

**Village Townhouses HOA
Architectural Review Committee (ARC) 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:

- Drawing of unit 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).

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.

SCREEN/ENCLOSE Patio

Front Door

Patio Door

Other Feature

Description: _____

Additional Information: _____

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: Village Townhouses HOA
c/o Chastine Property Management, Inc.
PO Box 1037 / 139 Bridges Road
Mauldin, SC 29662
Email: office@chastinepm.com

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 ARC]

HOA Fees Not Paid – Returned to Owner (Date): _____

Information Incomplete – Returned to Owner (Date): _____

Information Complete – Sent to ARC (Date): _____

Date Received at HOA Office: _____

Date Sent to AR Committee: _____

Architectural Review Committee Decision: Approved Conditional Approval Denied

ARC requirements or comments on application (if any): _____

Date Property Owner(s) Informed of ARC Decision: _____

Architectural Review Committee Member Signature: _____

As-Built Inspection Approval: _____ Date: _____