

WEST COAST LIMITED

Sandy Lane Estate, St. James, Barbados BB24011

ARCHITECTURAL COMMITTEE RULES AND REGULATIONS

Effective 15th September 2025

Introduction

West Coast Limited (“WCL”) was the original developer of the Sandy Lane Estate (“the Estate”). WCL remains the owner of the Beach Facilities and Lot 40 (the tennis courts). Its shareholders are the lot owners of the Estate.

All building and construction on the Estate are subject to the Laws of Barbados, and any new building or substantial alteration to an existing building/lot must be approved by the Planning and Development Board or Director of Planning and Development under the Planning and Development Act of Barbados (where required) as well as the Board of WCL.

Under the terms of the original conveyances/covenants of the properties on the Estate, all building and construction work within the Estate must be approved by the Board of WCL.

As well as ensuring that all building and construction work complies with the covenants contained in the conveyances, WCL has the power to enforce rules that seek to preserve and enhance the character of the Estate.

WCL has delegated this responsibility to the Architectural Committee of West Coast Limited (“Architectural Committee”) which is composed of a minimum of two directors of WCL. The Committee is advised by a panel of built environment professionals which shall include at least one architect registered under the Architects Registration Act of Barbados.

The Architectural Committee Rules and Regulations must be approved by the Board of WCL and ratified by a two thirds majority vote at the subsequent General Meeting of the shareholders of WCL. They can only be altered with WCL Board approval and any changes must be ratified by a two thirds majority vote at the subsequent General Meeting of the shareholders of WCL.

These Architectural Committee Rules and Regulations are binding on all property owners and non-compliance may result in legal action by WCL and, ultimately, in the compulsory demolition of non-compliant buildings and structures. Furthermore, individual property owners on the Estate are entitled to take action against owners who breach the covenants governing the Estate which provide that WCL approval is required for all buildings and alterations thereto within the Estate.

This document sets out the rules and regulations currently in force on the Estate, the procedure that property owners should follow, and the applicable fees and deposits.

Regulations

Approval by WCL/the Architectural Committee does not override any requirements to obtain planning permission from the Director of Planning and Development, the Planning and Development Board or any other Government agency or Ministry (“Planning Permission”).

Before commencing any building or construction work that has been approved by the Architectural Committee, an owner must obtain Planning Permission and submit such approval to the Committee. If Planning Permission is not required, the owner should advise the Committee in writing and give reasons. An owner must also furnish the Committee with Ministry of Health approval once it is obtained.

Any owner who, having received Architectural Committee approval, decides to proceed with their building/construction work prior to receiving Planning Permission does so at their own risk. Architectural Committee approval does not mean that Planning Permission will be forthcoming. Both applications and approvals are mutually exclusive.

In the event there is doubt as to whether Planning Permission is required for any proposed building or construction work, the Architectural Committee may require an owner to apply (at the cost of the owner) to the Director of Planning for an official determination on whether an application for Planning Permission is required.

General:

1. Buildings must fall within the original building reserve lines that are shown in red on the original certified survey plot plan, usually 12.5 feet (3.81 metres) from neighbouring boundaries and either 14 feet (4.27 metres) or 25 feet (7.62 metres) from the Road Reserve.
2. One dwellinghouse and one guest apartment/cottage (the latter consisting of not more than two bedrooms with baths and toilets, a sitting room, and a kitchenette and having a floor space not exceeding 1,200 square feet, including all covered areas) are allowed per lot. Only indoor livable space shall be included when calculating the floor space of a guest apartment/cottage. For greater certainty, the space occupied by walls and outdoor terraces and balconies shall be disregarded.
3. All roof finishes must be approved by the Architectural Committee. Roof finishes requirements/guidelines may be updated by the Architectural Committee periodically.
4. No permanent structures or equipment (including above ground water storage tanks, and any noisy equipment – pumps, generators, motors, air-conditioners, etc.) can be placed within the specified building reserves – especially those shared by neighboring properties. Noise generating activity should be kept to a minimal and equipment should not be operated simultaneously. With regard to the road building line reserve (usually 14 feet (4.27 metres) or 25 feet (7.62 metres) off the estate road), allowances will be made for entry gates, structures such as utility services and garbage storage, but these must be clearly shown on the plans submitted to the Architectural Committee for approval.
5. Subject to an assessment of their impact on adjoining properties and the amenity of the Estate, allowances may also be made for guard huts to be sited in advance of the road

building line. Any such structures should have a floor area no greater than 100 square feet (9.69 square metres) or a height in excess of 13 feet (3.96 metres) in the case of a pitched roof, or 9 feet (2.74 metres) in the case of a flat roof. For the avoidance of doubt guard huts shall not be erected in advance of any road reserve.

6. All permanent structures or equipment including above ground water storage tanks, and any noisy equipment (pumps, generators, motors, air-conditioners, etc.) must be screened from street view. Landscaping or other methods of screening must be approved by the Architectural Committee. Equipment should be placed so that noise does not adversely affect neighboring property.
7. Architectural Committee approval is required for renewable energy installations such as (but not limited to) roof top and ground mounted solar photovoltaic systems, wind energy and battery energy storage systems. Such installations may be approved subject to them meeting requirements in respect of siting, screening, noise emissions, end of life removal/disposal and height. Noise levels at the perimeter of the lot shall not exceed the World Health Organisation's recommended day-time level of 55dB(A) and night-time level of 45dB(A). Inverters must be sited well within the site to mitigate any potential noise impacts.

Before determining an application, the Architectural Committee may request the submission of a visual impact assessment for any renewable energy installation that it considers may have a detrimental impact on the visual amenity of the Estate.

8. Architectural Committee approval is required to demolish any building, part of a building, boundary wall or other structure. Such demolition work may be included as part of any application for new building works submitted to the Architectural Committee.
9. No demolition, new construction, addition or modification will be approved by the Architectural Committee if it considers that it will have a significant adverse effect on the enjoyment of adjoining properties. The Architectural Committee will consider such factors as height, rights of light, privacy and plot coverage and may request the submission of additional information by the applicant to demonstrate that the proposal will not adversely impact any neighbouring property or the Estate as a whole.
10. All new boundary walls and fences together with alterations and modifications to existing boundary walls and fences must be approved by the Architectural Committee. For the avoidance of doubt, this includes entry gates and gate piers within lots.
11. Above ground pools that are not of permanent construction will not be permitted on any residential lot within the Estate except for small jacuzzies or similar with dimensions no greater than 8 feet (2.44 metres) by 8 feet (2.44 metres).
12. For the avoidance of doubt Architectural Committee approval is required for the construction of tennis, padel tennis, pickle ball and any other similar pitch or court. Architectural Committee approval is also required for any artificial lighting of these installations.
13. Architectural Committee Approval is required for the formation of any new vehicular access or any alterations to an existing access onto an Estate road.

14. The parking of vehicles should take place within each lot and vehicles should, as far as possible, be screened from view from any Estate Road. Permanent parking areas shall not be formed within the road reserve fronting or bounding any lot.
15. All stormwater must be disposed of within each lot. All applications for new buildings and additions to existing buildings within the Estate shall be accompanied by a stormwater drainage plan. The Architectural Committee reserves the right to require remedial work as determined by a registered and qualified civil engineer in the event that any completed construction work results in adverse stormwater drainage impacts on another lot or any road within the Estate. All costs relative to the remedial work including the cost payable to the civil engineer for the evaluation and determination shall be borne by the lot owner.

Approval Procedure

Construction may not commence until the Architectural Committee has approved the application and the applicant has provided evidence of Planning Permission (if required) being granted for the exact same proposals that were submitted to the Architectural Committee. If Planning Permission is not required, the owner should advise the Committee in writing and give reasons. An owner must also furnish the Architectural Committee with Ministry of Health approval once it is obtained.

In the event there is doubt as to whether Planning Permission is required for any proposed building or construction work, the Architectural Committee may require an owner to apply (at the cost of the owner) to the Director of Planning for an official determination on whether an application for Planning Permission is required.

Each applicant must also submit a copy of the Covenants pertaining to the lot for which the application is being submitted.

The following plans and specifications must be submitted to the Architectural Committee in electronic format (PDF Files) to the following email address: manager@sandylanepoa.com. The documents must be stamped by an Architect registered under the Architects Registration Act in Barbados and accompanied by a covering letter providing details of the plans submitted as well as the lot number, house name and registered owner. In all instances the Architectural Committee will acknowledge receipt by email. Proof of the submitting architect's registration must accompany the submission.

1. A certified survey plot plan showing the original building reserve lines marked in red.
2. A site plan of the property showing the location of all existing and proposed works, including storm and wastewater drainage (where deemed necessary) and septic tanks/waste water treatment plants, generators, air conditioning units, rainwater and portable water storage tanks, and their distance from the respective boundaries. The site plan shall clearly identify any buildings or structures to be demolished as well as the Estate building and road reserve lines.

3. Detailed dimensioned plan(s) of the proposed building(s), structure(s) or other installations indicating the materials to be used in the construction of the walls and roofs, including external finishes.
4. Detailed dimensioned plans showing North, South, East and West elevations of the building(s) including roofing finishes.
5. A plan and schedule showing any prior damage to roads, verges and other property in the vicinity of the proposed construction project. Failure to comply may render the owner of the property liable for all such damage identified on completion of the project. Details of the route to be taken by construction traffic shall also be provided.
6. An application fee, civil fee and a road deposit (the latter to cover any damage to roads, verges and other property) will be charged on receipt of the application. The current scale of fees and deposits is detailed in Appendix 1 (see below). The full amount must be paid before the plans can be assessed.
7. Prior to the commencement of any construction for which approval has been granted, the Architectural Committee must be notified of, and agree to, the start and completion dates. Any work that continues beyond the completion date may be subject to a penalty deducted from the Civil Fee.
8. Should there be any alterations to the original plans submitted to and approved by the Architectural Committee during construction, or as a result of any condition imposed on a subsequent Planning Permission, to the dimensions or specifications of the outside or internal walls of the building or to the roofs, then amended plans, must be submitted to the Architectural Committee in electronic format for revised assessment and approval.
9. A letter confirming acceptance of the Architectural Committee's rules and regulations must be signed by both the submitting Architect and owner, or owner's representative. This will be submitted electronically. Once Architectural Committee approval has been granted, the approved plans will be digitally stamped and signed by two WCL directors acting on behalf of the Architectural Committee and returned to the architect or owner's representative. For the avoidance of doubt, assessment and determination of applications will only be made following receipt of the relevant fees and road deposit.
10. The Architectural Committee shall be notified in writing at least seven (7) days before building work/construction commences on any lot and the applicant shall furnish the Committee with copies of the Planning Permission if such permission is required. For the avoidance of doubt, plans approved by the Director of Planning relative to the Planning Permission and the plans submitted to the Architectural Committee must show the exact same development proposals.
As stated above, any owner who, having received Architectural Committee approval, decides to proceed with their building/construction work prior to receiving Planning Permission does so at their own risk. Architectural Committee approval does not mean that planning permission will be forthcoming. Both approvals are mutually exclusive.
11. At any time during construction a site visit to verify any compliance with the approved plans can be carried out by the Architectural Committee and/or its advisors.

12. If at any time during construction the Architect is changed, notice in writing must be submitted to the Architectural Committee, within 48 hours of appointment advising the name of the new suitably qualified architect, together with their registration certificate.
13. Development must commence within five years of the date of any Architectural Committee approval after which the approval will lapse requiring the submission of a new application to the Architectural Committee.

During Construction

1. All construction sites (including any lots being used as a storage/staging area for the main site) must have adequate hoarding/fencing/netting to minimize dust and noise nuisance to neighbouring properties in the Estate, and to limit as far as possible any unsightly appearance during the construction period. Storage/staging areas must be satisfactorily cleared and cleaned up immediately on the completion of the construction project.
2. All building materials, debris and rubbish associated with the construction site must be contained within the boundaries of the property or storage/staging area.
3. The costs of a certified surveyor for verification of boundary lines, road reserves, etc. at the beginning, during or on completion of construction, will be at the expense of the owner should such verification be necessary.
4. The parking of construction vehicles, delivery vehicles, staff vehicles and food vending vehicles on the Estate's roads and verges is not permitted, except with the permission of the Architectural Committee. Any breach of this regulation may result in the non-return of the Civil Fee. Vending to employees and personnel on a construction site must be confined within the boundaries of the property and is expressly forbidden on any of the Estate's roads.
5. Noisy work such as hammering, and the use of powered equipment and heavy plant is restricted to the following hours:

Monday to Friday - 0730 to 1700, Saturday - 0730 to 1200 midday.

In addition, work is not permitted on Sundays and Public Holidays, nor from 18th December to 8th January. Any breach of this regulation may result in the non-return of the Civil Fee.

6. Internal work that causes no disturbance (e.g. painting) is permitted outside the days and hours specified above.
7. The Architectural Committee reserves the right to suspend or revoke the approval of building plans upon breach of any of the above regulations.
8. Prior to the commencement of any building or construction work, a copy of these Rules and Regulations must be passed to the main contractor undertaking the work.
9. Any damage done to Estate roads or property by heavy construction vehicles must be remedied at the property owner's/construction company's expense.
10. Any minor damage to the Estate roads such as, but not limited to, concrete spills must be remedied to the satisfaction of the Architectural Committee within 24 hours of the occurrence. Failure to do so within this time period will result in the work being carried

out on behalf of the Architectural Committee with the costs of such work being deducted from the Road Deposit.

Completion

1. Upon completion of building work/construction, the submitting architect must certify in writing to the Architectural Committee that the works have been completed in accordance with plans approved by the Architectural Committee.
2. A Certificate of Compliance from the Architectural Committee must be requested on completion of a development. Prior to it being issued, representatives of the Architectural Committee and/or their advisors will visit the site to confirm that the building(s) and/or structure(s)/installation(s) have been completed in accordance with the approved plans and that any damage caused to roads, verges and other property has been remedied.
3. The road deposit will be refunded to the applicant on the issuance of the Architectural Committee's Certificate of Compliance, less any amounts paid or assessed for repairs to damaged roads and other related costs incurred. If damage to roads, verges and other property exceeds the road deposit, a survey will be carried out by a suitably qualified engineer and the extra cost of repairs will be payable by the lot owner.
4. Agreement must be reached regarding damage to the roads, verges and other property on the Estate within one month of the completion of the project. The onus is on the owner of the property where construction has been undertaken to remedy any damage to roads, verges and other property. If, after a three month period following the completion of the construction, a suitable remedy has not been initiated, WCL will use the road deposit that has been lodged, relating to the building or construction project in question, to remedy any damage in the Estate with the property owner being liable for any costs in excess of the road deposit.

Appendix 1

Schedule of Fees and Deposits:

	Application Fee	Road Deposit	Civil Fee	Total
Regular Full Application	3,500	30,000	3,500	37,000
Cottage or Swimming Pool	2,500	15,000	3,500	21,000
Minor Works	1,500	7,500	2,000	11,000
Demolition Works Only	1,500	7,500	2,000	11,000

Fees in Barbados Dollars and are subject to annual review.

All works other than painting and internal renovations need to be notified to the Architectural Committee of West Coast Limited.

We the undersigned hereby agree to abide by these rules and regulations:

Date: Property Name: Lot Number:

Architect:

Print Name:

Owner:

Print Name:

(Company Name & Representative, if applicable)

Owner's Representative:

Print Name