

HOLLYHOCK HOME OWNERS ASSOCIATION INC.

Featured Architects, Designers and Builders Program

The Hollyhock HOA Board of Directors has established a program for the designation of “Featured Architects”, “Featured Designers” and “Featured Builders”, as recognition of those individuals or companies who have demonstrated a high level of professionalism in supporting the objectives of the Architectural Guidelines and as such is identified as a featured professional on the Hollyhock website and on the Architectural Review site. The listing may assist lot owners who wish to build a home in selecting competent professionals to work with. However, neither the Hollyhock HOA nor ARC endorses to any degree the professional listed. Owners should make their own assessments of the professionals based on their own criteria and level of due diligence. The listing provided is only to say that the professional has prepared design and construction documents or built a home which is compliant with the Guidelines and meets certain high standards which are solely for the benefit of the Home Owners Association.

“Featured Architects and Designers” shall be those individuals who are either Licensed Professional Architects, or who are skilled and knowledgeable residential designers capable of meeting the needs of owners and who can design unique custom homes meeting the thematic intent of Charleston/Low Country. Upon acceptance on the list, they may advertise themselves as Featured Architects or Featured Designers in media, on their websites and on approved custom signs within the community. Persons or companies wishing to be listed as a Featured Architect or Featured Designer with the Hollyhock Community shall meet the following criteria.

(a) A “Featured Architect” is an individual who is licensed by the State of South Carolina as an Architect and whose business is independently owned by the Architect or who is a member of a licensed Architectural firm. A Featured Architect must have completed at least one design which bears their seal and which was approved for construction within the community.

(b) A “Featured Designer” is an individual or firm which is independently owned and operated by the designer or which has majority ownership by design professionals. The individual or business must have a business license issued by Horry County. A Featured Designer must have completed at least three custom Charleston/Low-country themed home designs which includes a complete set of coordinated construction documents which were approved for construction within the community.

(c) Featured Architects and Designers are charged with creating custom home designs and must not settle on traditional tract home designs. Each home design within the community must be unique and not a duplicate of other homes within the community as far as front elevations and street facing side elevations. Therefore, designers must make an effort to become familiar with designs currently within the community as well as thoroughly understand and implement the Architectural Guidelines.

(d) Featured Architects and Designers must prepare drawings of high quality, with details, specifications and schedules (both interior and exterior), which fully delineate the work to be done. Meeting the minimum requirements listed in the Guidelines does not in itself qualify a designer as a Featured Designer, although the work may meet the minimums in order to qualify the home for construction.

(e) Featured Architects and Designers must ensure all documents required for the review and for construction including site plan, architectural drawings, specifications and schedules, mechanical HVAC, electrical, plumbing and structural drawings are coordinated with one another.

Featured Architects or Designers may place one “approved” sign with identifying information on a construction site after the Builder has received written approval to construct the home by the H-ARC.

All “Featured” signs must be in accordance with the standard promulgated by the Architectural Guidelines.

“Featured Builders” shall be those licensed Contractors and Residential Builders who have proven their ability to construct a quality home within the Hollyhock Community and as such may advertise themselves as Featured Builders in media, on their websites and on approved custom signs within the community.

A Builder is eligible to be considered for the list following completion of a home built within Hollyhock which is fully compliant with the Architectural Guidelines. Until a home is built in full compliance with the Guidelines, the builder shall not be permitted to use the designation “Hollyhock – Featured Builder”. A Builder who subsequent to being added to the list builds a non-compliant home will be removed from the list and may no longer use signs other media representing themselves as Featured Builders. No other designation such as Preferred or Participating Builder shall be permitted to be used by any builder in the community as these designations are not valid.

Builders are required to meet the following conditions to apply for and/or remain on the Featured Builder’s list to claim that designation:

- (a) The Builder must possess a valid license issued by the State of South Carolina, either as a General Contractor or as a Residential Builder. The Builder shall provide the name of the owner of the construction firm as well as the name and license number of the person holding the license for the company. The builder may elect to have a qualified job superintendent manage the day to day activities of the project. The name and qualifications of the superintendent shall be provided to the H-ARC for each project.
- (b) The Builder must complete the Hollyhock Featured Builder Application Form to acknowledge his/her references and recent history of successful construction of homes similar to those permitted by the Guidelines. The qualifying home which was built in Hollyhock shall be included in this list.
- (c) For each new project, the Builder is required to pay requisite Road Bonds, Compliance Security Deposit and Landscape Bond from their own funds, as opposed to using owner provided funds in the case where the home is for a lot owner other than themselves. This requirement applies to all Builders.
- (d) The Builder must not represent themselves as the designer. It must receive its construction documents from an independent architectural or residential design firm.
- (e) With regard to all activities conducted under these Guidelines, Builder shall carry insurance as required under this Article.
- (f) The builder must report any judgments against them for any reason, and must acknowledge any fines they were required to pay due to any violation of building code or site safety considerations. They must report any orders by a code official to stop work for any reason. Failure to report a fine or judgment within 30 days of enforcement shall result in removal from the list. Failure to report a stop work order within seven days shall result in removal from the list. The H-ARC shall evaluate the judgment, fine or stop work order to determine its relevance to the Featured Builder program, possibly resulting in removal of the individual or company from the list.

Builder Insurance requirements: (Submit insurance endorsements to the Association Manager with the Site Staking Review Request)

With regard to all activities conducted under these Guidelines, Builder shall carry public liability insurance in a solvent insurance company licensed to do business in the State of South Carolina. The limits of public liability (including products and completed operations liability) shall not be less than \$2,000,000.00 per occurrence, combined single limit for bodily injury and property damage subject to an annual aggregate of \$2,000,000.00 applicable to products and completed operations liability. Builder will arrange for the Hollyhock Home Owners Association, its Board of Directors and its agents to be named as “Additional Insured” on such liability insurance.

During the term of these Guidelines, Builder shall keep all homes fully insured during construction against loss of damage by “all risk” perils, including but not limited fire, vandalism, malicious mischief, casualty and all other available extended coverage insurance in a sum not less than 100% of the full replacement value of the insured property. Said policies are to be written by companies licensed to do business in the State of South Carolina. All proceeds from any loss shall be used by Builder to replace or restore the inventory homes to their original condition.

During the term of this Agreement, Builder shall secure and maintain in effect and at its expense insurance of the following kinds and limits to cover Builder's employees and all locations of Builder's operations in connection with work on Builder's projects:

1. Workmen's Compensation with Statutory limits of liability, and
2. Employer's Liability with a limit of availability of at least \$2,000,000.00 per accident.

In compliance with the requirements herein, at the time Submittal Form One is delivered to the Association Manager, copies of all policies required pursuant to these Guidelines shall be provided, together with evidence of payment thereof, including an endorsement which states that such insurance may not be changed, altered or cancelled, except upon thirty days prior written notice to the Hollyhock Home Owners Association Board of Directors.

HOLLYHOCK
ARCHITECTURAL REVIEW
SUBMITTAL FORM FIVE (one page)
HOLLYHOCK FEATURED BUILDER, ARCHITECT AND DESIGNER
APPLICATION

THIS FORM IS REQUIRED TO BE COMPLETED BY ANY PROFESSIONAL BUILDER, ARCHITECT OR DESIGNER WISHING TO BE CONSIDERED FOR THE HOLLYHOCK FEATURED LIST.

COMPANY NAME: _____ TEL: _____
INDIVIDUAL APPLICANT: _____ TEL: _____
SC OR HORRY COUNTY LICENSE NUMBER: _____ LICENSE TYPE: _____
E-MAIL ADDRESS: _____ ATTACHED RESUME YES NO (circle one)

(FEATURED BUILDER, ARCHITECT OR DESIGNER MUST COMPLY WITH SPECIFIED REQUIREMENTS
STATED IN ARTICLE VII)

LIST ONE (MINIMUM) OR MORE HOMES YOU HAVE BUILT OR DESIGNED AND HAD APPROVED IN
HOLLYHOCK WHICH YOU WOULD LIKE TO USE TO BE CONSIDERED FOR THE FEATURED
PROFESSIONALS PROGRAM. HOMES CONSIDERED MUST HAVE BEEN FULLY COMPLIANT WITH THE
GUIDELINES WITH NO EXCEPTIONS NOTED ON ANY REVIEW.

HOME NUMBER ONE: CIRCLE ONE: CHARLESTON LOWCOUNTRY

Lot Number: _____
Client Name: _____
Total Heated Space: _____ Year Completed: _____

HOME NUMBER TWO: CIRCLE ONE: CHARLESTON LOWCOUNTRY

Lot Number: _____
Client Name: _____
Total Heated Space: _____ Year Completed: _____

I HAVE READ AND AM FAMILIAR WITH THE HOLLYHOCK COVENANTS AND ARCHITECTURAL
GUIDELINE EDITION DATED AS NOTED AT BOTTOM OF PAGE: _____.

SIGNATURE OF PROFESSIONAL MAKING SUBMITTAL:

DATE: _____

Printed Name: _____ TITLE: _____