showing:

- existing contours;
- any proposed changes
- any proposed drainage improvements and erosion control devices

4. Floor Plans

Minimum Scale 1/4"=1'-0"

Showing:

- all rooms, porches, landings and stairs on all structures, dimensioned;
- all windows and exterior doors with swings shown;
- overhangs of floors and roofs shown as dashed lines.

5. Elevations

Minimum Scale 1/4"=1'-0"

Showing:

- openings, doors and windows;
- exterior finish materials identified and rendered;
- all finish floor elevations and ceiling heights, dimensioned in relation to the finished exterior grade;
- eave and roof ridge(s) dimensioned in relation to the finished exterior grade;
- roof pitch(es).

- 6. Building Sections** (if requested)
(taken through major living areas)
Minimum Scale 1/4"=1'-0"
Showing:
- rooms - labeled;
 - eave, roof ridge(s), all finish floor elevations, and ceiling heights, dimensioned in relation to the finished exterior grade;
 - roof pitch(es).
- 7. Typical Wall Section**
Minimum Scale 3/4"=1'-0", labeled and dimensioned
Showing:
- floor and ceiling heights;
 - foundation, wall, floor, and roof structure;
 - window head and sill heights;
 - porch foundation wall, pier screening, deck and framing, trim ceilings, columns, railings, eaves and roof, for all porch conditions.
 - eave and roof, detailed and dimensioned from grade
 - roof pitch(es);
 - exterior finish materials
- 8. Models, Perspectives and Renderings:** (optional, but recommended)
Scale model, perspectives or other three dimensional drawings showing the building and its site design.
- 9. Landscape/Construction Completion Deposit,** paid prior to submittal deadline
- 10. Design Fees,** if applicable, paid prior to submittal deadline. The IDC will not give consideration to any submittal without accompanying payment of applicable fees and completion deposit.

SECTION IV-C
FINAL DESIGN REVIEW

1. Form C

2. Site Plan:

Minimum Scale 1/8"=1'-0" or 1"=10'

Showing:

- North arrow;
- accurate lot lines including dimensions, metes and bounds;
- all buildings, structures, fences, setbacks, sidewalks, easements and street rights-of-way contiguous to the lot;
- required build-to-lines per *The I'On Code*;
- tree survey indicating all existing trees six (6) inches or greater in caliper identifying those to be removed, including protection zones including those encroaching from adjacent property, as required by Town of Mt. Pleasant Tree Ordinance;
- any proposed drainage improvements & erosion control devices;
- building footprint with overall dimensions and distances between proposed structures and property lines;
- roof overhangs shown as dashed lines;
- driveways, walks, landscape areas, hardscape areas, pools;
- landscape and hardscape elements required by Community Patterns;
- fences with dimensions, heights and materials;
- water, sewer, and electrical service;
- location of all exterior equipment, including, but not limited to, electric meter, air conditioning condenser, propane tank, pool equipment, etc.

3. Grading Plan (if applicable)

Minimum Scale 1/8"=1'-0" or 1"=10'

Showing:

- existing contours;
- any proposed changes;
- any proposed drainage improvements and erosion control devices.

4. Floor Plans

Minimum Scale 1/4"=1'-0"

Showing:

- all rooms, porches, landings and stairs on all structures;
- all windows and exterior doors with swings shown;
- foundation plan;
- roof plan;
- overhangs of floors and roofs shown as dashed lines.

5. Elevations

Minimum Scale 1/4"=1'-0"

Showing:

- openings, doors and windows;
- exterior finish materials, identified and rendered;
- all finish floor elevations and ceiling heights, dimensioned in relation to the finished exterior grade;
- eave and roof ridge(s) dimensioned in relation to the finished exterior grade;
- roof pitch(es).

6. Building Section(s) (if requested, taken through major living areas)

Minimum Scale 1/4"=1'-0"

Showing:

- rooms - labeled;
- eave, roof ridge(s), all finish floor elevations, and ceiling heights, dimensioned in relation to the finished exterior grade;
- roof pitch(es).

7. Typical Wall Section(s)

Minimum Scale 3/4"=1'-0"

Showing:

- floor and ceiling heights;
- foundation, wall, floor, porch, and roof structure;
- window head and sill heights;
- eave and roof, detailed and dimensioned in relation to the finished exterior grade;
- roof pitch(es);
- material designations - labeled and dimensioned.

8. Typical Porch Section(s)

Minimum Scale 3/4"=1'-0"

Fully dimensioned and noted.

- for each type of porch;
- show adjacent wall.

9. Exterior Details

Minimum Scale 1 1/2"=1'-0"

Fully dimensioned sections and elevations, noted showing:

- eave and cornice details;
- chimney details;
- column details;
- porch and railing details;
- window-head, jamb and sill details;
- door and door frame details;
- major architectural elements, i.e. entry surrounds, balconies, bays, dormers, foundation vents, porch pier screening, etc.;
- exterior siding details (corner boards, foundation, jointing, brick bonds, etc.);
- material designations - labeled and dimensioned.

10. Product and Material Samples

Color samples for all exterior elements.

SECTION IV-E
LANDSCAPE REVIEW REQUIREMENTS

1. Form E

2. Landscape Plan

Minimum Scale 1/8"=1'-0" or 1"=10'

Showing:

- all elements required by Community Patterns and *The I'On Code*, notated;
- plant schedule indexed to plan, showing location, quantity, species and planting size of landscaped materials;
- North arrow;
- all existing trees six (6) inches or greater in caliper to remain, including protection zones, including those encroaching from adjacent property, as required by Town of Mt. Pleasant Tree Ordinance;
- accurate lot lines, including dimensions, metes and bounds;
- all buildings, structures, setbacks, easements, and street rights-of-way contiguous to lot to edge of pavement or pedestrian path;
- locations, dimensions, materials, paving patterns, colors and textures of all hardscape elements, including driveways, walks, locations of all fence and/or wall types, and pools with dimensions and materials indicated;
- fences, gates and any built hardscape features indicating dimensions, heights and materials and details at minimum scale of 3/4"=1'-0";
- sheet flow, both existing and as modified by landscaping plan, showing drainage systems and erosion control;
- location of all exterior equipment, including, but not limited to, electric meter, air conditioning units, propane tanks, pool equipment, trash receptacles, including locations and type of screening for each.

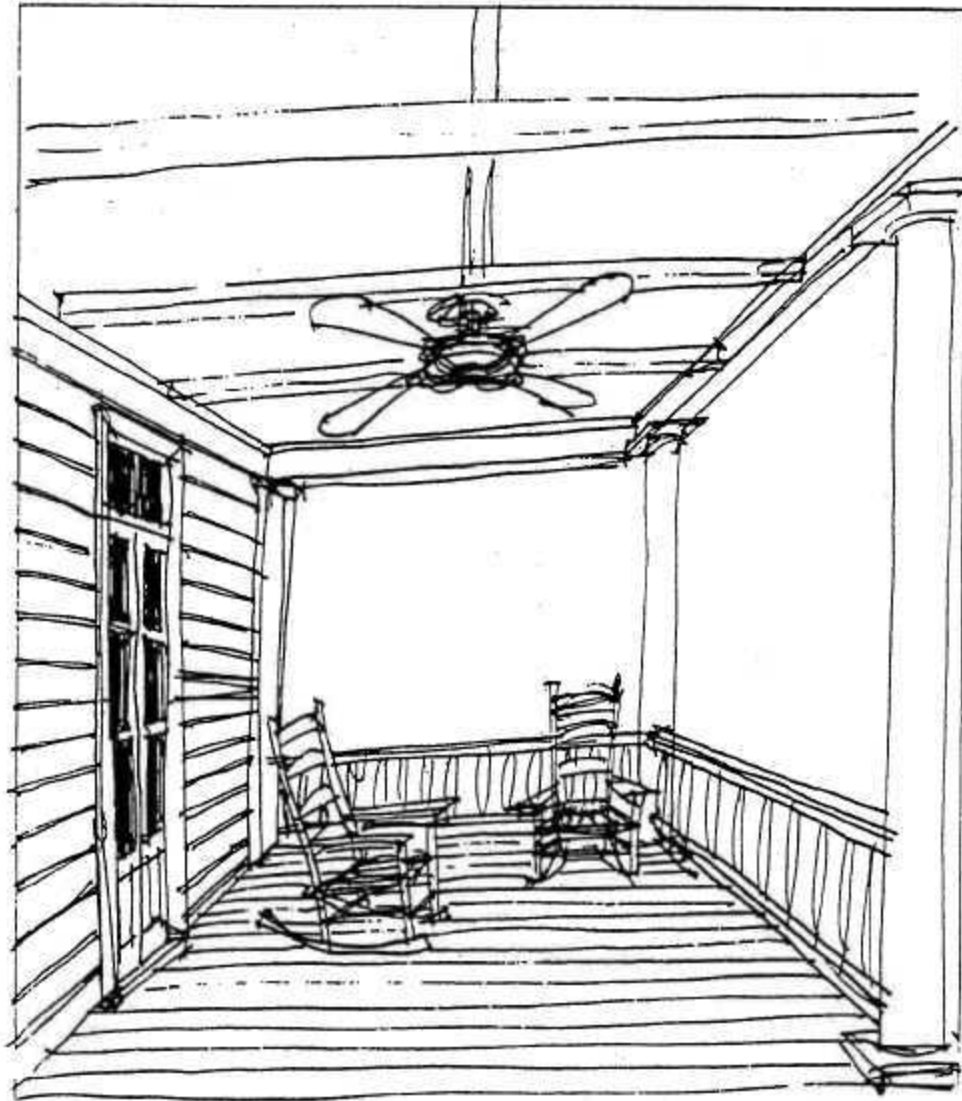
Principles of Lowcountry Vernacular Design

A SUPPLEMENT TO THE NEIGHBORHOOD AND ARCHITECTURAL STANDARDS OF THE I'ON CODE



Max L. Hill, III
With Geoff and Vince Graham

Illustrated by Max L. Hill, III



To the artist in each of us.

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Gracious assistance provided by Pam Martin and Jane Ray.

Foreword

This Supplement is a guide **for** the owner, architect, and builder planning a home in I'On. The I'On Code is part of the recorded Charter for the neighborhood. It details the **specific** materials, **configurations**, and construction techniques appropriate **for** I'On homes.

I'On is composed of buildings which are unmistakably those of the **Lowcountry**. Such homes are characterized by classically derived proportions, raised foundations, deep porches, simple elegance, and **fine** materials arranged so as to create strong textures and shadow lines made possible by the bright semi-tropical sunshine.

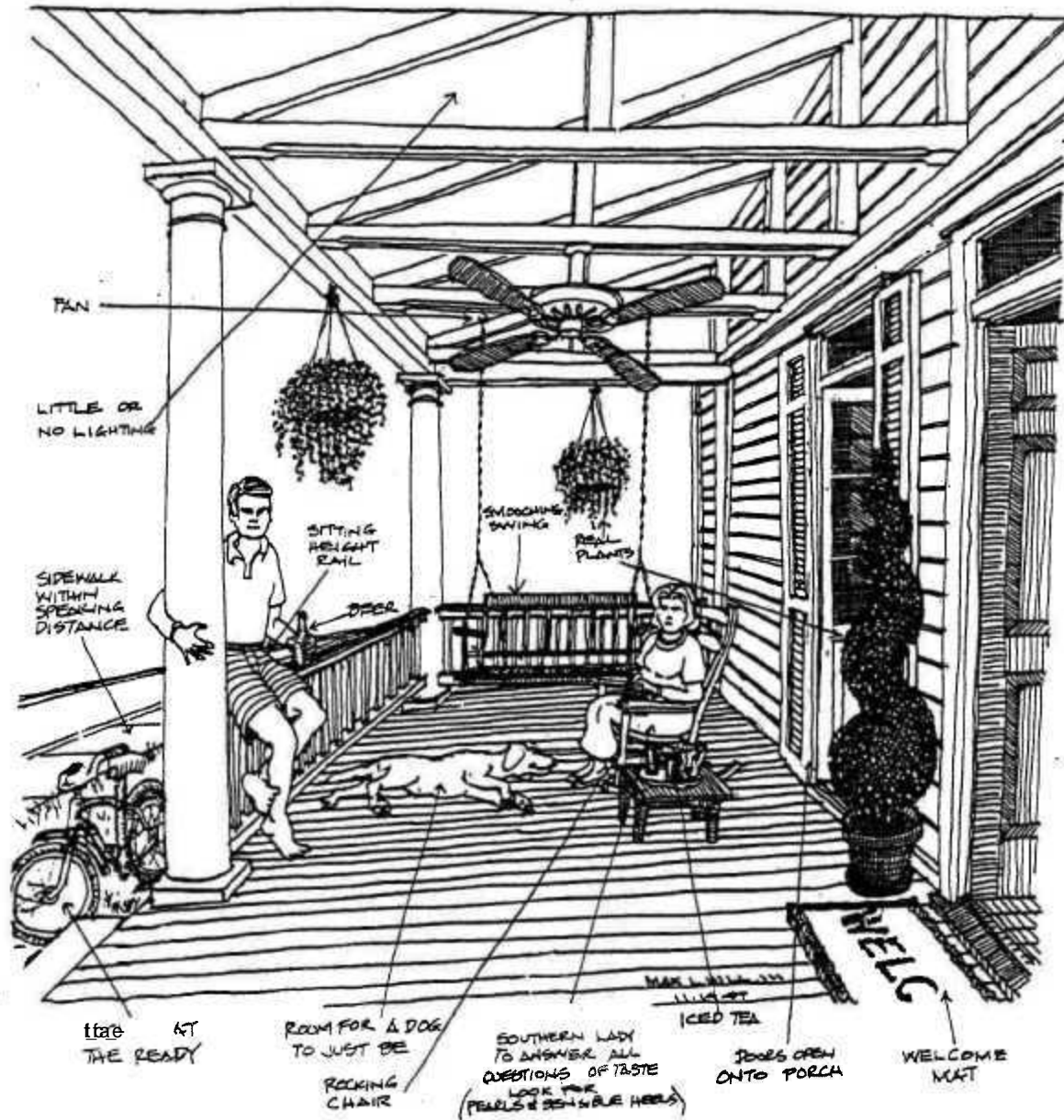
This supplement outlines the vernacular architectural style of the Lowcountry, which is based on time tested examples that function well in this climate.

For every rule, there *are* exceptions, and very **few** historic examples can be **found** which incorporate all of the following principles. However, a design which **satisfies** the great majority will likely be representative of the **Lowcountry** Vernacular style.

Together with the I'On Code, this supplement will aid the reader in understanding those elements which *are* appropriate and will make the resulting home *an* integral part of the neighborhood. Architectural variety will give I'On its vitality, but architectural harmony will ensure the beauty of its streetscapes and public realm.

The principles outlined within *are* meant to educate, convey, and inspire good design and construction.

ANATOMY OF A GREAT PORCH



Proportion and Order

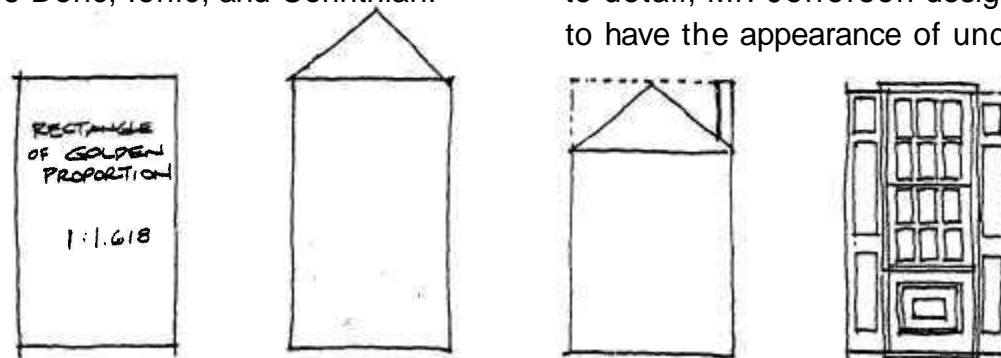
Proportion is the most critical aspect of timeless architecture. We have all seen contemporary houses that mimic details of classical architecture, but somehow our subconscious tells us it's just not right. More often than not, the only thing lacking in such a house is proper proportion.

Proportion of Lowcountry buildings is based on human scale. Vertical proportion, not horizontal, is the *ideal*, with architectural features taller than they are wide. In particular, those portions of the house closest to the street or primary facade should be vertical in proportion. Humans *stand* up tall, and so should buildings.

Order traditionally describes the strict hierarchy of the classical styles, the Doric, Ionic, and Corinthian.

However, in the Lowcountry, this hierarchy was *loosely* observed, mainly in the arrangement of the principle *features* of the house *from* most to least important. The primary story receives the tallest ceilings, windows, and columns as well as the most ornate *features*. The attic and basement stories, which are *commensurately* shorter and less important, receive simpler treatment. The purpose is to draw attention to the more important *areas* of the house, and away *from* the less important *ones*.

Emphasis is placed on making small houses appear larger than they *really are*, while making large houses appear less massive. Monticello, in Charlottesville, Virginia, is a *perfect* example. The house is actually a large three story building, but with *careful* attention to detail, Mr. Jefferson designed his home's exterior to have the appearance of understated elegance.



THE GOLDEN PROPORTION IS THE RATIO WHICH REFLECTS THE PROPORTIONS OF THE HUMAN BODY AND ITS VARIOUS COMPONENTS TO ONE ANOTHER. EACH BONE IN YOUR FINGER IS 1.618 TIMES LONGER THAN THE BONE BEFORE IT. YOUR FOREARM IS 1.618 TIMES LONGER THAN YOUR HAND, ETC., ETC.

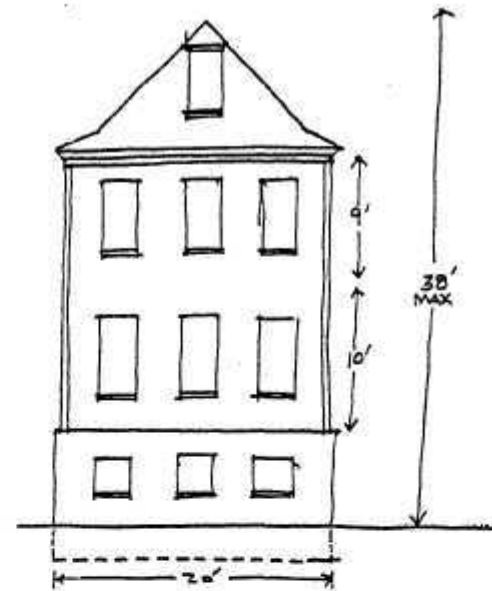
BELOW ARE BUILDINGS REFLECTING TYPICAL
STORY HEIGHTS, WIDTHS, AND STREET FRONTAGE MASSING



WINDOWS ARE TALL & LINED UP ABOVE
ONE ANOTHER TO EMPHASIZE THE VERTICAL



VERTICALITY CAN BE DIFFICULT TO ACHIEVE IN BUILDINGS
WIDER THAN 40', GIVEN A 38' HEIGHT TO PEAK.
HORIZONTAL ELEMENTS, PARTICULARLY THE ROOF, NEED
TO BE BROKEN UP TO EMPHASIZE VERTICALITY



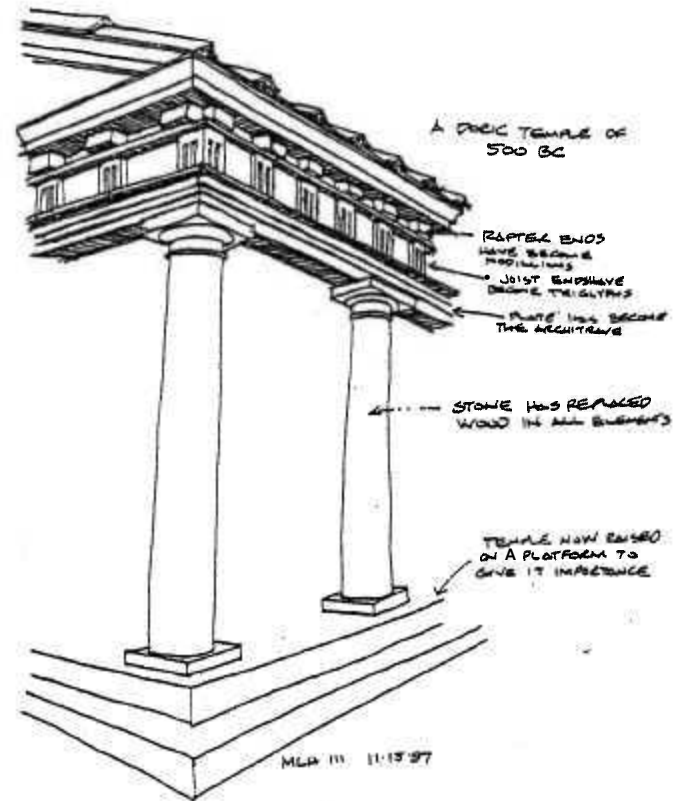
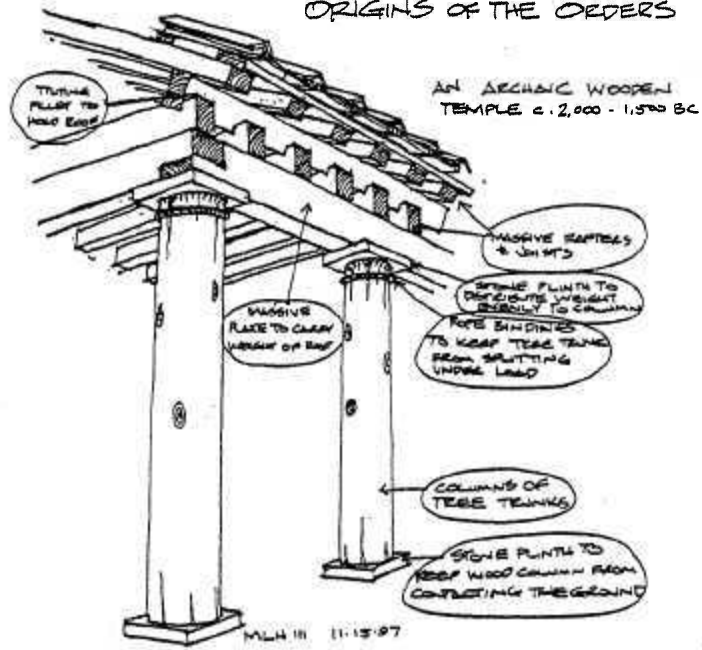
PIERS, COLUMNS, AND TALL WINDOWS:
VERTICAL ELEMENTS ARE ESPECIALLY
IMPORTANT IN LONG STORY STRUCTURES
ROOF SLOPES, TALLER CEILINGS, ETC.



CEILINGS AND WINDOWS ARE TALLER
ON THE PRINCIPAL STORY, SHORTER
IN PROPORTION ABOVE, AND SHORTER
STILL IN ANY ATTIC OR BASEMENT
STORIES

MLH 3

ORIGINS OF THE ORDERS





KING SOLOMON NOTICED A
VOTIVE BASKET COVERED WITH
A STONE & OVERGROWN
WITH ACANTHUS LEAVES.
THIS INSPIRED THE CREATION
OF THE CORINTHIAN ORDER



WHEN PALM TREES WERE USED
AS COLUMNS, THEY WOULD
CONTINUE TO GROW AGAINST
THE STONE ABACUS & CURVE
UNDER, GIVING RISE TO
THE IONIC ORDER



COLUMNS ARE PERHAPS THE SINGLE MOST NOTICEABLE FEATURE OF
CLASSICAL ARCHITECTURE, AND ARE GOVERNED BY STRICT RULES, OR ORDERS

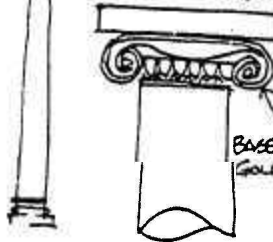
THE DORIC IS THE SMALLEST
AND STRONGEST



HEIGHT = DIAMETER x 7
A TYPICAL HUMAN IS 7 HEADS TALL

NOTE THE TAPER OF THE COLUMNS
THIS IS CALLED ENTASIS, AND IS
TO CORRECT FOR THE OPTICAL
ILLUSION OF PARALLEL LINES
BEING CONCAVE

IONIC IS THE NEXT
SMALLER DORIC, BUT BELOW
CORINTHIAN
HEIGHT = DIAMETER x 9

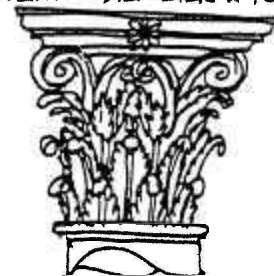


SPIRAL IS
BASED ON THE
GOLDEN MEAN

CORINTHIAN IS THE HIGHEST
AND MOST DELICATE

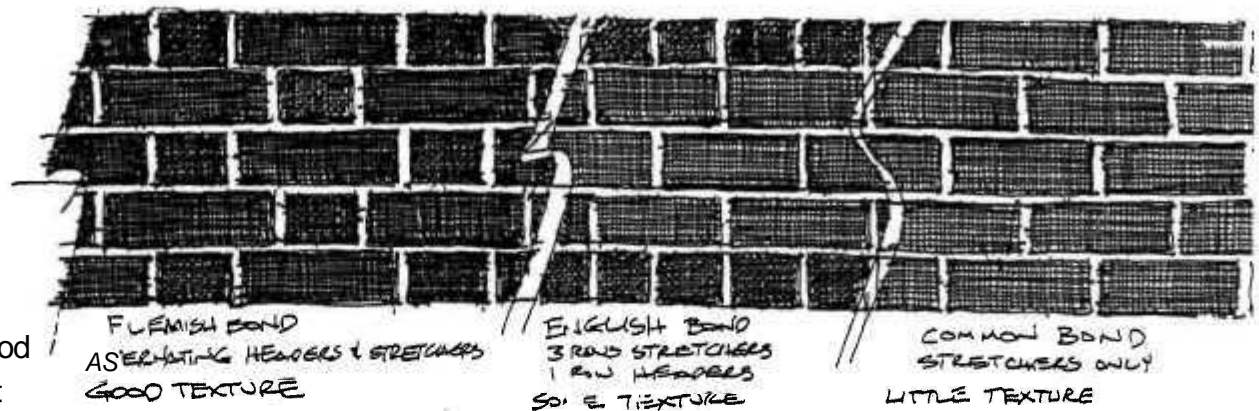


HEIGHT = DIAMETER x 10



Exterior Walls

Lowcountry buildings generally have exterior walls of wood clapboard, brick, or stucco over masonry. However, materials such as wood shingles, board and batten, cut limestone, coralstone or coquina were also used.



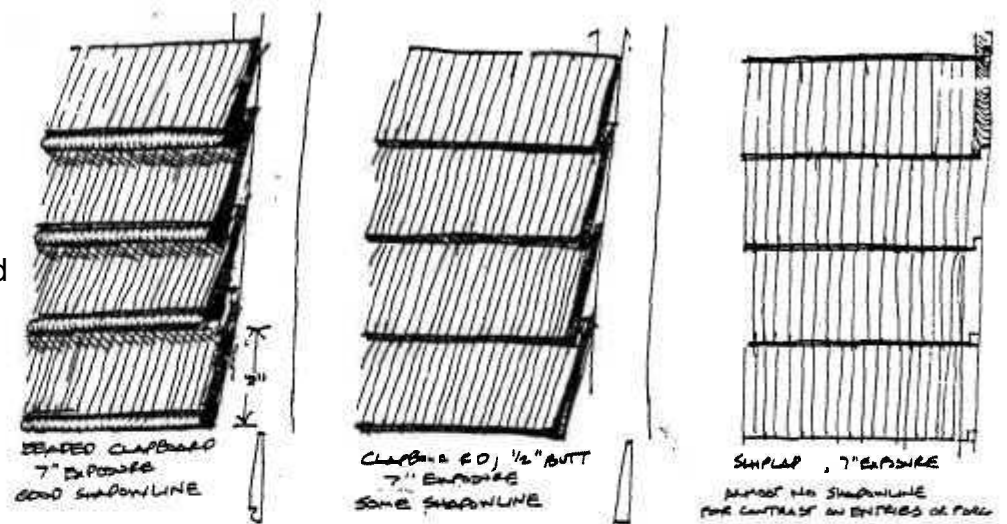
Brick - The traditional brick used throughout the Lowcountry is called "Charleston Grey" or "Savannah Grey" brick, and ranges in color from orange brown to dark brown. Early brick was much larger than those used today, but then so were the houses. "King" size brick are fine, but "Queen" and standard brick may better suit today's scaled-down buildings.

More important than size is brick color, mortar color, and bond pattern, which provide distinctive shadowing effects. Traditional mortar joints were made of bright white or buff yellow mortar, finely tooled to shed water and throw strong shadow. As the name implies, a Common Bond is the most frequently used brick-laying pattern. Flemish and English bonds give a home a more formal, distinguished look.

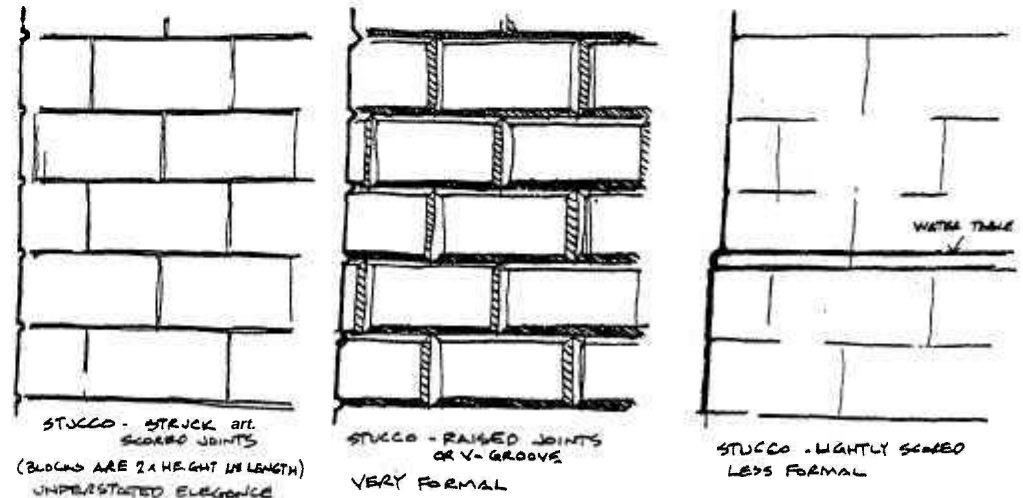
Stone - was used sparingly for walls in the Lowcountry, and was generally reserved for trim, entries, and gardens. Dimensioned marl (a local Limestone), coralstone imported from the Caribbean, and coquina from Florida were also used as wall material.

Tabby - tabby, a lime concrete using burnt oyster shell as both aggregate and matrix, was an early wall material, of great character. It induces a labor-intensive process due to the need to pour it in thin, densely packed layers, which give it the striated or layered look. As a result, it is usually regarded as cost prohibitive for structural uses, but as an accent--such as a garden wall or columns--it can be quite beautiful when done well.

Wood - In the outskirts of Charleston wood clapboard siding was the material historically chosen for its "cooler" nature (it doesn't retain heat like brick). Beaded edges give a more polished *appearance*, and better shadow lines, and hence, interest. Shingle siding should be reserved for simpler homes near the water, on outbuildings, or for siding dormers. Smooth cypress, redwood, cedar, or treated pine are all appropriate.



Stucco - Stuccoed buildings offer a more formal appearance than brick. To achieve shadow lines with stucco, score joints into the surface to give the appearance of large blocks of stone. Stucco, like all cements, shrinks gradually over time, and the scored joints create thinner areas where the inevitable shrinkage *cracks* will then appear in a controlled pattern. Stucco is frequently seen only on the front facade of a brick building, or on the walls of piazzas or porches to give contrast, and reflect light.



Porches

Perhaps no other architectural feature summons up *feelings* of sociability and hospitality as the *front* porch. Porches *are* the single most *identifiable* component of the Lowcountry style, and porches within conversational distance of sidewalks give rise to informal exchanges between strangers, thereby helping to create neighbors and strengthen the bonds of community. In the Lowcountry, gardens *are for* privacy. Porches *are for* making and keeping *friends*.

Good guidelines *for* creating a *useful* and *beautiful* porch include;

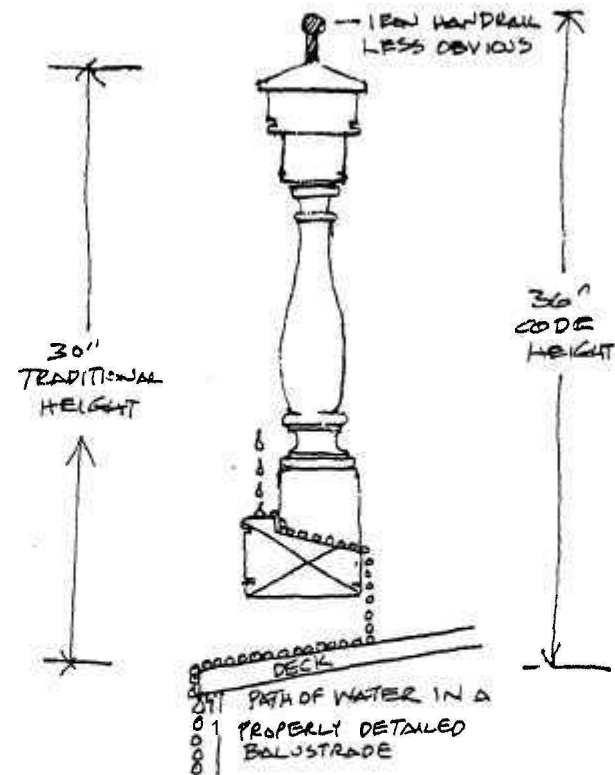
- A minimum depth of 8' allows for comfortable passage around *furniture*. Deeper is *better* as it provides better shade in summer and protection *from* the rain.
- The columns should be the same height *as the* ceiling of that story. This will enable the windows to catch the warm rays of the sun during the winter months.
- The void space above the handrail, below the *frieze*,

and between the columns should ideally be no more squat than square. This will emphasize the vertical look of the porch and house.

- The porch should ideally face South/Southwest to catch the prevailing breezes, which in the Lowcountry come from the Southwest, as well as the lower rays of the winter sun, which come *from* the South.
- The *spaces* between columns (column bays) do not necessarily *center* on the windows, because the columns *are* arranged according to the length of the porch. The windows *are* placed according to the needs of the rooms within and the pattern they create over the whole house, which has nothing to do with the porch or its columns. The bays between columns should not exceed column height, again to emphasize the vertical.
- Columns, posts, and piers should be of a thickness *sufficient* to look both substantial, and appropriate to the style of the house.
- Traditional Balustrades *were* 28" - 30" tall.

Contemporary building regs now require balustrades to be 36" high if the porch is more than 30" above ground level. This greater height throws off proportion. It also makes it difficult for a person sitting on a rocking chair on a porch to look into the eyes of a person they are conversing with on the sidewalk because the porch rail blocks their line of sight. This can be disruptive to the harmony of a good porch and neighborhood. A smaller, less visually obtrusive rail or cable can be placed above a balustrade of traditional height to maintain a well-proportioned appearance.

If the finished floor of a porch is 30" above ground level, a balustrade can be built at a lower height or eliminated altogether, both of which open a porch up and make it more friendly. A lower balustrade also makes a convenient place to sit or lean.



The height of the porch deck has an important effect on the look and feel of the house. A porch floor 30" above ground level without a handrail has an openness that ties it closely to the landscape. A porch less than 60" above ground level *is easily* accessible to passers by, who can see right into it and is very friendly. A porch higher than 60" is more private, especially when it is pulled right up on the sidewalk, since it is above eye level of the average pedestrian. Thoughtful design of porch height will allow your home to reflect your personality and outlook.

The style of the porch should complement that of the structure. The porch is traditionally the most ornate feature of a home--the owner's gift to the street and neighborhood.

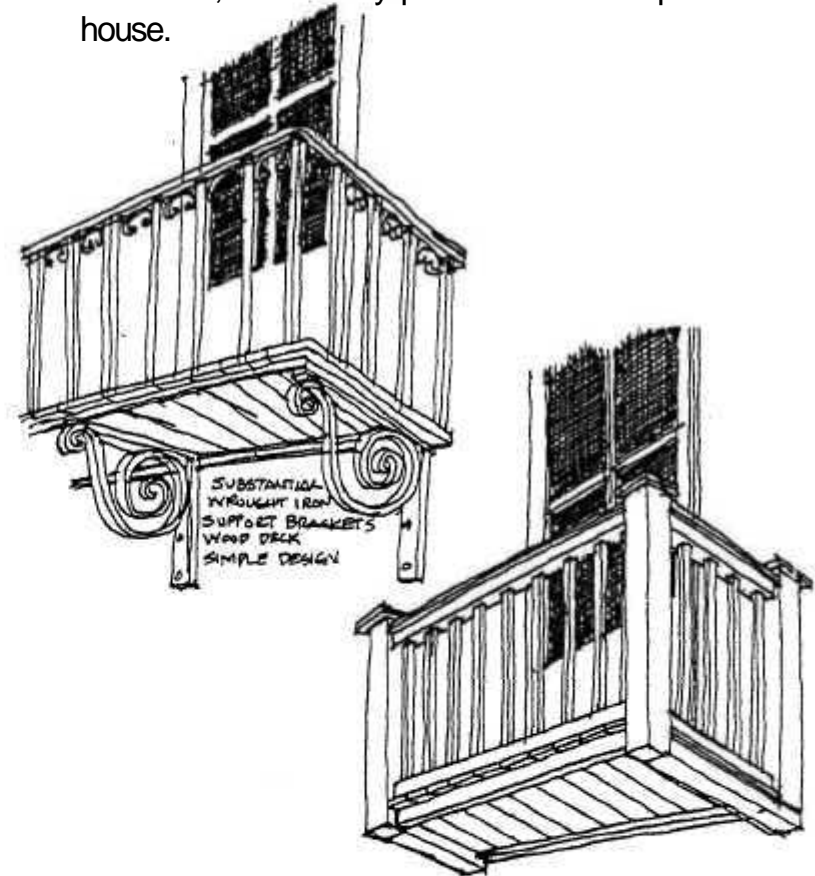




↑
CLASSICAL PORCH 10' DEEP
11' HIGH
TURNED BALUSTRADE
PANELLED CEILING
TRIPLE HUNG WINDOWS
Doric columns, fluted

Balconies

Balconies are similar to porches, but open a room to the outdoors in a more private way. They are meant to be stood upon or walked across, and are usually 3 or 4 feet in depth. Like porches, they range from informal to formal, and usually provide the focal point of a house.



WOODEN BALCONIES ARE NOT SUPPORTED BY
BRACKETS, but MORTISED RIGHT INTO THE WALL,
AND CANTILEVERED OUT
POSTS ARE SIMILAR TO HANGING NEWELS

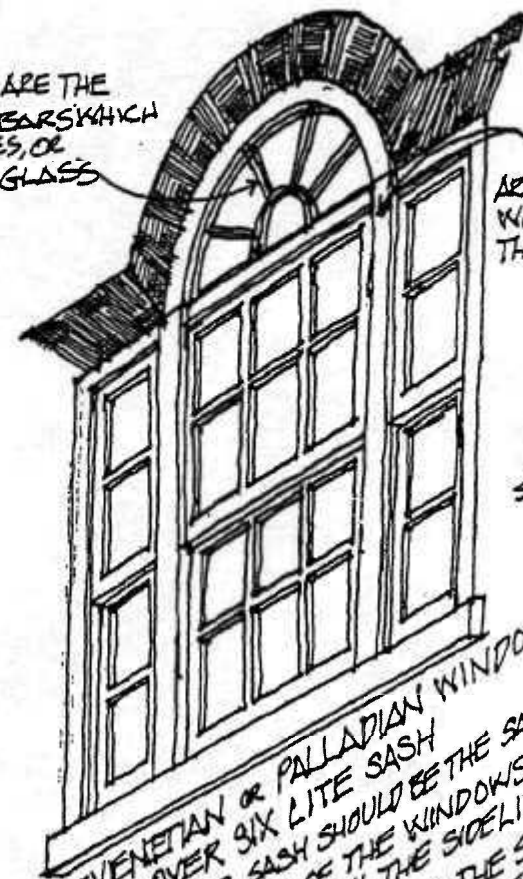
Window and Shutter Design

Windows were seen by the ancients as the eyes of the house, and "fenestration", or the study of the arrangement of the windows on the facade, is perhaps the most important discipline in classical architecture. The windows determine how the building presents itself to the outside world, and frame our view as we gaze through them from the inside. Another architectural discipline has to do with the makeup of the muntins, the little wooden bars, which hold the lites, or "panes" of glass. If you've ever wondered why there are *tiny* moldings planed into the muntins of old windows, rest assured they have a purpose. Part of the reason why "snap-in" muntins just don't look the same is that they lack such ornamentation. For this reason, the Code requires true divided lite windows in a style appropriate to the house. This could range from "one over one" to "nine over nine." Your house will look better, your views will be better framed, and your soul will be more satisfied.



MUNTINS ARE THE
SMALL WOOD BARS WHICH
HOLD THE LITES, OR
"PANES" OF GLASS

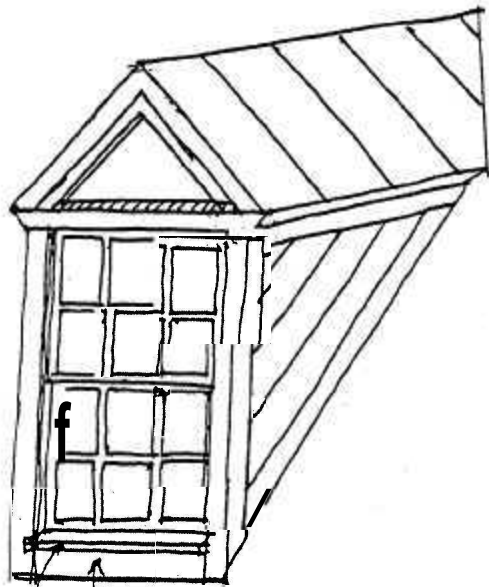
MULLIONS
ARE THE FRAMES
WHICH SEPARATE
THE SASHES



VENETIAN OR PALLADIAN WINDOW
IF SIX OVER SIX LITE SASH
WHEN USED, SASH SHOULD BE THE SAME
AS THE REST OF THE WINDOWS ON
THAT STORY, WITH THE SIDE LITES
AND LUNETTE ADDED TO THE SIDES
AND THE TOP TO INCREASE HEIGHT
AND WIDTH

Windows should generally have:

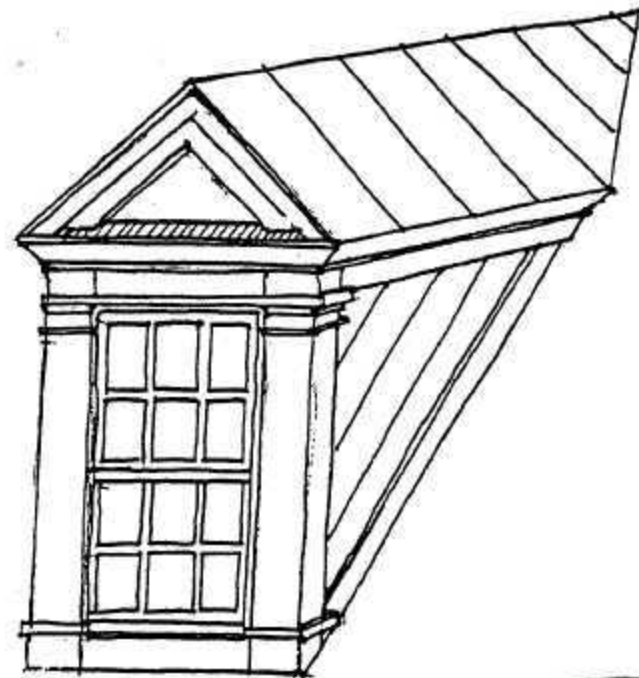
- their heads 9" - 30" higher than any doors on the same story
- mullions between them at least 4" in width
- muntins to be *scaled* appropriately to sash
- sills which project enough to allow for a drip kerf
- a *sash style* appropriate to that of the house



SKIRT RAISES SILL 6" ABOVE ROOF
SILL IS CRITICAL TO KEEPING WATER OUT
AND NEEDS A DRIP KERF

TYPICAL DORMER SHOULD BE NO WIDER THAN THE WINDOW PLUS ITS TRIM

- | | | | | |
|----|---|---|---|--|
| " | " | " | " | FRAMED WITH STUDS TURNED SIDEWAYS TO REDUCE WALL THICKNESS |
| 1' | " | " | " | PLACED ON ROOF WHEREVER SILL CAN BE 6"-8" ABOVE ROOF LINE |
| " | " | " | " | WITH MINIMAL OR NO SOFFIT |



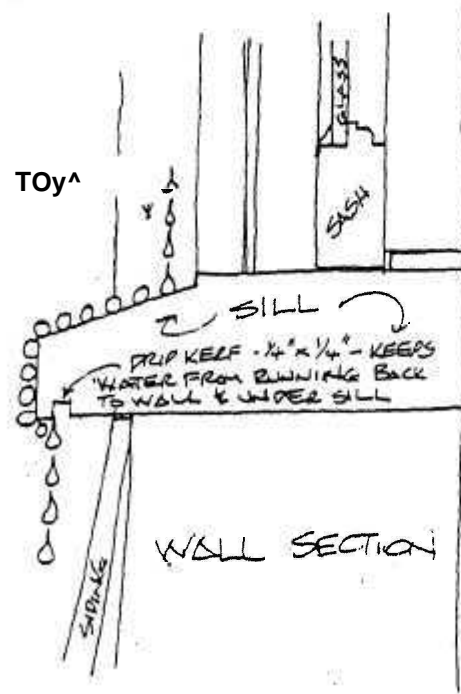
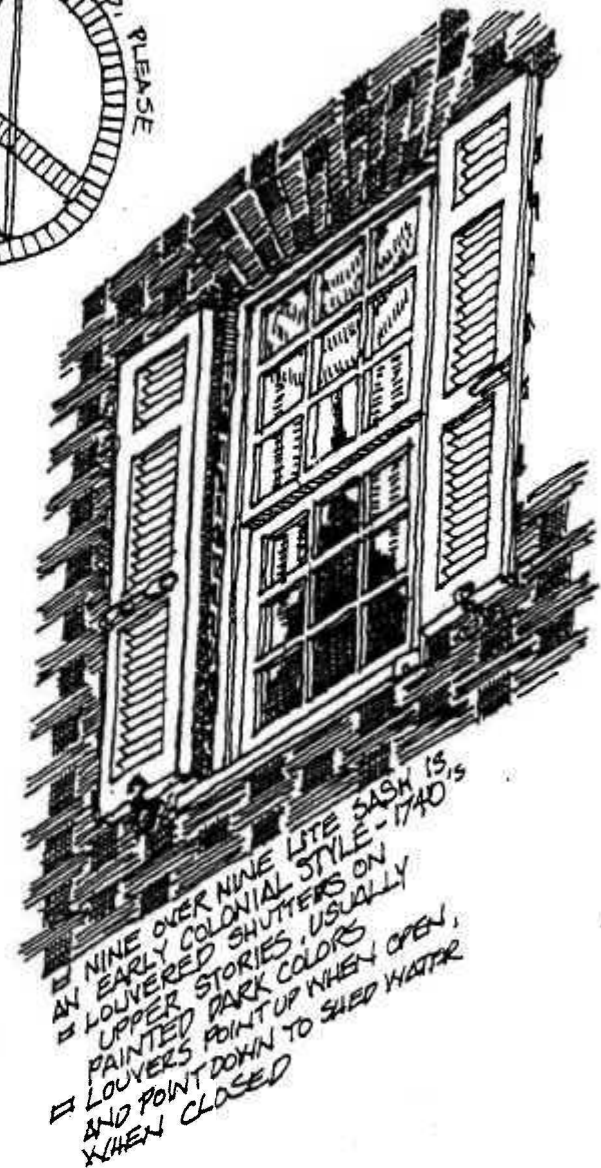
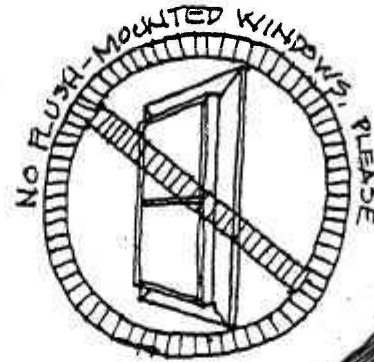
MONUMENTAL DORMER
FRAMED WITH PLASTER

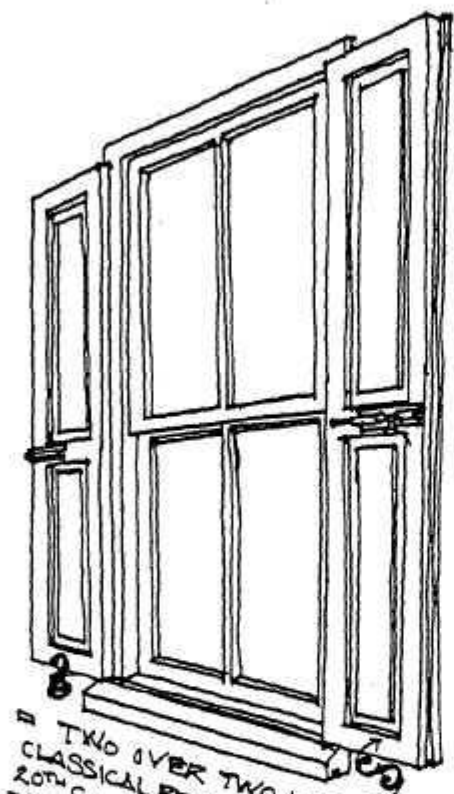


NO OVERSCALED
DORMERS

Windows should generally be:

- tallest on the primary story, *and* progressively shorter on higher and lower stories, but at least square
- the same height at the same level throughout the same story, unless used as *doors*
- of the same width in vertical succession, and lined up directly above one *another*, dormers *excepted*
- Not all equidistant *from* one another, but arranged in twos or threes to *create* a rhythmic pattern
- no closer than one window width, nor farther than two widths, *from* the corners of the building



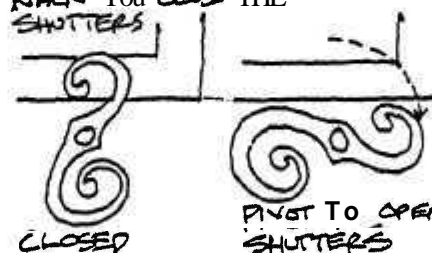


A TWO OVER TWO LITE SASH
CLASSICAL REVIVAL (1820's) UNTIL
20TH C.
PANELED SHUTTERS USED ON
LOWER STORY FOR SECURITY
AND PRIVACY

Shutters should generally be:

- paneled on the ground floor, for security
- louvered on the upper stories to allow for breezes, with the louvers angled down to shed water when the shutters are closed
- very tight within the window jambs when closed—the best "snap" closed, and have to be pushed from inside to "pop" open

NOTE HOW THE RAIL
WHICH CARRIES THE
BOLT IS LOWER THAN
THE UPPER SASH, SO
THAT YOU CAN REACH IT
WHEN YOU CLOSE THE
SHUTTERS



SHUTTERDOGS GO BELOW SHUTTER
NOT OFF TO THE SIDE

THE WEIGHT OF THE LARGER SCROLL
THE SMALLER SCROLL CAN
SECURE THE SHUTTER

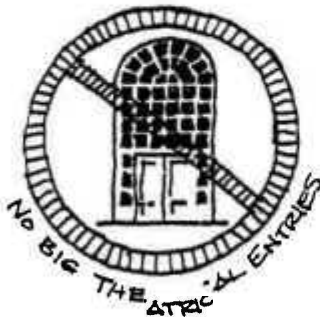
Entry and Door Design

The entry is a home's gateway to the world. Whether formal or informal, the entry is usually the focal point of the house, and is the only appropriate location for truly elaborate exterior architectural trim.

The style and setting of the house will have a great influence on the design of the entry. Double doors, while thought of as grand by many, are rare.

Vernacular examples rarely exceed 4 feet in width. Unless you are planning on 14 foot ceilings and monumental architecture, avoid entry doorways wider than 3'6" for double doors, or 3' for single doors.

French doors on porches should likewise not exceed 3' total (two 18" doors). Large expanses of glass should be avoided, and if tripartite, Palladian, or sidelight doorways are designed, mullions of at least 4" in width should be used.

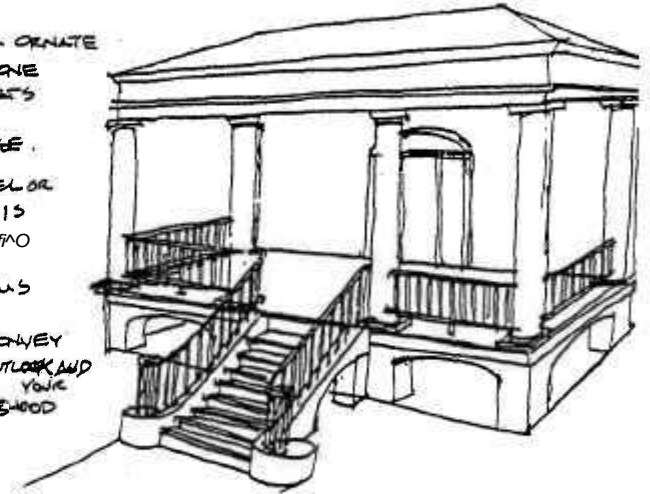


WHETHER SIMPLE OR ORNATE
THE ENTRY IS THE ONE
COMPONENT WHICH SETS
THE TONE FOR THE
DETAIL OF THE HOUSE.

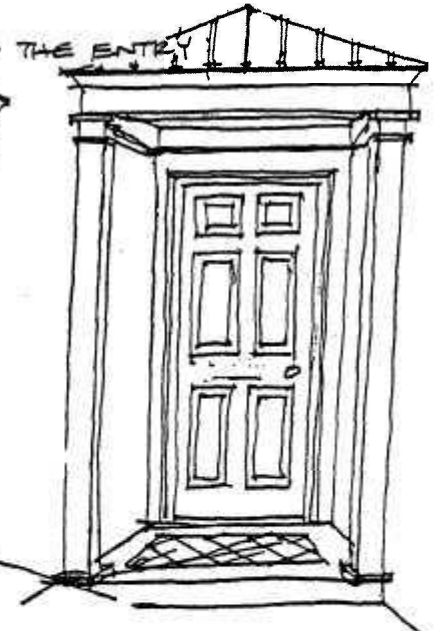
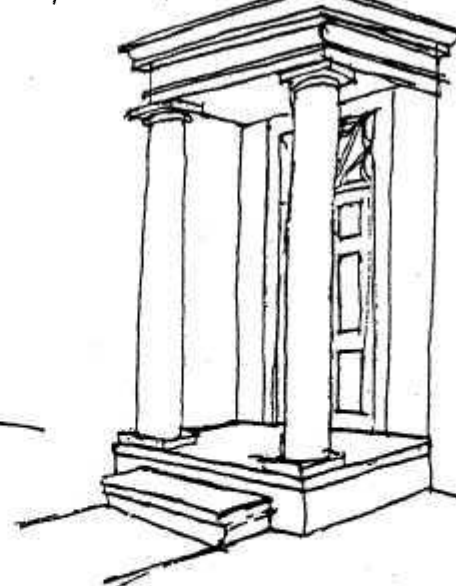
WHATEVER THE LEVEL OR
STYLE OF THE ENTRY IS
THE LEVEL OF FINISH AND
STYLE OF THE HOUSE
OUTSIDE AND THE ROOMS
INSIDE.

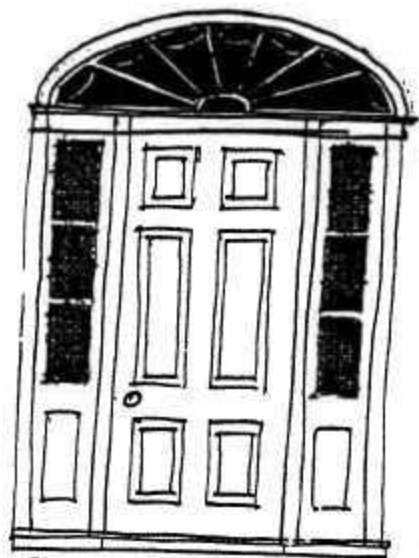
THE ENTRY SHOULD CONVEY
TO THE WORLD YOUR OUTLOOK AND
YOUR
PHILOSOPHY, AND BEHOLD

CHOOSE IT WELL

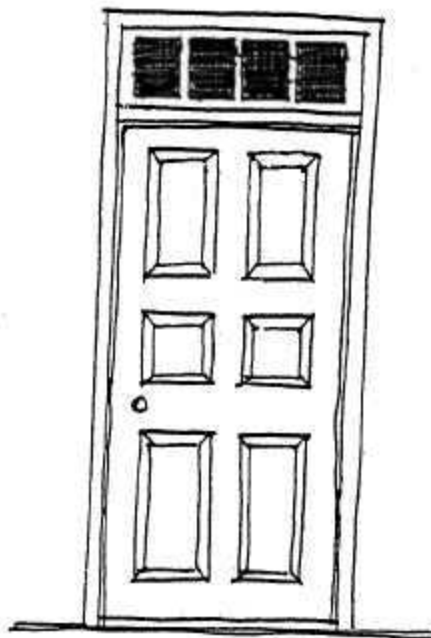


STAIRS, WALKWAYS, FENCES, ARE ALL PART OF THE ENTRY

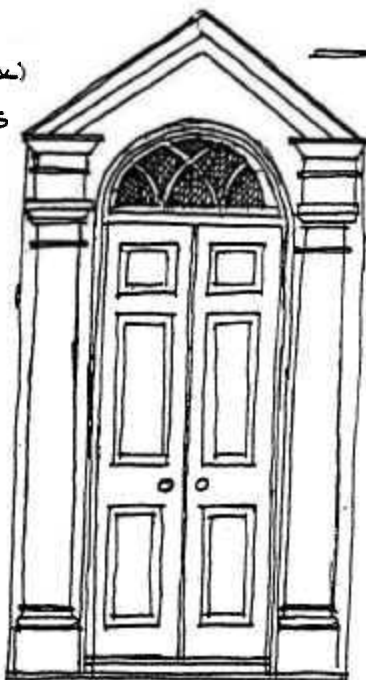




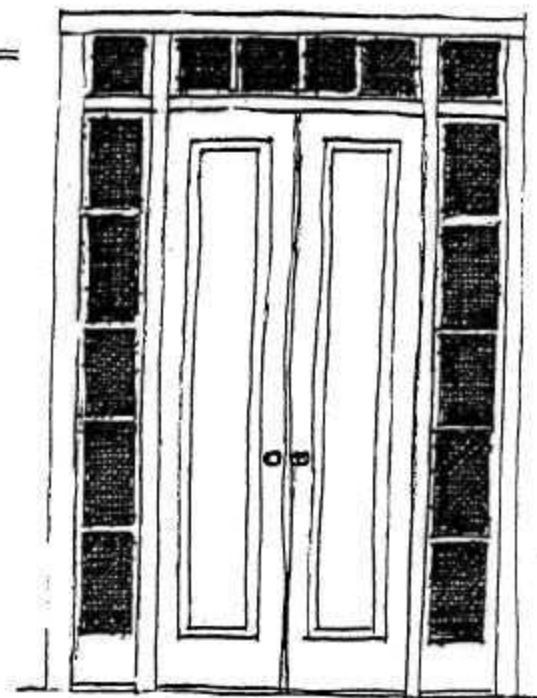
LATE GEORGIAN 6-PANEL (FEDERAL)
ELLIPTICAL FAN LIGHT WITH
3-LITE PANELLED SIDELIGHTS



JACOBEOAN 6-PANEL
SIMPLE 4-LITE TRANSOM



GEORGIAN 3-PANEL DOUBLE DOORS
6-LITE LUNETTE TRANSOM WITH GOTHIC TRACERY
PED. & REC. DOOR SURROUND WITH ENGAGED COLUMNS

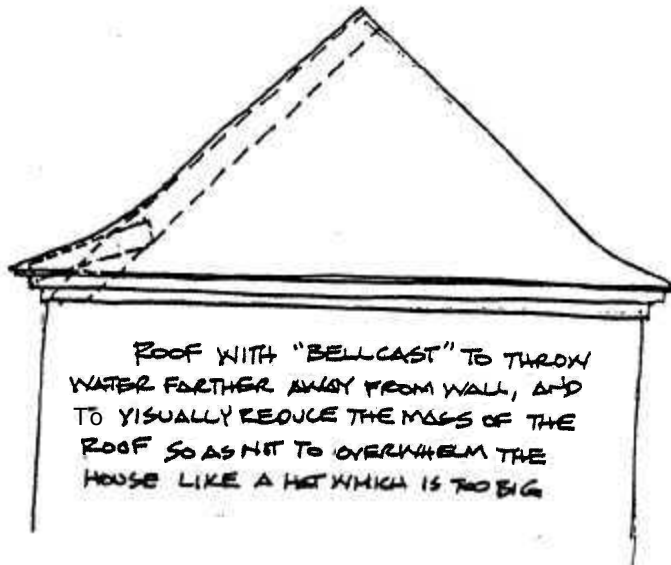
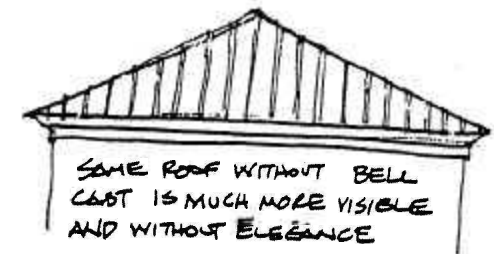
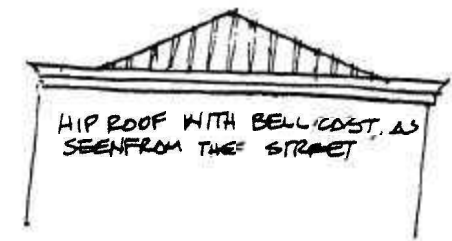
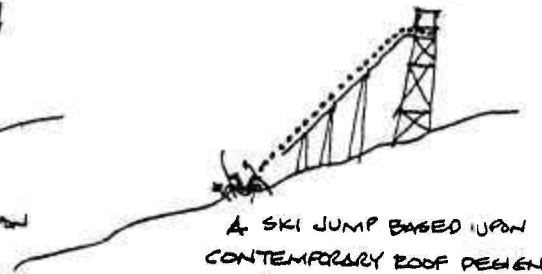
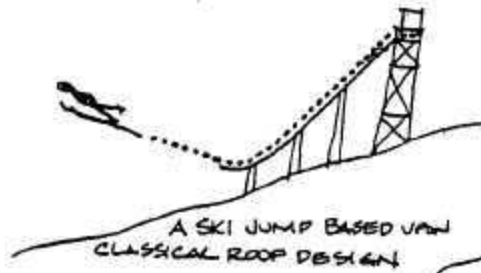


NEOCLASSICAL 2-PANEL (GREEK REVIVAL) DOOR
SIMPLE 5-LITE TRANSOM
5-LITE GLAZED SIDELIGHTS

(GLAZING MEANS GLASS- IN OR
COMPRISED LARGELY OF GLASS)

Roofs

Traditionally, the Lowcountry has seen just about every form of roof known, but as a general rule, the most appropriate will either have a steep slope or almost no slope at all, and be hidden by a parapet.



Roof Design- Principal roofs should have slopes of:

- Simple Gable - 7 in 12 to 12 in 12
 (may be greater for Victorian styles)
 Close/Parapet Gable - 1 in 12 to 12 in 12
 Pedimented Gable - 5 in 12 to 8 in 12



Hip
 Jerkin-Head
 Close Jerkin-Head

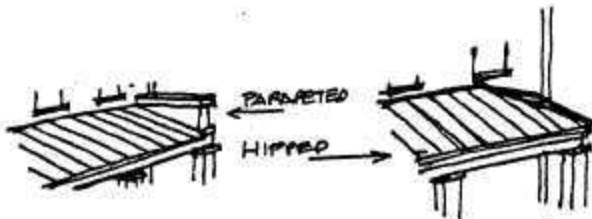
- 8 in 12 to 12 in 12
- 10 in 12 to 12 in 12
- 10 in 12 to 12 in 12

Gambrel

- 12 in 12 min upper roof,
 gable eaves to peak at least
 square

Mansard

- 5 in 12 to 8 in 12 upper
 roof, eaves to peak at least
 square

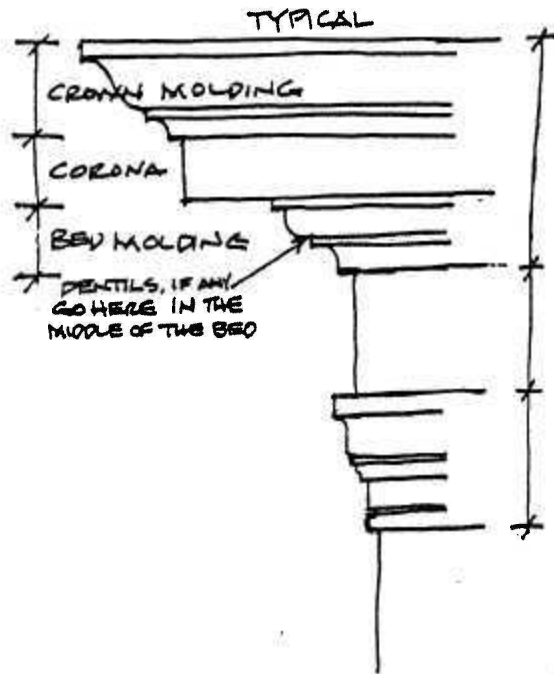


Porch

- 2 in 12 to 5 in 12 if
 parapeted, 5 in 12 if hipped

VERNAICULAR ENTABLATURE

USED ON EAVES, PORCHES, DORMERS, INTERIOR DOORWAYS, MANTLEPIECES, ETC.

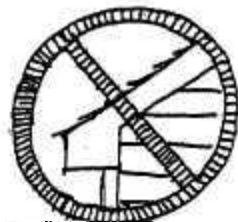
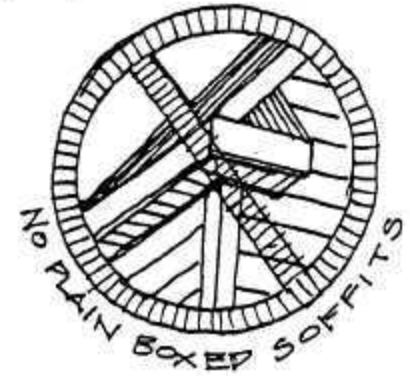
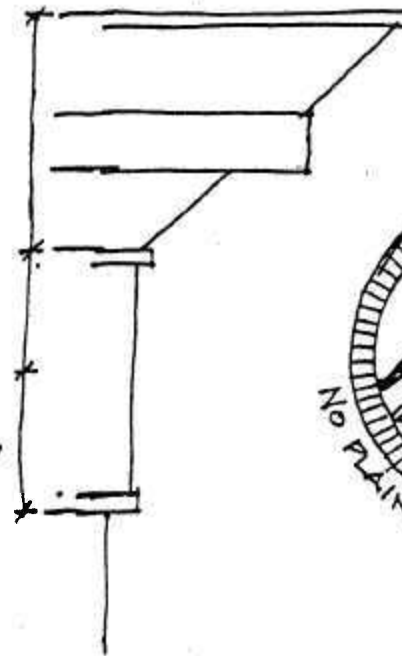


CORNICE

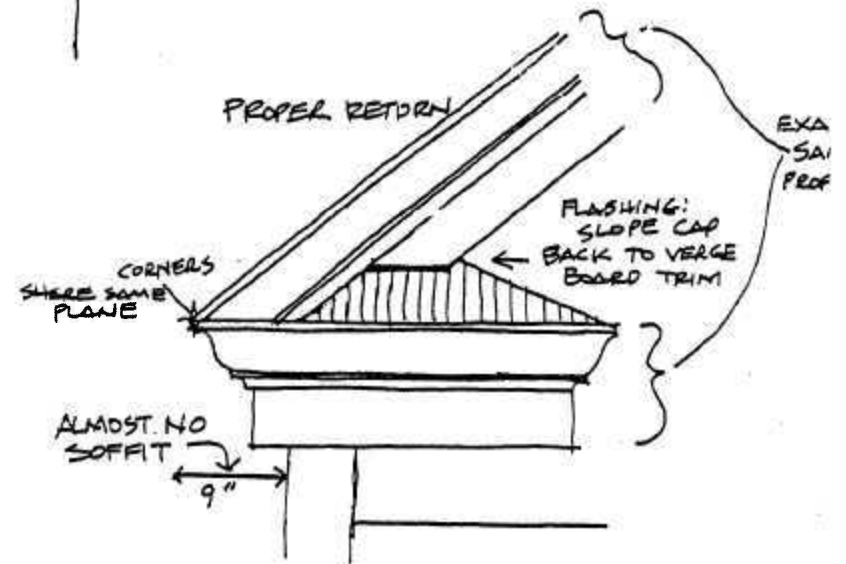
FREEZE

ARCHITRAVE
SOMETIMES OMITTED
& MADE PART OF FREEZE
THIS IS ALSO THE MOLDING
AROUND DOORS & WINDOWS

SIMPLIFIED

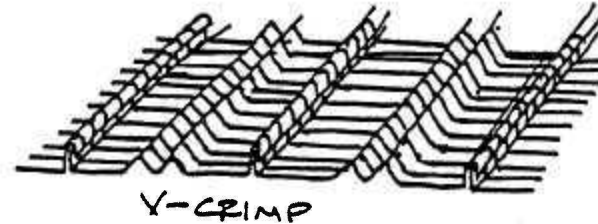
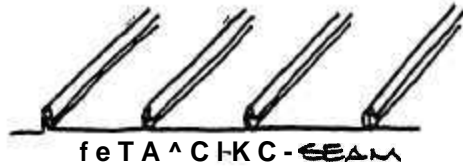


NO "PORK CHOP" ZONE

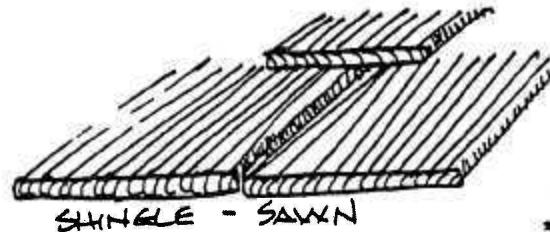


Roof Materials - Roofs should be made of material that gives a traditional appearance, such as

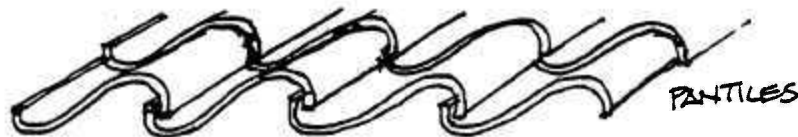
-Metal, either standing seam or V-crimp



-Wood shake or shingle



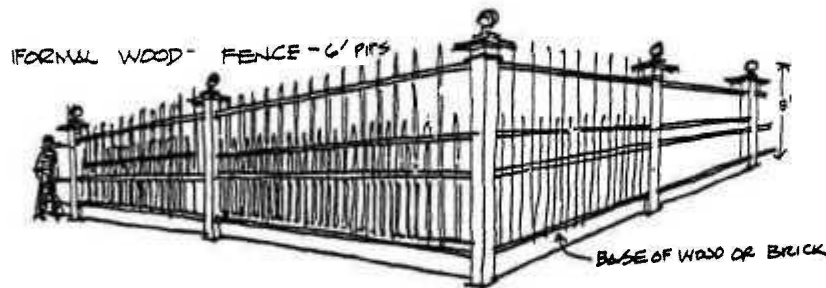
-Ceramic tile from approved list, or an acceptable substitute. For use on masonry buildings only



Fences, Walls, & Gates

A fence or wall delineates the private realm from the public realm, and helps complete the streetscape. Fences *can be* formal and defensive, or simple and inviting. They serve as a complement or as a counterpoint to the house, which they surround and protect.

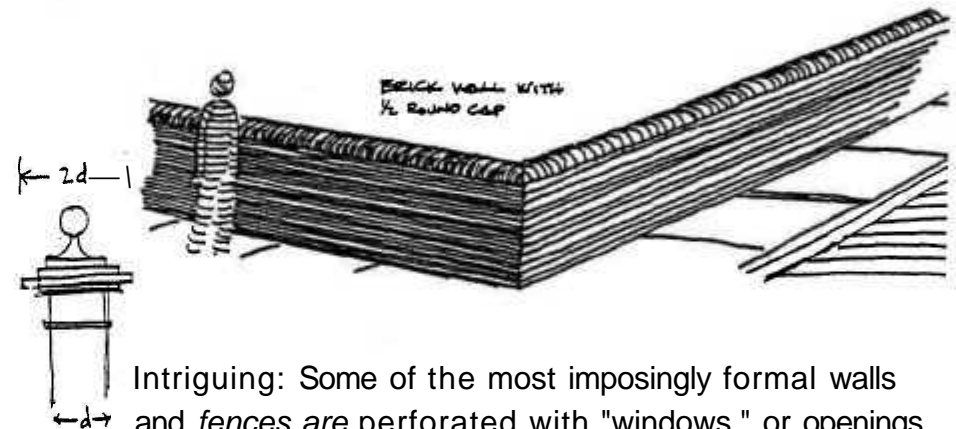
Formal: Tall and elegant *fences* set off elegant houses, but let passers-by easily see into the front garden.



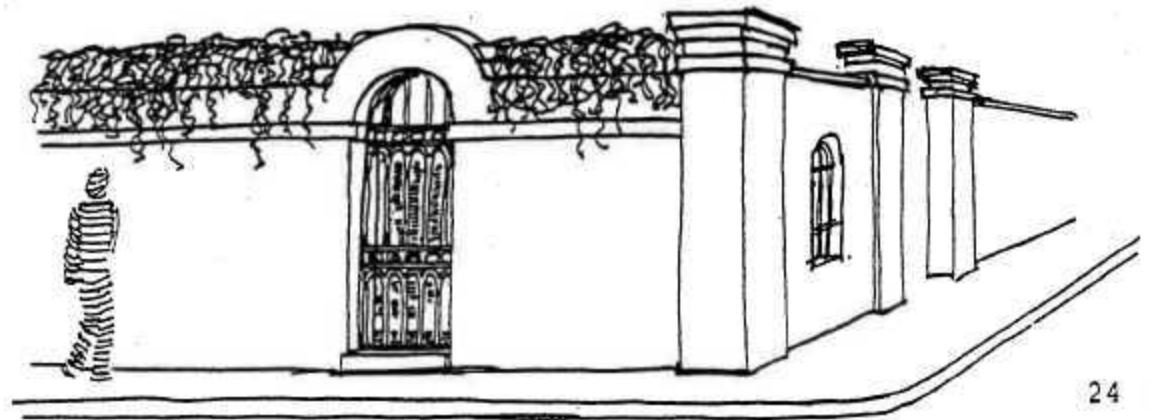
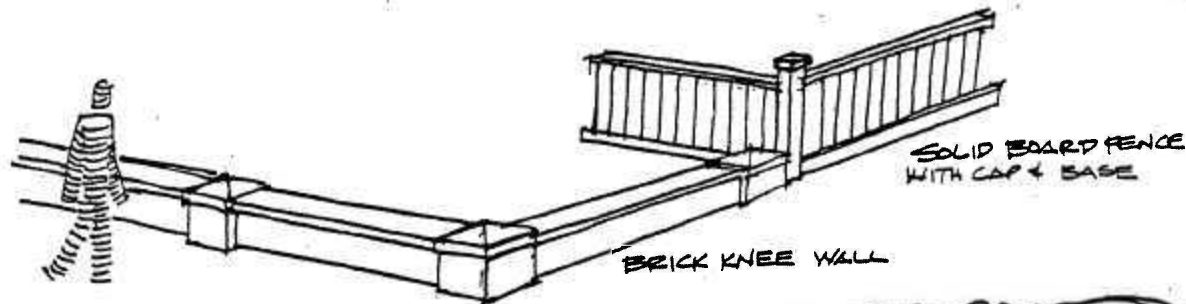
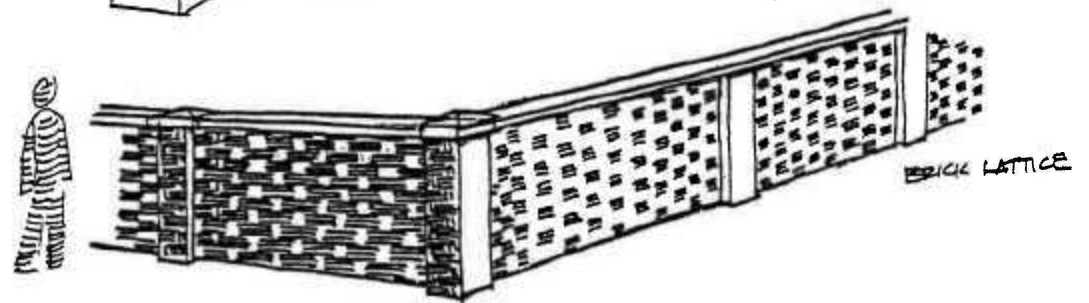
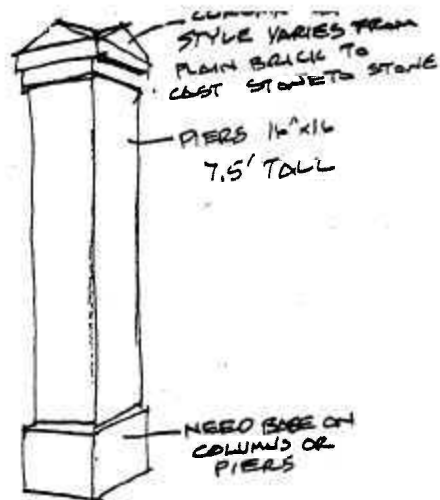
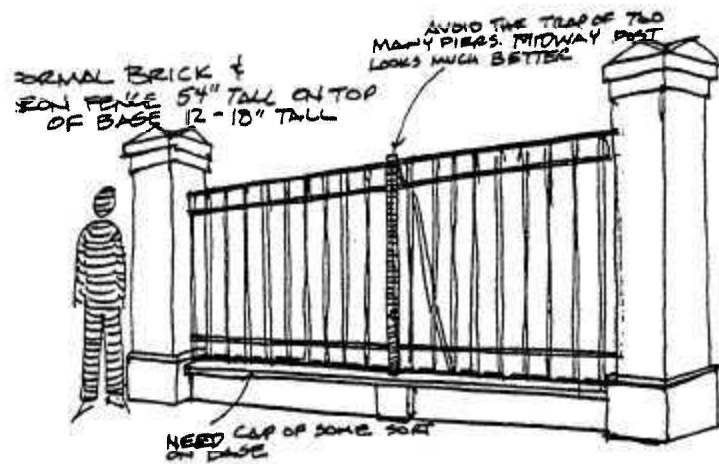
Informal: Less polished materials make up these lower fences or walls, which are meant to contain plants, pets, or children. Wood pickets can be simple or fancy and come in an infinite variety of sizes and patterns. If used, make sure yours *are of a different style from* others on your street.



Friendly: Meant to be leaned on or sat upon, these can easily be jumped over, not to mention seen over. Gates, if any, are usually open.



Intriguing: Some of the most imposingly formal walls and fences are perforated with "windows," or openings to share a *specific* view with pedestrians. In a way, these are the *friendliest* since the owner has gone to great lengths to create a *beautiful garden*, and has spent even more *effort* to make sure anyone passing by can peek in to share the view.



Outbuildings

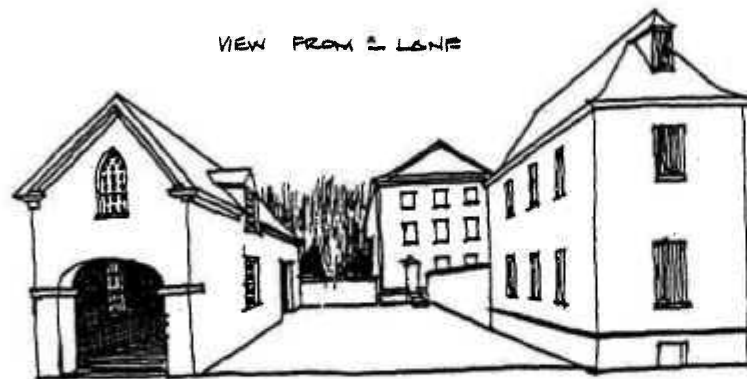
An important characteristic of Lowcountry architecture is the outbuilding. Examples include garages (carriage house), potting sheds, carports, workshops, or attached mother-in-law suite. Such little buildings create an architectural framework for the private garden, as well as streetscapes for the lanes or thoroughfares not occupied by the primary facade of the house.

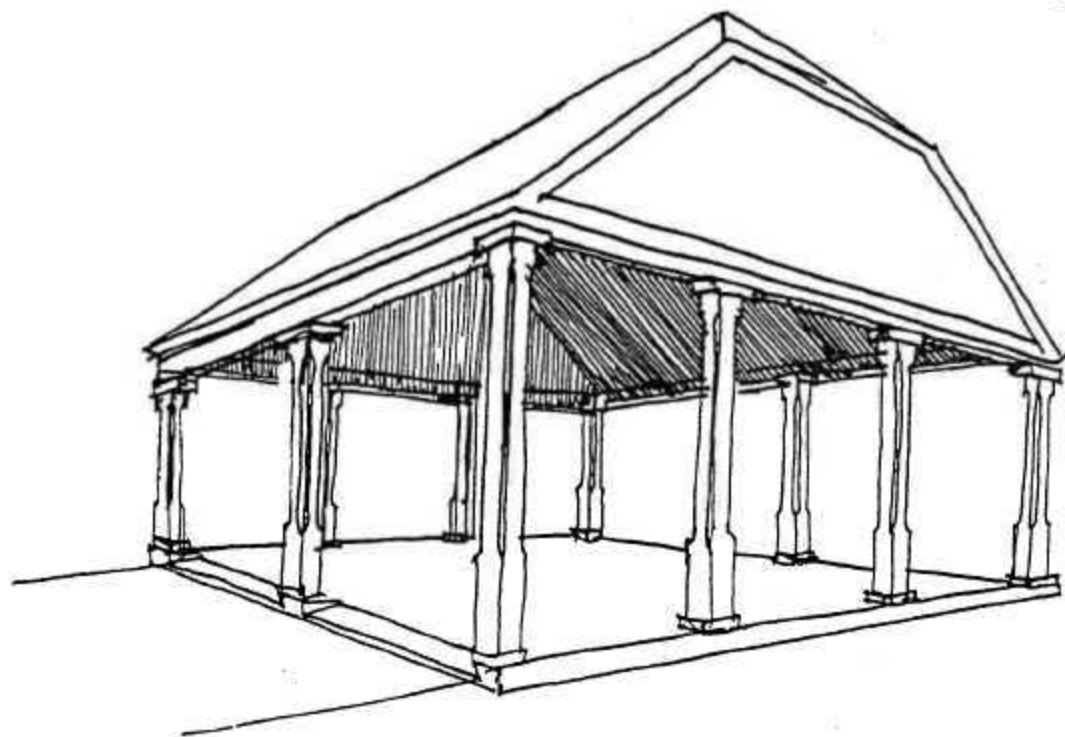
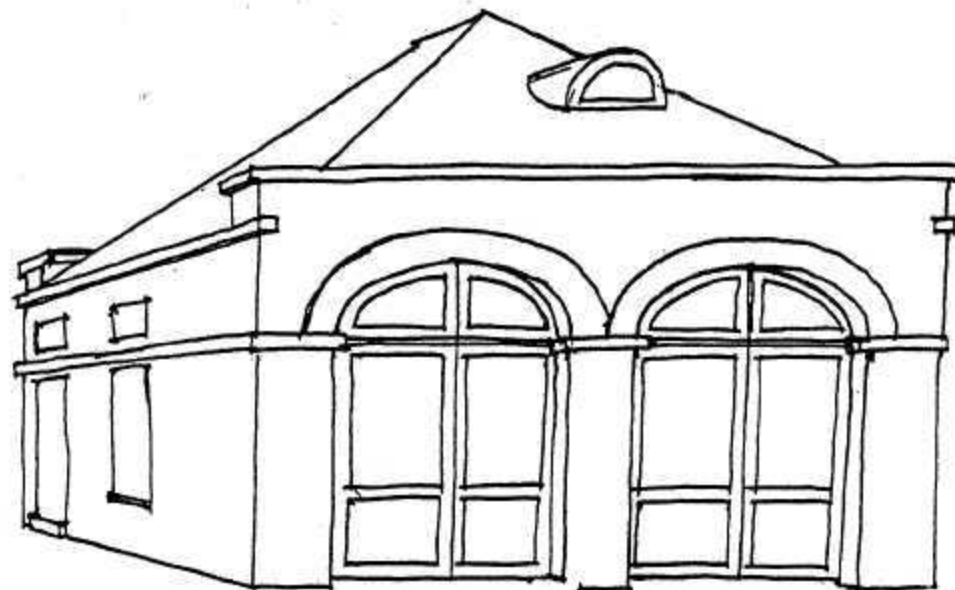
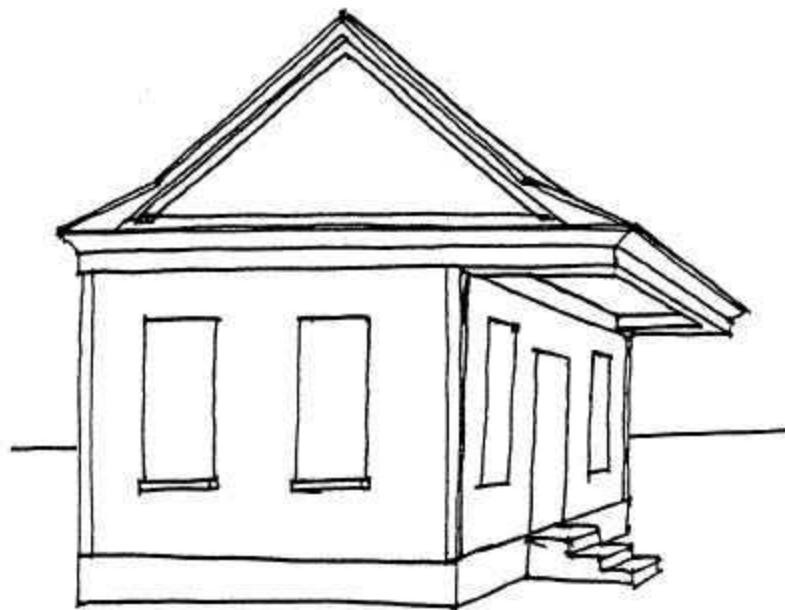
Such gems make all the difference between a garden and a yard. Their design and materials should complement that of the main house.

Those portions of the house, which look like detached

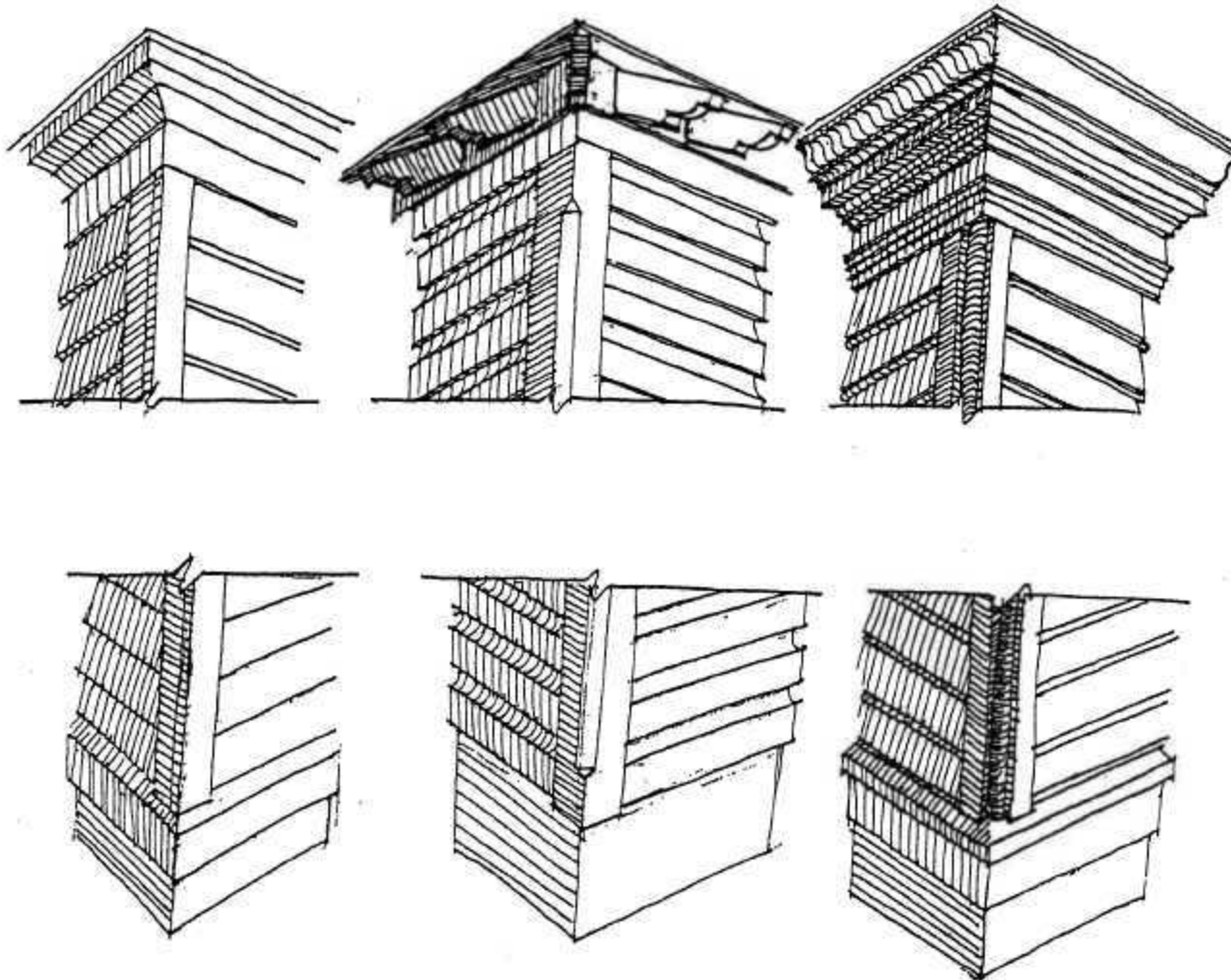
outbuildings, but are in fact connected by heated space to the main dwelling, may be of any size and roof slope, but *are* subject to a 3' side setback requirement. Those, which *are* completely detached, may be placed right up to the side property line provided their roof overhang doesn't encroach into a neighbor's yard.

Such little buildings *are* subject to the same basic guidelines as the houses, and can be beautiful in and of themselves. They add to the texture of the neighborhood, and their rooftops create a picturesque depth to the views available from upper story windows.





SILL & EAVE TRIM

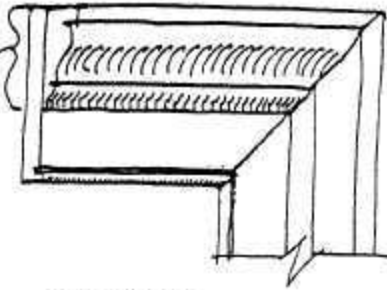


KIM EXAMPLES...

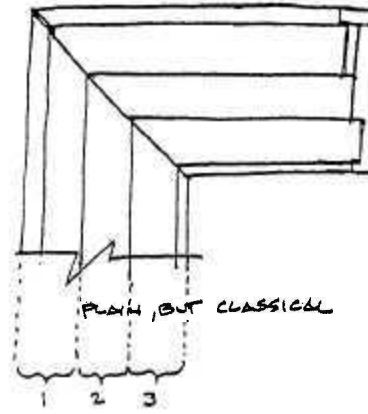
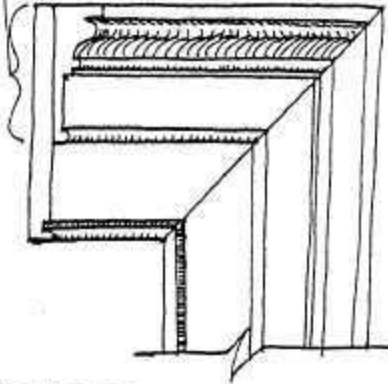
WINDOWS &

DOORS: "3-PART" TRIM IS REALLY THE SAME AS THE ARCHITRAVE

THIS PIECE OF
MOLDING IS COMMONLY
USED BY ITSELF
AS DOOR TRIM IN
MODERN HOUSES
PUT OVER A FACE
IT BECOMES A
CORRECT DOOR
SURROUND

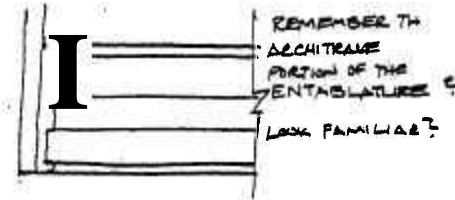


VERNAICULAR
STYLES



PLAIN, BUT CLASSICAL

IT IS CALLED "3-PART" NO MATTER
HOW MANY PIECES IT IS COMPOSED OF.
THE 3 REFERS TO PLANES OR
SURFACES - THERE ARE 3 MAJOR PLANES

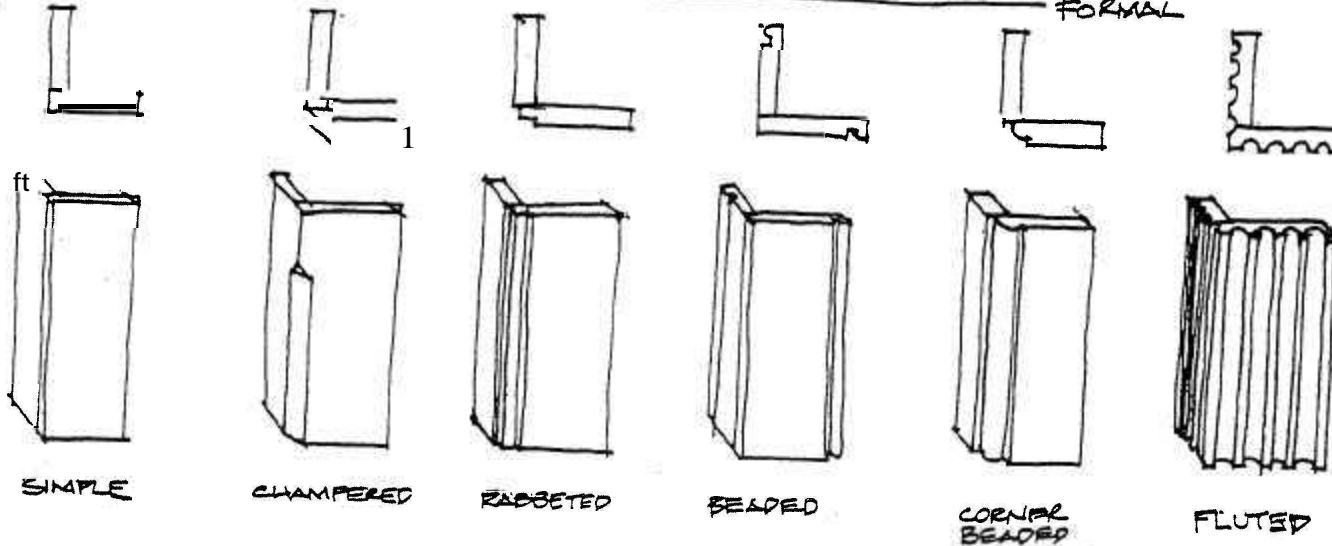


REMEMBER THE
ARCHITRAVE
PORTION OF THE
ENTABLATURE?
LOOK FAMILIAR?

CORNER BOARDS:

SIMPLE

FORMAL



Lowcountry Philosophy

Tacky

- Complicated
- Exclusive
- Plastic Flowers
- Flimsy Store-Bought Fence
- Irritability
- Zoning
- Ostentation
- Oversized
- Shine
- Contrived
- Bigger is better
- Loud
- Worried
- Pretentious
- 50/50
- Rules
- Isolate
- Yapping
- Routine
- Intolerant
- Affected

Tasteful

- Simple
- Inclusive
- Fresh Cut Flowers
- Fence Designed & Built by Craftsmen
- Smile
- Planning
- Restraint
- Generous Proportion
- Patina
- Authentic
- Less is more
- Understated
- Laid back
- Elegant
- 100%
- Manners
- Welcome
- Wagging
- Romantic
- Open minded
- Sincere



\$29.95
\$37.95 in Canada
£ 17.00 in U.K.

- To nurture a respect and pride in craftsmanship.
- To build an exemplary model for the State of South Carolina which arouses its citizenry to restore and improve upon its planning *and* architectural traditions in order that its built environment be enhanced *and* its natural environment conserved for the **benefit** of ourselves and **for future** generations.

The above objectives *are* reprinted ~~from~~ the Charter for I'On, a traditional walking neighborhood in Mt. Pleasant, South Carolina. *Principles of Lowcountry Vernacular Design* was written to assist those involved in building I'On - builders, architects, designers, homeowners, and other creative individuals - to achieve these goals.

For more information about I'On feel welcome to call (803) 884-3080, or stop by and visit.

Additional Architectural, Landscape and ADU Information

The I'On Code was created by The I'On Company as a design guideline when I'On was first planned in the late 1990's. Since that time the neighborhood has been largely developed and is a model of traditional architecture in keeping with lowcountry vernacular.

As a result of the build-out, parts of the *Code* are less applicable today, including sections dealing with The Neighborhood Plan, Thoroughfares and Lot Types. Other sections have been updated, including the Neighborhood, Architectural and Landscape Standards. The following updates are *in addition* to the Standards specified in *The I'On Code*.

Neighborhood Standards

Outbuildings are now permitted to be used as Accessory Dwelling Units (ADU). ADU's must be approved by the Town of Mount Pleasant and include one on-site parking space in addition to the two on-site parking spaces required for the primary residence.

Architectural Standards

- Hardie/Artisan is an approved building material.
- Living fences are to be painted and fully landscaped.
- Tops of fences and walls must be level or stepped level when installed on a sloped grade.
- Recycle bins, as well as trash receptacles, shall be screened from view from the public realm.

Landscape Standards

- All landscape plans must be reviewed and approved, in writing, by the IDC prior to installation to avoid sanctions.
- All required hedges must have a maximum foliage to foliage spacing of 6" to 9" at planting. Hedges intended to screen utilities; propane tanks, trash receptacles, boats, etc. must be a minimum of 36" in height at planting.
- Fences intended to screen utilities, propane tanks, trash receptacles, etc. must be at least 4' high. Fences intended to screen cars, boats, etc. must be a minimum of 5' in height.
- Landscaping should be irrigated or receive sufficient irrigation until plants are established, typical the first two growing seasons.
- Pecan (*Caray Illinonensis*), White Oak (*Quercus Alba*) and Crepe Myrtle (*Lagerstroemia indicis* Natchez) are added to the "Wide Canopy Trees" list.
- Vitex (*Agnus-castus*), Wind Mill Palm (*Trachycarpus Fortune*) and Crepe Myrtle (Semi Dwarf) are added to the "Small Trees" list. Crepe Myrtle (*Lagerstroemia indicis* Natchez) is removed.

CONSTRUCTION HOURS POLICY

The Assembly Board has approved new working hours for construction projects in I'On. The I'On Company has included this schedule in all Guild builders' contracts. In addition, the IDC will require adherence to these rules on all work that is submitted to the IDC for approval. We urge all homeowners to observe these rules when using contractors or when doing loud do-it yourself projects, including mowing and leaf-blowing, at their homes. These working hours apply to both new and renovation work. Emergency work required to protect life and/or property is not restricted:

Monday through Friday:	7:30 am to 7:30 pm (any type of work)
Monday through Friday:	to 9 pm (interior only, if openings closed and noise not audible outside)
Saturday:	8:30 am to 6 pm (any type of work)
Sunday:	9:30 am to 5 pm (interior only, if openings closed and noise not audible outside)
Federal Holidays:	No work

This is to certify that the Board of Directors adopted the foregoing resolution effective as of December 1, 2012 until such date as it may be modified, rescinded or revoked.

I'ON ASSEMBLY FINANCE COMMITTEE CHARTER

PURPOSE

The Board of Trustees (the “Board”) of the I’On Assembly (the “Assembly”) appoints the Finance Committee (the “Committee”) to assist the Board in fulfilling its responsibilities. The Board has delegated to the Committee responsibilities that shall include, but not be limited to:

- a) Preparing an annual budget for Board approval, working with the management company, with input from the Board of Trustees, Board committees, and other organizations within I’On which receive some financial support from the Assembly;
- b) Reviewing the monthly financial statements prepared by the management company for adherence to recognized and accepted accounting procedures to ensure that revenue and expenses are correctly documented and categorized; keeping the Board informed of progress against budget, including the status of annual assessment collections, and any significant delinquency issues and/or unfavorable adherence to budgeted spending for specific accounts;
- c) Making periodic reports to the Board and the I’On community, as called for in the bylaws, on financial issues affecting the organization;
- d) Working with the management company to ensure that sufficient documentation is provided to justify expenditures and that appropriate files of such information are maintained;
- e) Providing guidance to the Board on funding requests outside the budget and making recommendations as to from where the funding should come; reviewing contracts, in conjunction with appropriate Board committees, submitted by vendors for Board approval to ensure adequate funding exists to cover each contract’s purpose;
- f) Recommending annual assessment amounts, as well as any special assessments, to the Board for approval; working with the management company to collect annual assessments, including involvement with collections procedures from delinquent accounts;
- g) With the approval of the Board, administering an investment program for excess organizational funds that combines a need for liquidity, safety to preserve capital, and adequate return on investment; transferring funds, as needed, from the investment pool to the management company’s banking account to support the spending needs of the I’On community;

- h) Arranging for preparation of an annual audit, review, or compilation, as the Finance Committee determines and the Board approves, by an independent public accountant of the management company's records in accordance with accepted accounting principles and procedures and as called for in the bylaws;
- i) Overseeing the preparation of annual federal and state tax returns, and arranging for proper signatures for filing;
- j) Reviewing insurance requirements of the Assembly and making recommendations to the Board for approval of needed changes;
- k) Ensuring that appropriate reserve enhancement studies and risk management studies are done in a timely manner and that findings from such studies are acted upon.

The Board delegates to the Committee the authority necessary to fulfill its responsibilities. In addition, the Committee shall have the discretion and authority to delegate assignments to the Assembly's management company, as necessary, to fulfill the Committee's responsibilities.

STRUCTURE AND MEMBERSHIP OF THE COMMITTEE

The Committee shall be chaired by the Treasurer of the Board. The Board shall appoint members of the Committee, who shall serve at the pleasure of the Board and for such terms as the Board may determine. When appropriate, one other active Board member may also serve on the Committee. All Committee members must be Titleholders or residents of l'On. A majority of the Committee members shall constitute a quorum for the transaction of business, and the act of a majority of those present at any meeting at which a quorum is present shall be the act of the Committee. The Committee may meet in person or telephonically at scheduled times and places determined by the Chairperson. The Committee may also act by unanimous written consent. The Committee shall keep minutes and other relevant records of all of its meetings. The Committee shall conform its meetings to the applicable requirements contained in the Assembly's Declarations and Bylaws. The Finance Committee may recommend amendments to this charter at any time, subject to approval by the Board of Trustees. The Board may amend or repeal this charter at any time.

Contingency Fund Guidelines

The Finance Committee is recommending the following guidelines for usage and monitoring of the Contingency Funds that are part of the l'On Assembly's reserve funds.

BACKGROUND

In developing the Assembly budget for 2016, an addition was made to the expenses in the form of a category for Capital Projects. It is not in the regular operating expense budget, but is in the reserve section. A line item will be included in each annual budget going forward to help build the reserve for capital projects. However, the fund will be set up initially, at the beginning of 2016, with a transfer from the Contingency Funds in an amount that is available after leaving 10% of the budgeted revenue from the 2016 assessment, or \$80,000, in the fund. In addition, the Capital Projects Fund will be funded through excess transfer fees and unexpended budgeted funds from the 2015 operating budget.

PROCESS AND OBJECTIVES

The use of the Capital Project Fund will be subject to approval by the Assembly Board for projects that have been requested by neighbors and will enhance the neighborhood for its residents.

The Goal for the Contingency Fund is to keep the balance at \$80,000, or 10% of annual assessment revenue.

The balance remaining in the Contingency Funds may be allocated by the Assembly Board for essential expenses that are not unexpected and unbudgeted and that do not fit in the category of Capital Projects. Examples would be: legal fees, consultant fees, unanticipated infrastructure or landscaping needs, etc.

As Contingency Funds are used and as appropriate, the Finance Committee will include a budgeted line item to replace the funds when the annual budget preparation work is done each fall. The fund should be replenished over a period not to exceed five years.

The Contingency Funds will have priority over the Capital Projects Fund for budget surpluses until the Contingency Fund reaches the desired target level. In addition, this target will increase over time with the growth in the budget.

This procedure should be re-evaluated at least every three years.

The recommendation for a base for the Contingency Funds is \$20,000. If there are restrictions set on specific amounts of funds - an example being the funding for the crosswalks, then the base would be \$20,000 plus other earmarked funds.

All requests for usage of the Contingency Funds will be reviewed by the Finance Committee for guidance on how such usage will affect the balance in the Fund.

November 13, 2015

INVESTMENT POLICY FOR I'ON HOA

PURPOSE

The purpose of this document is to establish and document the investment philosophy for the reserve and excess operating cash assets of the I'On Homeowners Association (HOA); to state the goals and objectives and provide firm guidelines on allowable investment instruments; to assist the Finance Committee in effectively overseeing and monitoring investment activities; and to provide guidance to investment managers, if any, employed by the HOA.

The operating fund is defined as cash assets needed to fund the HOA budget over the course of the year. Reserve funds are defined as cash assets accumulated and segregated on the balance sheet to fund identified capital improvements over a multi-year time horizon.

GOALS AND OBJECTIVES

The primary investment objective of the reserve and operating funds is preservation of capital. The Operating Fund should maintain sufficient liquidity at all times with the maturity structure matching cash flow requirements. The Reserve Fund investments can consider the longer-term nature of the required expenditures. In both funds, yield/return, while important, is certainly secondary to the two aforementioned considerations.

INVESTMENT GUIDELINES

The Finance Committee may appoint one or more investment managers to execute the policy and to direct all or a portion of the reserve and operating funds in accordance with established policy. The reserve funds will be invested in either U S Government Securities or Agencies or Bank CD's covered by FDIC insurance. The maturity of these debt instruments should not exceed 5 years or one year prior to the date expenditures are forecasted which ever comes first. Excess operating funds, which should be maintained at a minimum based upon liquidity requirements, are to be invested in short term money market funds held by a financial institution that is rated investment grade.

REVIEW AND MONITORING

The investment performance of the reserve and excess operating funds will be reported and discussed at least quarterly by the Finance Committee to assure that the general objectives of the Investment Policy are being met. As appropriate, the Finance Committee will report to the HOA Board of Directors.

I'ON ASSEMBLY RESERVE POLICY & PROCEDURES

Policy: To maintain adequate reserves for future repair and replacement of I'ON common area assets.

Procedure: The reserve study for the I'ON development should be updated every five years by a reputable consultant in this area of expertise.

In addition, the I'ON treasurer should be the liaison between the consultant and the I'ON records. The treasurer should make every effort to understand the reserve study.

This is to certify that the Board of Directors adopted the foregoing resolution by unanimous consent, effective as of February 25, 2010 until such date as it may be modified, rescinded or revoked.

I'On Assembly Policy Governing Financial Support for The I'On Trust

The I'On Assembly and the I'On Trust are both committed to keeping the I'On neighborhood a high quality planned community with unique amenities and activities for its neighbors. The Board of Trustees of the I'On Assembly wants to assure that the quality of the neighborhood activities provided by the I'On Trust is maintained. The Assembly Board recognizes that the Trust is a valuable asset to the community and, consequently, is committed to providing annual financial support to the Trust if so required to maintain a full calendar of activities.

The I'On Trust Board, in keeping with nonprofit best practices, has established an "operating reserve account" to hold one year of average operating expenses in the event that annual revenue generated would not cover annual expenses. This operating reserve account would allow the Trust to continue to provide a full range of community activities during a difficult economic period. Assembly support shall include assurance that the operating reserve account would be maintained at a level agreed upon by the Trust and the Assembly Boards. This level would be defined as the average of the current and prior two years of I'On Trust operating expenses.

In August of each calendar year, the Trust Board will provide calculations to include the updated average operating expense total for the current year (*operating reserve account target*) and whether a surplus or deficit will exist at year end in that account. If a deficit is projected, the Trust will inform the Assembly as to the amount in time for the Assembly to include that amount in its budget for the following year. The Assembly Finance Committee will review the calculations provided and make a recommendation to the Assembly Board to include the amount in the succeeding year's budget. Payment from the Assembly for this amount, in order to return the Trust's operating reserve account to its defined level, will be made to the Trust no later than January 31st of the succeeding year.

In the event that the Trust does not require the full payment budgeted by the Assembly to maintain the Trust reserves at the defined level, the remaining budgeted funding will be placed in an I'On Trust Reserve Fund, held by the Assembly, to be available for the Trust at a future date. This fund will be capped at \$30,000, and the intent is to keep the Fund at the \$30,000 level in perpetuity. Funds will be replaced when the Trust has the need to withdraw money from this reserve. This fund will be maintained by the I'On Assembly solely for the use of the I'On Trust. Withdrawals may be made upon a written request made to the Treasurer of the I'On Assembly.

Should the Trust generate and accumulate excess reserves, it is anticipated that these funds would be reinvested in the neighborhood in a manner determined by the Trust Board based on its mission and in agreement with the Assembly Board. The Assembly Board Liaison with the Trust will be responsible for updating the Board on the Trust's financial position on a regular basis.

This is to certify that the Board of Trustees adopted the I'On Trust Funding Policy by unanimous consent on March 26, 2015. It is effective immediately and will be in place until such date as it may be modified, rescinded or revoked.

Attached: Background Information on the I'On Trust, including its funding history

Background Information on The I'On Trust

The mission of The I'On Trust is to connect neighbors with their community by providing cultural and civic activities and promoting volunteerism.

The TRUST produces events to bring neighbors together and to create community by providing various opportunities for residents in I'On and the greater community to come together for cultural, educational, and civic occasions as well as special observances and celebrations of holiday traditions.

- Annual programming features an Oyster Roast, the Cooper River Bridge Run Concert, an Easter Egg Hunt, Memorial Day Weekend Picnic, July 4th Celebrat'I'On, Halloween in the 'Hood, a Veteran's Day Concert, Giving Lights of I'On, and the Holiday Festival. In addition, Women's Coffees are held each month, Screen on the Green (outdoor movies) are planned several times a year, and Educational Lectures are held.

The TRUST is the keeper of the spirit of I'On dedicated to quality experiences that bring people together, including families. People have the chance to learn and to have fun and to help their community.

The TRUST helps foster grassroots activities through its grants program. Our funding for neighborhood entities has encouraged neighbors' interests and passions to flourish and involve others. Included among our funded organizations have been the I'Onissimo music groups, the Community of I'On Artists, the Conservati'on Corps of I'On, the Community Garden, and programs at Holy Ascension Orthodox Church.

The TRUST collaborates with community groups to bring a variety of offerings to our neighbors. Among our partners have been the Charleston Symphony, the Charleston Ballet Theater, Creative Spark Center for the Arts, Fort Moultrie, the College of Charleston, the Halsey Institute, the Gibbes Museum, the Charleston Jazz Society, the Village Theater, Adopt-A-Highway, and Chamber Music Charleston.

Having an organization like the TRUST adds value to property in I'On. The creators of I'On founded the Trust to serve as the "vision keeper" for the advancement of neighborhood principles and traditions, i.e. to create community! Our friends and our volunteers have made this a part of what living in I'On is all about.

Evolution of The I'On Trust's Financial Support

Created in 1998 as a nonprofit 501(c)(3), the Trust was instituted as a separate organization from The I'On Assembly to serve the civic and cultural activities of the community. Because a community-based institute needs a source of revenue, a property transfer fee was created by the Founders of I'On and is called for in the Assembly's covenants, conditions and restrictions (CCR's) that apply to every property owner. The Trust receives one-tenth of one percent of the proceeds of every property sale in I'On. In addition, other revenue sources have been memberships, corporate sponsorships and ticket sales for special events.

In 2011, the membership component of the Trust was eliminated, and the decision was made to make most outdoor events free. The concept of memberships was never fully understood by many I'On residents, and most events were regularly open for the entire community to enjoy, not just Trust members. In order to replace the lost revenue from memberships, the I'On Assembly

Board of Trustees agreed to make the Trust a regular line item in its annual budget. In the 2011-2014 period, this line item totaled \$20,000. In a sense, this funding from the Assembly meant that every property owner contributed a small amount to the Trust by paying their annual homeowners' assessments. Moreover, all residents were automatically considered to be part of the Trust.

During this four year period, 2011-2014, not all of the funds budgeted for the Trust were paid out. In only one of the four years was the total amount of \$20,000 paid to the Trust. In one of these years, the Trust did not request the final quarterly payment, and in the other two, the Assembly requested that one payment be withheld, to which the Trust agreed.

Transfer fees, as the Trust's only guaranteed revenue source, are subject to variations in the economy and could fluctuate greatly. Revenue from another source, like the Assembly, is vital to ensure community activities provided by the Trust will continue.

I'ON ASSEMBLY, INC.
COLLECTION POLICY
REVISED April 12, 2018

WHEREAS, ARTICLE II, 2-104 of the Covenants, Conditions, Restrictions and Easements specifies the duty and obligation of each Titleholder to pay assessments to fund the expenses which the Assembly incurs or expects to incur and sets forth the obligations that may be imposed for failure to pay assessments, including the obligation to pay late charges in such amount as the Board of Trustees may establish by resolution, AND interest computed from the Due Date at a rate of 10% per annum or such higher rate as the Board of Trustees may establish, subject to limitations of Applicable Law, on delinquent assessments, AND the costs of collection including reasonable attorney fees; AND

WHEREAS, the Assembly has contracted with a professional management company to provide management services and supervision over certain contract services to the Assembly; AND

WHEREAS, the Board of Trustees has determined the need to amend the previously approved Collection Policy,

NOW THEREFORE, be it resolved that the Board of Trustees has elected to authorize its management agent to carry out the following amended policy with respect to all delinquent accounts, reserving to itself the right to modify or intervene in certain cases, as the Board sees fit.

- Payments of assessments are due on the date specified on the invoice (the “Due Date”) and will be delinquent after the final day of the month in which the Due Date occurs. (For example, if the due date is January 1, payments will be delinquent as of February 1.) **When payment becomes delinquent, the Titleholder shall be charged a late payment fee of \$50.00,** AND interest will be charged at 10% per annum, computed from the Due Date on the unpaid balance. In addition, a \$10 administrative fee will be charged.
- If payment is not received by the end of the second month following the Due Date, **the Titleholder shall be charged an additional late payment fee of \$100.00,** a second late notice will be sent, and a \$25 administrative fee will be added.
- If payment is not received by the end of the third month following the Due Date, **the Titleholder shall be charged an additional late payment fee of \$150.00** and the management company shall refer the account to legal counsel to file a lien on the Titleholder’s property. The Titleholder shall be responsible for all costs, expenses and fees associated with the collection of the delinquent assessment, including reasonable legal fees, whether or not suit is filed, as provided for in the Declaration of Covenants. Additional administrative fees of \$75 will be charged.

NOTE: If the assessment bill is returned due to an incorrect address, the management company shall perform the following actions:

- Check the Charleston County tax records to verify the address on file for tax bills and/or

**I'On Assembly, Inc,
Collection Policy Revised
April 2018**

- Verify the Titleholder's correct address by either calling any number listed in the Titleholder's record, and by consulting with the Finance Committee and/or the full Board as specific circumstances dictate.
- The performance or non-performance of this additional address verification by the management company shall not relieve the Titleholder of responsibility for any late fees, interest or legal expenses.
- When the account becomes 120 days past due and the amount of the delinquency (whether from annual assessments, fines or other amounts) exceeds \$1,000.00, including applicable late fees, interest, collection costs and attorney's fees, as well as any outstanding fines for violation, foreclosure action shall be authorized against the delinquent Titleholder. When foreclosure action is necessary, the Collections Attorney will continue to take action against the property owner, even if the past due amount falls under \$1,000 because of partial payments, until the balance is paid in full.
- Payment Plans: In cases of demonstrated hardship, and prior to referral to legal counsel for collection, the Board of Trustees may authorize the management company to accept a payment plan offered by the delinquent Titleholder; provided, that the proposed payment plan meets the following criteria:
 - The proposed plan requires the Titleholder to immediately sign a payment agreement and pay 25% of the total fees owed to the Assembly, including the annual assessment and any applicable late fees, collection costs and attorney's fees, including a one-time \$30.00 SCS administrative fee (the "Initial Lump Sum Payment"); and
 - The proposed payment plan requires the Titleholder to pay the remaining balance owed the Assembly in no more than three additional monthly payments following the Assembly's receipt of the Initial Lump Sum Payment; and
 - In the event that a single payment is missed, the entire payment plan shall become null and void and the remaining balance shall become due immediately, and the Assembly shall proceed with the appropriate collections actions in accordance with the policy.

The Board of Trustees reserves the right to modify this policy at any time in its sole discretion.

This is to certify that the Board of Trustees adopted the Revised Collection policy by unanimous consent, effective April 16, 2018, until such date as it may be modified, rescinded or revoked.

I'ON ASSEMBLY TRANSFER FEE POLICY & PROCEDURES

Policy: The transfer fee will be used to fund the I'ON reserve and other common area improvements.

Procedure: The current year transfer fee funds collected will be used to budget the following year's reserve and enhancements. The original intention of the transfer fee was to use approximately two-thirds of the amount collected to fund the I'ON reserve and one-third would be used to enhance the common areas owned by the I'ON Assembly.

Transfer fees collected will be maintained in a separate cash account until used for reserve or common area improvements.

This is to certify that the Board of Directors adopted the foregoing resolution by unanimous consent, effective as of February 25, 2010 until such date as it may be modified, rescinded or revoked.

Athletic Field & Eastlake Reservation Policy

This Policy applies to recurring outside users of the Athletic Field (Soccer Field) and Eastlake who reserve these amenities through an I'On resident AND recurring outside users who reserve through the I'On Club.

The objective of this Policy is to apply uniform standards to all groups of users of these I'On amenities to protect the interests of the Assembly and to minimize the burden on the neighborhood.

1. Groups including 50% or fewer I'On residents shall be subject to these rules.
2. Before any reservation can be confirmed, all athletic clubs/groups/leagues must provide the I'On management company:
 - a. A group roster, including address and phone numbers
 - b. A complete schedule of all games and practices to be played at the Athletic Field or for classes and practices scheduled for Eastlake
 - c. Proof of comprehensive general liability insurance in an amount not less than one million dollars (\$1,000,000.00). The Insurance Certificate must name the I'On Assembly as an additional insured and shall include participant liability coverage.
 - d. Liability Waiver: Participants must sign a hold harmless liability waiver indemnifying the I'On Assembly from any and all claims resulting from injuries, damages or losses sustained or associated with the use/program.
3. No single group may monopolize these amenities for extended periods of time.
4. CANCELLATION
If a confirmed reservation is cancelled for any reason other than weather, the contact person must notify I'On management company, so facilities can be scheduled for another purpose.
5. Non-resident group members may not remain at the site after the class/practice session/game has ended.
6. All group users must be respectful of the privacy of neighbors. Changing of clothes should be done in locker rooms or other private facilities.
7. Groups must monitor parking, as provided below, and manage traffic flow to avoid impeding streets or blocking I'On residents.
 - All *I'On Club users* may only park in the I'On Club parking lot - not on the streets.
 - All *I'On resident groups* may only park in designated street parking spaces.
 - If the I'On Assembly identifies the need for an I'On security contractor to monitor parking and traffic control, the group must pay this expense.
 - a. 1st Viloation – Warning Letter

- b. 2nd Violation – Fine of \$150.00.
 - c. 3rd Violation -- Loss of group's privileges to use the field/lake.
- 8. MAINTENANCE FEE
All recurring users must contribute a maintenance reimbursement for the field/lake maintenance payable to the '*I'On Assembly*' in an amount to be determined by the Assembly Board of Trustees that reflects the nature and intensity of the usage.
- 9. Nonpayment of fees or fines shall result in immediate revocation of use privileges and reservations.
- 10. All activities must terminate by sunset.
- 11. No alcohol or illegal substances may be used or consumed at these locations
- 12. All trash must be placed in the appropriate receptacles
- 13. No unattended children or pets are allowed in the Community Garden. The garden is for I'On residents who have been approved through the I'On Garden Coordinator.
- 14. The Assembly reserves the right to refuse or terminate a reservation for any group failing to comply with these policies; or which proposes a use resulting in excessive wear and tear on the facilities; or which involves the use of motorized vehicles or watercraft.

This is to certify that the Board of Directors adopted this resolution effective **December 1, 2013** until such date as it may be modified, rescinded or revoked.

Reserving I'On Common Areas Policy

To reserve exclusive use of a common area in I'On, the following criteria must be met. Additional terms apply to the Athletic field and Eastlake under that specific policy.

- A reservation through the I'On website is required and is only confirmed when it has been posted on the calendar by SCS.
- The event is hosted by a homeowner in I'On who is listed as the primary contact.
- A homeowner's membership in a commercial organization does not qualify for a reservation for such a group.
- The reservation is for I'On residents and their guests only.
- Adult supervision is required for children under 21.
- No common area maybe reserved for weddings.
- The event must conclude by 10 p.m.
- The area must be restored to the condition in which it was found, including removal of all trash. For the Fire Pit, the contact person is responsible for dousing the fire completely, and replacing the cover completely before leaving the location.
- The primary contact making the reservation is financially liable for any damages and the resulting repairs.
- The Assembly Board will consider special exceptions on a case-by-case basis. The Assembly reserves the right to reject reservations that it deems to be inappropriate uses of I'On's common areas.

This is to certify that the Board of Directors adopted this resolution effective November 5, 2013 until such date as it may be modified, rescinded or revoked.

I'On Assembly, Inc.
Boat and Dock Use Policy

THE I'ON DOCKS AND RAMP ARE FOR THE USE OF I'ON RESIDENTS WITH PROPER DECAL.
THESE RULES APPLY TO ALL I'ON COMMUNITY DOCKS.

1. Gate Keys and Decals will be distributed annually with proof of ownership, insurance and boat registration. Decals **must** be properly displayed on all boats and trailers if using the dock.
2. Boat ramp chain must be locked after each use of the Boat Ramp
3. Keys to the ramp are not to be copied or loaned out.
4. Boats must not be left tied to docks more than 48 hours.
5. Users must observe posted dock closings.
6. Live Aboards (boats with kitchen, sleeping and bathroom facilities) are not permitted to dock overnight.
7. Boat Trailers may not park in the parking lot.
8. Discharging oil, bilge water, etc. is prohibited while docked.
9. Discharging marine heads is prohibited while docked.
10. Garbage and Trash must be bagged and removed from premises.
11. Major repairs involving outfitting/refitting of vessels at dock is prohibited.
12. Swimming and Diving from the Docks is at your own risk.
13. Fishing from the Docks is permitted, although cleaning off fish is prohibited.
14. **No Charter Boat operations are allowed at the docks.**

THE I'ON ASSEMBLY RESERVES THE RIGHT TO REFUSE DOCK SPACE TO ANY VESSEL DEEMED TO BE IN UNSAFE CONDITION.

IT MAY BE NECESSARY TO CLOSE THE BOAT RAMP & DOCKS WITHOUT NOTICE FOR REQUIRED MAINTENANCE AND/OR CONSTRUCTION.

THE I'ON ASSEMBLY IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE CAUSED BY VANDALISM OR THEFT. OWNERS ARE RESPONSIBLE AT ALL TIMES FOR THE SECURITY OF THEIR VESSEL.

THE USE OF DOCK SPACE IS AT THE SOLE RISK OF THE BOAT OWNER. THE I'ON ASSEMBLY SHALL NOT BE LIABLE FOR THE CARE AND PROTECTION OF ANY VESSEL, ITS APPURTENANCES OR CONTENTS.

THE I'ON ASSEMBLY SHALL NOT BE RESPONSIBLE FOR INJURIES TO OWNERS OR THEIR GUESTS OCCURRING ON OR AROUND THE DOCKS.

PLEASE BE COURTEOUS IN YOUR USE OF THE DOCKS. USE CAUTION WHEN TYING UP BOATS. BE COURTEOUS WHEN USING THE LOADING DOCK. BE COURTEOUS TO SATURDAY ROAD RESIDENTS AND DO NOT PARK TRAILERS ON THE STREET. LASTLY, PLEASE BE RESPECTFUL OF SCHEDULED EVENTS AT THE CREEK CLUB.

WE RESERVE THE RIGHT TO TOW ANY BOAT/TRAILER IN VIOLATION AT THE OWNER'S EXPENSE AND WITH NO LIABILITY TO THE I'ON ASSEMBLY, INC.

IMPORTANT PHONE NUMBERS:

CHARLESTON COUNTY EMERGENCY PREPAREDNESS: (843) 740-6400

POLICE, FIRE, AMBULANCE: 911

U.S. COAST GUARD: (843) 723-7616 OR (843) 723-9378

I'ON ASSEMBLY, INC. (843) 388-7547

Signature: _____

Date: _____

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Filed By:

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Memorandum

To: Jessica Gosnell, CMCA, AMS
Southern Community Services
I'On Assembly General Mgr.
159 Civitas St., Ste 211
Mt. Pleasant, SC 29464

From: Shawn R. Willis, Esquire

Date: February 10, 2020

Re: I'On Assembly, Inc. - Amendment to Compilation of Rules and Regulations
NMRS File No.: 048543.09000

Enclosed herewith you will find original *Amendment to Compilation of Rules and Regulations for the I'ON community*, recorded on January 9, 2020, in Book 0851, at Page 709, in the ROD Office for Charleston County, South Carolina.

TRISH PAULSON ADMINISTRATIVE ASSISTANT
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Prepared By And Upon
Recordation Return To:

Shawn R. Willis
Nelson Mullins Riley & Scarborough, LLP
151 Meeting Street, Suite 600
Charleston, SC 29401



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I'ON ASSEMBLY, INC.
Homeowners Association for the I'On community ("I'On")
in Mt. Pleasant, South Carolina

**AMENDEDMENT TO COMPILATION
of
RULES AND REGULATIONS
for
the I'ON community**

(Including Policies, Procedures, Guidelines and Charters)

Recorded Pursuant to S.C. Code Ann. Section 27-30-130(B)(2)

January 2020


NOTE TO REGISTER FOR INDEX:

Cross reference to the

**Compilation of Rules and Regulations for the I'On Community
Recorded at Book 0766, at Page 623**

Certified by:

By:


Shawn R. Willis, Esq.
Nelson Mullins Riley & Scarborough, LLP

Attorney for I'On Assembly, Inc.
A South Carolina nonprofit corporation

List of Added Documents:

I'On Assembly Newsletter Policy
I'On Assembly Fine Waiver Policy
I'On Assembly Firepit Reservation Policy



I'On Assembly Newsletter Policy

Mission Statement

To inform and update the residents of the I'On community of current events pertaining to the I'On Assembly, I'On Assembly Board, and the I'On Trust.

Newsletter Policy

Death Notices and Milestones will be included on a case by case basis at the discretion of the Newsletter Editor when requested by the relevant resident. Non-HOA events will be included in the newsletter at the discretion of the Newsletter Editor. If an event is exclusive to an organization, not directly related specifically to I'On residents, it will not be included in the community newsletter.

This is to certify that the Board of Trustees adopted the Newsletter Policy by unanimous consent, effective April 15, 2019, until such date as it may be modified, rescinded or revoked.



Fine Waiver Policy

If project is completed within:

- 30 days of initial notice- No fines will be accrued
- 31 to 59 days- Remove 50% of Fines
- 60 + days after initial notification is sent- No fines will be removed

This is to certify that the Board of Trustees adopted the Fine Waiver Policy by unanimous consent, effective on August 19, 2019, until such date as it may be modified, rescinded or revoked.



Firepit Reservation Policy

- The I'On firepit is for the exclusive use of I'On residents and their guests.
- The I'On resident that reserves the firepit must be present at all times during the firepit reservation.
- Firepit reservations must be submitted to the I'On Assembly management office where resident(s) will receive confirmation of the reservation and be provided with the code to the lock on the firepit.
- Children must be supervised by adults at all times.
- No one under the age of 18 may reserve the firepit.
- You must supply your own firewood.
- Only firewood can be burned in the firepit. Trash, leaves, nor any other material can be burned in the firepit.
- The firepit cannot be used during high winds.
- Open fires must be constantly attended to until the fire is extinguished.
- The fire must be completely extinguished before the site can be left.
- The fire pit cover and lock must be replaced upon the completion of the event.
- The site must be cleaned up immediately following the event. All trash and debris must be removed from the site.
- Amplified/loud music is not permitted. Music on phones or small Bluetooth speakers is permitted, as long as it does not disturb surrounding neighbors.
- Firepit usage hours are limited to 8:00 am – 11 pm seven days per week.
- 20 persons is the max number of persons that can use the firepit area at one time.
- Please be safe, respect surrounding neighbors, and respect community property.

The I'On firepit is reserved at the sole risk of the reserving homeowner. The I'On Assembly Inc. (the "Assembly") is not liable or responsible for any injuries and/or damages that occur during the event, and the undersigned waives any and all duty of the I'On Assembly, Inc. (the "Assembly") to warn of and/or protect against any and all dangers, whether hidden, open, obvious or otherwise, whether or not the Assembly knows of, has reason to know of, and/or could reasonably discover, such dangers, and the undersigned knowingly and freely assumes all risks connected with and/or arising out of the use of the firepit, both known and unknown, even if arising from the negligence of the Assembly or third parties.

I _____ (name) of _____ (address) agree to follow the above rules and regulations for use of the I'On Firepit for my reservation of the firepit on _____ (date).

Signature

Date

This is to certify that the Board of Trustees adopted the Firepit Reservation Policy by unanimous consent, effective November 18, 2019, until such date as it may be modified, rescinded or revoked.

RECORDER'S PAGE

NOTE: This page **MUST** remain
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Charleston County, SC

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Shawn R. Willis
Nelson Mullins Riley & Scarborough, LLP
151 Meeting Street, Suite 600
Charleston, SC 29401

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I'ON ASSEMBLY, INC.
Homeowners Association for the I'On community ("I'On")
in Mt. Pleasant, South Carolina

**AMENDMENT TO COMPILATION
of
RULES AND REGULATIONS
for
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(Including Policies, Procedures, Guidelines and Charters)

Recorded Pursuant to S.C. Code Ann. Section 27-30-130(B)(2)

January 2021

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Certified by:

By: _____


Jay S. Claypoole, Esq.
Nelson Mullins Riley & Scarborough, LLP

Attorney for I'On Assembly, Inc.
A South Carolina nonprofit corporation

COPY

List of Added Documents:

I'On Assembly Interest Income Allocation Policy
I'On Assembly Eastlake Athletic Field Reservation Policy
I'On Assembly Tree Trim Policy
I'On Assembly Construction Completion Deposit Policy
I'On Assembly Common Area Reservation Policy



Interest Income Allocation Policy

In the event that the I'On Assembly's annual replacement reserves, an amount determined by the Reserve Study, is fully funded from transfer assessment and annual assessment contributions per Article 2-104 (C) *below*, then any excess interest income may be applied to the Capital Projects Fund or to the Replacement Reserve Fund, as determined at the discretion of the Assembly Board of Trustees upon an annual review.

Per Amendment 4, Article II, I'On Assembly. 2-104 Assembly's Finances and Power of Assessment, Subsection (b) (3) (C), it states "It is intended that approximately one-third of each year's reserve will be paid as part of the General Assessment, and that two-thirds will be paid by Assembly Transfer Assessments. In the event that the annual transfer assessment exceed the amount intended for the reserve, the excess may be spent at the discretion of the Assembly Board of Trustees, including making additions to or enhancements of the Commons."

This is to certify that the Board of Directors Adopted this resolution effective **March 16, 2020** until such date as it may be modified, rescinded or revoked.

Eastlake Athletic Field Reservation Policy

This Policy applies to I'On residents who wish to reserve the Eastlake Athletic Field (Soccer Field) for a one-time reservation as well as recurring users of the Eastlake Athletic Field (Soccer Field). *Please note, outside organizations are not permitted to use or reserve the Eastlake Athletic Field. I'On residents are the only parties permitted to reserve or utilize this amenity.*

To reserve the Eastlake Athletic Field in I'On for a one-time use, the following criteria must be met:

1. A reservation through I'On management is required and is only confirmed when the I'On homeowner hosting the event has signed and returned this policy along with the \$250 refundable deposit. Once received, the reservation will be confirmed and posted on the community calendar by management.
2. The reservation must be booked by an I'On homeowner who is listed as the primary contact.
3. The I'On homeowner hosting the event must be present for the duration of the event.
4. The reservation is for an I'On resident and their guests.
5. Attendees of the event cannot exceed 50 persons.
6. Adult supervision is required for children under 21.
7. The area must be restored to the condition in which it was found, including removal of all trash.
8. The primary contact making the reservation is financially liable for any damages and the resulting repairs.
9. A homeowner's membership in a commercial organization does not qualify for a reservation for such a group.

To reserve the Eastlake Athletic Field (Soccer Field) in I'On for recurring use, the following criteria must be met:

1. A reservation through I'On management is required and is only confirmed when the I'On homeowner hosting the event has signed and returned this policy along with the \$250 refundable deposit. Once received, the reservation will be confirmed and posted on the community calendar by management.
2. The reservation must be booked by an I'On homeowner who is listed as the primary contact.
3. The I'On homeowner hosting the event must be present for the duration of the event.
4. Attendees of the event cannot exceed 50 persons.
5. Groups must consist of at least 50% I'On residents.
6. No single group may monopolize the amenity for extended periods of time.
7. If a confirmed reservation is cancelled for any reason other than weather, the contact person must notify I'On management company, so facilities can be scheduled for another purpose.
8. Non-resident group members may not remain at the site after the class/practice session/game has ended.
9. All group users must be respectful of the privacy of neighbors. Changing of clothes should be done in locker rooms or other private facilities.
10. Groups must monitor parking, as provided below, and manage traffic flow to avoid impeding streets or blocking I'On residents.
 - All event attendees may only park in designated street parking spaces.
 - If the I'On Assembly identifies the need for a security contractor to monitor parking and traffic control, the group must pay this expense.
 - a. 1st Violation- Warning Letter
 - b. 2nd Violation- Fine of \$150.00.
 - c. 3rd Violation- Loss of group's privileges to use the field.

Criteria Applicable to ALL Reservations:

1. A \$250 deposit is required and will be refunded upon inspection and confirmation that no damages were incurred and the policy was followed during the event.
2. All activities must terminate by sunset.
3. No alcohol or illegal substances may be used or consumed at these locations.
4. All trash must be placed in the appropriate receptacles.
5. No motorized vehicles, including golf carts, are permitted on the athletic field.
6. No amplified music, grilling, BBQ pits, or fires are permitted without receiving written permission from the I'On Board.
7. Reservations are not permitted for sales, markets, or any "for profit" events.
8. Groups must monitor parking, use only designated parking spaces, and manage traffic flow to avoid impeding streets or blocking I'On residents.
9. No unattended children or pets are allowed in the Community Garden. The garden is for I'On residents who have been approved through the I'On Garden Coordinator.
10. All users must use caution around the Community Garden and any damage that is incurred must be paid by the host.
11. The Assembly Board will consider special exceptions on a case-by-case basis. The Assembly reserves the right to reject reservations that it deems to be inappropriate uses of the Eastlake Athletic Field.
12. The Assembly reserves the right to refuse or terminate a reservation for any group failing to comply with these policies; or whose purpose and use results in excessive wear and tear on the facilities; or which involves the use of motorized vehicles.
13. If this policy is violated, the reserving homeowner will lose all future privilege of reserving I'On Assembly common areas.

The I'On common space is reserved at the sole risk of the reserving homeowner. The I'On Assembly Inc. (the "Assembly") is not liable or responsible for any injuries and/or damages that occur during the event, and the undersigned waives any and all duty of the I'On Assembly, Inc. (the "Assembly") to warn of and/or protect against any and all dangers, whether hidden, open, obvious or otherwise, whether or not the Assembly knows of, has reason to know of, and/or could reasonably discover, such dangers, and the undersigned knowingly and freely assumes all risks connected with and/or arising out of the use of the common space, both known and unknown, even if arising from the negligence of the Assembly or third parties.

I _____ (name) of _____ (address) agree to follow the above rules and regulations for use of the I'On Common Space for my reservation of the _____ (area) on _____ (date).

This is to certify that the Board of Directors adopted this resolution effective December 14, 2020 until such date as it may be modified, rescinded or revoked.



I'On Assembly Tree-Trimming Policy for Street Right of Ways

PURPOSE:

To inform the residents of the I'On community of the Assembly's policies regarding the maintenance of trees and branches located within the street right of ways throughout the I'On community.

POLICY:

Scheduled Maintenance by the Assembly

The Assembly maintains, at its expense, trees located within the street Right of Ways as follows:

1. Canopy Lifts: Every two (2) years, the Assembly engages Charleston Tree Company, LLC to perform a Canopy Lift on all trees throughout the I'On community that are located in the Right-of-Ways.

- a. "Canopy Lift" is the dedicated removal of canopy branches, or portions thereof, located below thirteen (13) feet over the roadway portion of the Right-of-Way, and below eight (8) feet over the sidewalk portion of the Right-of-Way.
- b. "Right-of-Ways" means the roadway right of way areas for the roadways in the I'On community, including but not limited to streets, roads and alleyways, and also including the areas within such right of ways that extend into and/or through sidewalk areas.

2. Hazard Pruning: The Assembly engages Charleston Tree Company, LLC to perform Hazard Pruning on all trees within the Right-of-Ways on a four (4) year area rotation throughout the I'On community.

- a. "Hazard Pruning" means the removal of limbs, foliage, branches or trees that could be hazardous or dangerous to persons or property in or in the vicinity of the Right-of-Way.
- b. Hazard Pruning occurs during a one-week period in either January or February of each calendar year on as many trees as possible during such one-week period. The four-year area rotation begins with the front of the community, working toward the back of the community. Each year, the Hazard Pruning begins where it ended the previous year, with the rotation

resulting in Hazard Pruning in each area of the neighborhood once every four years.

Interim Maintenance by Homeowners

1. Upon written request from a Homeowner, the Assembly shall provide the dates for the next scheduled Canopy Lift or Hazard Pruning near such Homeowner's property.

2. If prior to the next scheduled Canopy Lift or Hazard Pruning a Homeowner desires to have Hazard Pruning performed on trees that (a) are located wholly or partially within the Right of Way and (b) also extend into the boundary lines of the Homeowner's lot ("Interim Hazard Pruning"), such Homeowner shall be permitted to do so, subject however to the following conditions:

- a. Prior to any Interim Hazard Pruning, Homeowner shall seek and obtain any approvals and/or permits required by the Town of Mount Pleasant to conduct the Interim Hazard Pruning, because certain types of tree pruning/cutting are regulated by the Town throughout Mount Pleasant. Permission from the Assembly to conduct Interim Hazard Pruning shall not constitute approval by the Town, or a waiver of any approval and/or permits that may be required from the Town.
- b. Prior to any Interim Hazard Pruning, Homeowner must seek and obtain approval from the Assembly, and shall provide the Assembly written notice of its intent to conduct Interim Hazard Pruning, which must contain: (a) the reasons for the Interim Hazard Pruning, (b) the quantity and location of the limbs, foliage or branches to be pruned, (c) the time period during which the Interim Hazard Pruning will be scheduled to occur, (d) the identity of the Certified Arborist or other tree company the Homeowner proposes to retain to perform the Interim Hazard Pruning, and (e) a statement that the Homeowner has sought and received any approvals and/or permits required by the Town of Mount Pleasant.
- c. Only a Certified Arborist or other tree company reasonably acceptable to the Assembly shall conduct any Interim Hazard Pruning.
- d. All expenses for and related to Interim Hazard Pruning, including but not limited to any expenses related to obtaining any required approval and/or permits from the Town of Mount Pleasant, shall be the sole responsibility and obligation of the Homeowner. The Assembly shall not have any obligation for expenses related to Interim Hazard Pruning.

This is to certify that the Board of Trustees adopted the I'On Assembly Tree Trim Policy by unanimous consent, effective April 20th 2020, until such date as it may be modified, rescinded or revoked.



Construction Completion Deposit Policy

- A. A construction completion deposit (the "Deposit") is required for IDC applications for projects that involve new construction or changes to the property (as opposed to maintenance or repair involving no changes.) The amount of the Deposit shall be set by the IDC in its discretion. The Deposit must be paid by check to the Assembly and submitted along with the preliminary review application to the IDC. The Deposit will be held by the I'On Assembly in an Assembly bank account. No interest shall accrue to the applicant on the Deposit, and the Assembly is permitted to commingle all Deposits with other funds.
- B. Applicants must request a final inspection from the IDC (the "Final Inspection") no later than ninety (90) days after the completion of the project (the "Inspection Request Deadline").
- C. A Deposit will be refunded to the applicant if: (1) the project is constructed and completed according to the plans approved by the IDC (the "Approved Plans"), (2) the project is completed no later than twelve (12) months after the IDC issues final approval for the Approved Plans (the "Approval Date") (the "Required Completion Date"), and (3) the project receives final inspection approval from the IDC (the "Final Inspection Approval"). Refunds will be processed by the Assembly within fourteen (14) days after the issuance of the Final Inspection Approval.
- D. However, the Deposit will be deemed forfeited by applicant to the Assembly if any one or more of the following occurs (each a "Deposit Default"):
 - 1. The project is not completed by the Required Completion Date.
 - 2. The applicant does not request a Final Inspection by the Inspection Request Deadline.
 - 3. IDC discovers at its Final Inspection (deviations from, or other noncompliance with respect to, the Approved Plans (each a "Nonapproved Item"), and such Nonapproved Items are not remedied by the applicant to the IDC's satisfaction within the Final Inspection Cure Period (as described below.)
 - 4. Damage arises from the construction of the project to any Assembly property, road/street right-of way areas, or adjacent or nearby properties, including but not limited to damage to landscaping and/or trees.
 - 5. The Assembly incurs any road/street cleaning expenses as a result of activities related to the project.
 - 6. Any fines are levied for noncompliance with Approved Plans.
- E. If Nonapproved Items are discovered during the Final Inspection, then the applicant shall have thirty (30) days from the date the IDC informs the applicant of such Nonapproved Items to make the required corrections and re-submit for another Final Inspection (the "Final Inspection Cure Period"). During this thirty (30) day period, an applicant may request from the IDC an extension of the Final Inspection Cure Period, which extension request shall be in writing and state (a) the reason(s) applicant requires more time, (b) applicant's plan of action to correct the Nonapproved Items, and (c) applicant's requested time frame for the extension. However, the IDC is not required to extend the Final Inspection Cure Period and any extension of the Final Inspection Cure Period shall be in the IDC's

sole discretion. If the IDC extends the Final Inspection Cure Period, it shall notify the applicant of the extended deadline for the Final Inspection Cure Period in writing.

- F. If a Deposit Default has not occurred, the Assembly shall refund Deposits to applicants after written request of the applicant, if the applicant withdraws its application from the IDC prior to receiving IDC approval. However, notwithstanding the foregoing, the Deposit will be forfeited if the applicant does not submit a written request for a refund of the Deposit to either the IDC or the Assembly within twelve (12) months after the date the initial application was submitted to the IDC.
- G. If a Deposit Default has not occurred, the Assembly shall refund Deposits to applicants after written request of the applicant, if the applicant abandons the project after receiving IDC approval but prior to commencing construction. However, notwithstanding the foregoing, the Deposit will be forfeited if the applicant does not submit a written request for a refund of the Deposit to either the IDC or the Assembly prior to the Construction Completion Date.

This is to certify that the Board of Trustees adopted the I'On Assembly Construction Completion Deposit Policy by unanimous consent, effective June 15th 2020, until such date as it may be modified, rescinded or revoked.

I'On Common Area Reservation Policy

To reserve exclusive use of a common area in I'On, the following criteria must be met. Please note that additional terms apply to the Eastlake Athletic Field and Firepit under their specific policies.

1. A reservation through I'On management is required and is only confirmed when the I'On homeowner hosting the event has signed and returned this policy along with the \$250 refundable deposit. Once received, the reservation will be confirmed and posted on the community calendar by management.
2. The reservation must be booked by an I'On homeowner who is listed as the primary contact. The reservation is for the hosting I'On resident and their guests only.
3. The I'On homeowner hosting the event must be present for the duration of the event.
4. The attendees of the event cannot exceed 50 persons.
5. Adult supervision is required for children under 21.
6. No common area may be reserved for weddings.
7. No common area may be reserved for sales, markets, or any "for profit" events.
8. The event, including clean-up, must conclude by 10 p.m.
9. Vehicles/golfcarts cannot be driven on any of common areas for deliveries or any other reason.
10. No amplified music, grilling, BBQ pits, tiki torches, or fires are permitted without receiving written permission from the I'On Board.
11. Groups must monitor parking, use only designated on street parking spaces, and must manage traffic flow to avoid impeding streets or blocking I'On residents.
12. By the conclusion of the event, the area must be restored to the condition in which it was found, including removal of all trash and debris from the premises.
13. The primary contact making the reservation is financially liable for any damages and the resulting repairs.
14. A homeowner's membership in a commercial organization does not qualify for a reservation for such a group.
15. The Assembly Board will consider special exceptions on a case-by-case basis. The Assembly reserves the right to reject reservations that it deems to be inappropriate uses of the common areas.
16. The Assembly reserves the right to refuse or terminate a reservation for any homeowner failing to comply with these policies; or whose purpose and use results in excessive wear and tear on the facilities; or which involves the use of motorized vehicles.
17. If this policy is violated, the reserving homeowner will forfeit their deposit and lose all future privilege of reserving I'On Assembly common areas.

The I'On common space is reserved at the sole risk of the reserving homeowner. The I'On Assembly Inc. (the "Assembly") is not liable or responsible for any injuries and/or damages that occur during the event, and the undersigned waives any and all duty of the I'On Assembly, Inc. (the "Assembly") to warn of and/or protect against any and all dangers, whether hidden, open, obvious or otherwise, whether or not the Assembly knows of, has reason to know of, and/or could reasonably discover, such dangers, and the undersigned knowingly and freely assumes all risks connected with and/or arising out of the use of the common space, both known and unknown, even if arising from the negligence of the Assembly or third parties.

I _____ (name) of _____ (address) agree to follow the above rules and regulations for use of the I'On Common Space for my reservation of the _____ (area) on _____ (date).

Signature _____ Date: _____

This is to certify that the Board of Directors adopted this resolution effective December 14, 2020 until such date as it may be modified, rescinded or revoked.