



Dear River Club Homeowner:

The Litchfield-By-The-Sea Community Association (LBTS) Architectural Review Board (ARB) would like to clarify a few items so that all River Club single-family homeowners, including the condominiums within the River Club, Magnolia Run, Tall Pines, and Emerald Greens, are aware of the regular function of the LBTS ARB.

The general purpose of the LBTS ARB is to help preserve and enhance the property values of all homeowners. The LBTS ARB is a committee approved by the LBTS board to make decisions regarding property within the community. The members have volunteered their time to serve on the board. Outside of our board meetings, we are simply your friends and neighbors, and we will not discuss confidential ARB issues.

The LBTS ARB is charged with reviewing building plans for new home construction, including landscaping. Also reviewed are exterior changes to any home, including room additions, porch enclosures, roof replacement, exterior color changes, and exterior material changes, any exterior alteration made to the outside of any River Club home, or condominium units. The LBTS ARB will consider new construction or proposed alterations that enhance the existing character of the River Club. All changes that the homeowner wishes to make to the outside must have prior approval from the LBTS ARB.

Landscape changes on existing homes, or condominiums will also be reviewed, including tree removal. Tree removal for certain protected trees may require prior approval from the Georgetown County Zoning Department. If you have a question about whether or not a tree is protected, please call the County at 843-545-3128.

Under the LBTS Covenants, Carrington Covenants, and specific River Club Covenants, all homeowners are obligated to maintain their property, and this would include both home and landscaping. General yard maintenance is also reviewed and must comply with the appropriate covenants. LBTS ARB members will be reviewing all River Club compliance issues, and enforcement of specific covenant compliance issues are managed through the on-site management office at 49 Wall St., Pawleys Island, SC 29585. To share a general community concern, please email Concerns@LitchfieldByTheSea.com.

The Residential Minor Change form, Residential Major Change form, and Tree Ordinance and Removal form can be found on the LBTS website at www.litchfieldbythesea.com under the "Homeowner" tab or on the portal under "Documents." Please be sure to complete all required areas, attach supporting documentation, and fees required fees to ensure timely processing of your application to ARB@LitchfieldByTheSea.com or deliver to the office (49 Wall St., Pawleys Island, SC 29585). You may use that same email address for questions or call the office at 854-223-5287.

In the event a request is denied, and the homeowner feels that they would like to have a second opinion, they should submit their appeal to management in writing with any additional information needed for consideration. The request and materials will be considered by the Board of Directors at their regularly scheduled meeting. The decision of the LBTS Board of Directors shall be final.