

**DEER RIDGE HOA**  
**Architectural Committee Review and Decision Form**

*In accordance with the Association's documents and Architectural Review Guidelines in the Covenants, Conditions and Restrictions, I hereby apply for written approval to make the following exterior alterations or changes to my property.*

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please attach the following documents and information for all requests:

- Copy of lot survey Plat or a drawing of the lot showing the location to scale of the improvement.
- Clear and precise Drawing(s) of the improvement showing the dimensions and descriptive information.
- List of the materials including the type of finish and its color.
- Name of individual or company that will perform the work.
- If adjoining property owner(s) are impacted by the placement of a fence (such as access for construction or future maintenance) written permission is required from the adjoining neighbor(s).

HOA Fees/Assessments Not Paid – Returned to Owner (Date): \_\_\_\_\_

Information Incomplete – Returned to Owner (Date): \_\_\_\_\_

Information Complete – Sent to Committee (Date): \_\_\_\_\_

This form reflects the most often requested approval types. If you do not see a category that matches the nature of your request, please use the "Other Feature" selection for your request.

**Roofing (approval not required if replacing existing color and style)**

**Exterior Color** \_\_\_\_\_ **Shutters** \_\_\_\_\_ **Door** \_\_\_\_\_ (color sample required)

**Fencing:** Height \_\_\_\_\_ Style \_\_\_\_\_ Material \_\_\_\_\_  
\_\_\_\_ Clear Stain \_\_\_\_ Other Stain Color \_\_\_\_\_ (color sample required)

**Shed/Out Building:** Eave Height: \_\_\_\_\_ Pitch: \_\_\_\_\_ Dimensions: \_\_\_\_\_  
(Materials and color must be the same as the body of the home.)

**Decks/Gazebos/Pergolas** Eave Height: \_\_\_\_\_ Height off Ground: \_\_\_\_\_ Dimensions: \_\_\_\_\_

**Play/Active Equipment:** \_\_\_\_\_ **Trampoline** \_\_\_\_\_ **Play Center** \_\_\_\_\_ **In-ground Pool**

**Other Feature:** \_\_\_\_\_

Description of Improvement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:** Approval by the Architectural Review Committee does not constitute approval by local governing agencies. It is the sole responsibility of the applicant to determine and comply with all governmental regulations, statutes, codes and zoning requirements. It is the responsibility of the applicant to secure any and all permits, inspections, authorizations, and/or permission from government agencies prior to work commencement. It is the applicant's sole responsibility to ensure that any work commencing is within their property limits and meets all building setback and easement restrictions.

It is the applicant's responsibility to protect all elements inside the Association easements, and to return any area disturbed by the installation of a modification to the same standards as previously existed. Upon completion of the improvement, the Association shall review and determine that the installation is in compliance with the approval provided. If the improvements are deemed incomplete or further work is necessary, the applicant shall be provided with a deadline for the completion of the work. If the improvements are not completed to the satisfaction of the Association within the timelines provided, the Association may impose penalties until completion occurs.

Send Request To: Deer Ridge Homeowners Association  
c/o Chastine Property Management, Inc.  
PO Box 1037 (mailing)  
139 Bridges Road (physical)  
Mauldin, SC 29662

Email: office@chastinepm.com  
Phone: 864-640-8137

Documents must be in .pdf format only when e-mailing to the HOA Office

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(By signing this form, the Homeowner accepts all the requirements in the note above and agrees to secure all permits, inspections, authorizations, and/or permission from government agencies.)*

[BELOW IS FOR USE BY HOA OFFICE]

Date request received at HOA Office: \_\_\_\_\_ (this date determines the 30-day review process as allowed in the Covenants, not the date signed by the owner). You should allow a minimum of 30 days for a response before your project begins.

**Architectural Review Committee Decision:**     Approved     Conditional Approval     Denied

ARC requirements or comments on application (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Property Owner(s) Informed of Architectural Decision: \_\_\_\_\_

Via:        \_\_\_ E-mail                    \_\_\_ US Mail

Architectural Committee Member Signature / HOA Office: \_\_\_\_\_