

Oceanwoods Homeowners' Association, Inc.

Request for Approval for Exterior Improvements or Modification

1. APPLICATION DATE:

2. OWNER INFORMATION:

Owner Name: _____ Cottage #: _____ Street Address: _____

Signature: _____ Contact Phone: _____ Email: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Date of Request: _____

3. OTHER INFORMATION:

Builder: _____ Contact Phone: _____ Email: _____

Architect: _____ Contact Phone: _____ Email: _____

Property Manager: _____ Contact Phone: _____ Email: _____

Other: _____ Contact Phone: _____ Email: _____

Please allow for up to thirty-days for the review process. However, the more information included in the letter describing every change and including drawings, pictures, manufacturer specs etc. will hasten the process.

4. KIAWAH ISLAND PROCESS INFORMATION:

1. Please confirm your understanding that prior to the start of any work, the Oceanwoods Board of Directors must approve your modification. Yes No
2. Please confirm your understanding that if the modification is approved by the Oceanwoods Board of Directors, the next step is to make a full submittal to the Kiawah Island Architectural Review Board. Yes No
3. Please confirm your understanding that if the Kiawah Island ARB approves the modification, you must go to the Town for proper permits. Yes No

5. SCOPE OF WORK INFORMATION. SEE BELOW:

The letter of intent should completely identify all of the exterior modifications planned. The materials used must be detailed including siding, windows, doors, gutters and paint colors. For doors and windows, please include manufacturer's specifications and pictures.

Drawings must include elevations representing the view of all exterior sides of the cottage. They must be rendered with shadows depicting roof and or deck overhangs, changes in wall plane or massing.

Proposed changes or additions in lighting must be shown on the drawing. Tree removal necessary for modification must be noted.

Owners Signature: _____ Date: _____

Any element of the Modification Request added or deleted during the review process must be included in the final drawings.

Date of Board Action _____

Date Homeowner Notified _____

Mail the completed form to: Oceanwoods Homeowners' Association, Inc.
C/O Ravenel Associates/Attn: Julie Maranville
3730 Betsy Kerrison Parkway, Suite 2, Johns Island,
E-mail to jmaranville@ravenelassociates.com