

Spencer Creek Property Owners Association, Inc.
Architectural Review and Decision form

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

Request Date: _____

Received by: _____

- Information Complete - Sent to ARB** _____
- Information incomplete – Return to Owner** _____

Owner's Name: _____

Owner's Address: _____ Lot #: _____

Home Phone Number: _____ Work Phone Number: _____ E-mail: _____

_____ Fax Number: _____ Homeowner's Association Fee

Paid: _____ 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" section for your request.

Roofing

Brand: _____ Material: _____ Color: _____ Style: _____

(A product sample is required with this application)

Exterior Color

Brand: _____ Color # and Name: _____

(A color sample is required with this application)

Fencing - *Attached Fence Guidelines- Must be Initialed at time of Application and Submitted with application*

Location: _____ Type: _____ Material: _____ Color: _____

Height: _____ Encroachment Permit Signed and Included

(A lot layout showing the location of proposed fencing, a diagram of the fence including gate locations, a picture of the fence type and an Encroachment Permit from Charleston County is required with this application. A color sample is required with application)

Play Equipment/Swing Sets

Location: _____ Material: _____ Color: _____ Canopy Color: _____ Size: _____

_____ Height: _____

(A lot layout showing the location of the proposed play equipment along with a picture of the product is required with this application.

Depending upon the height and placement, you may be requested to notify neighbors affected by the proposed installation for their approval.)

Landscaping

Tree Type: _____ Location: _____ Planting Size: _____ Mature Size: _____

(A lot layout showing the location of the proposed mature tree installation is required with this application. Please Note: Large trees may be deemed a nuisance and vision/view blocker to adjoining neighbors when they are full grown. You may be requested to notify neighbors affected by the proposed installation for their approval.)

Decks/Gazebos/Pergolas

Location: _____ Size: _____ Color: _____ Height at Eaves: _____

Height off Ground: _____ Material: _____

(A lot payout showing the location of the proposed deck/gazebo/pergola along with a picture and a cross section view of the structure is required with this application.)

Storm Doors/Screened Doors

Location: _____ Size: _____ Color: _____ Material: _____

(A lot layout showing the location of the proposed door along with a picture and of the door is required with this application.)

Satellite Dish

Location: _____ Height off Ground: _____ Size: _____

(Installation shall be on the rear of the structure or other location that minimizes visibility from the street or front of the residence. A lot layout showing the location is required to be included with this application.)

Other Feature

Feature Description: _____

Color: _____ Size: _____ Height: _____ Material: _____

(A lot layout showing the location of the proposed feature along with a picture of the item is required with this application.)

Additional Information: _____

Homeowner Signature: _____ **Date:** _____

Architectural Review Committee Decision:

Approved **Conditional Approval** **Denied**

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

Architectural Review Committee Member Signature: _____ Date: _____

As-Built Inspection Approval: _____ Date: _____

Important 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, authorization, 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 the 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 necessitated, 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.

All Architectural Review Control Request Forms will be reviewed within 30 days of receipt by the Committee. A copy of the completed request signed by a Committee member will be mailed to Owner's home address unless another form is requested by Owner.

Send Request To:

Spencer Creek Woods Property Owners Association

960 Morrison Drive, Suite 100

Charleston, SC 29403

Phone: (843) 768-9480

Fax: (843) 768.5047

Email: notifications@ravenlassociates.com

SPENCER CREEK WOODS FENCE GUIDELINES SUPPLEMENT

Owner's Name: _____

Owner's Address: _____

Lot #:

Home Phone Number: _____

Work Phone Number: _____

E-mail: _____

Fax Number: _____

Homeowner's Association Fee Paid: _____

Date: _____

Please initial after each guideline:

Fences may be up to six (6 ft.) foot privacy type. For any Lot/property that front or face lakes, water or wetlands, the fence may be no higher than four (4 ft.) feet in height on all sides and open picket style only. _____

Fence must begin at back rear corners of the home and must be comprised of wood materials only. _____

Architectural Review approval does not constitute Charleston County building approval if required. _____

Fence is subject to all applicable Restrictive Covenants. _____

Fence must be built on the property lines. _____

Fence details must be as submitted to the ARB on application. _____

Fence must be built with the finished side facing street and support beams facing in. _____

Fence must be built as approved by the ARB. _____

Written approval must be received by the homeowner before fence installation can occur. _____

Fence must be sealed with a semi-transparent stain (Color - only Castle Grey is permitted). _____

Fence must be installed three (3) inches above the grass level to allow for any drainage. _____

Fence may not impede surface drainage to or from adjacent lots. _____

Any installation within areas designated as drainage and other Easements carries with it some risks to the Owner. Owners wishing and approved to make any modifications within drainage Easements do so with an understanding, agreement and acceptance of the following:

- Modifications within any Easements are subject to removal by any authorized entity or Municipal Authority requiring access into the Easement area. Such removal may be completed without prior notice to the Owner. _____
- Neither the Developer, Builder, ARB, HOA or Management Company are under any obligation to repair, restore or replace any or part thereof removed or damaged within the Easement. _____
- This Disclaimer and the associated ARB rules will be modified from time to time. _____