

MILLWOOD COTTAGES ARCHITECTURAL COMMITTEE REQUEST



Return Complete Packet to:
Hinson Management, Inc. ATTN: Brianna Downey
Brianna@hinsonmanagement.com
 8499 Valley Falls Road (physical address)
 PO Box 160207, Boiling Springs, SC 29316
 Phone: (864) 599-9019 ext. 116

Manager Use Only

Received

Sent to committee

Received decision

Property Address: _____
 Homeowner Name: _____
 Email Address: _____
 Phone Number: _____

Category of Improvement (Check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Out Building/Shed | <input type="checkbox"/> Driveway/Parking | <input type="checkbox"/> Fence Height _____ |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Patio/Screened Porch | Style _____ |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Other: _____ | Color _____ |

It is the responsibility of each owner to install all approved fencing in a manner that ensures an adequate distance for future maintenance of said fencing and also the entire property from the fence line to the property line. It is also the property owner's responsibility to obtain permission to attach to a neighboring fence if applicable.

Checklist of Items ARC will need to proceed: **Requests will not be sent to the committee for consideration without all supporting documentation included. If you have questions, please refer to the instructions included with this form.**

- Site Plan with location and dimensions of improvement indicated
- Photo, Brochure or Sketch of Improvement
- Written description of improvement including materials, colors and sizes

Contractor: _____ Phone Number: _____

By signing below the applicant understands that by completing this form he/she agrees to all guidelines set forth by the architectural review committee and all decisions are final. It is understood that the applicant is responsible to comply with all Federal, State, County, and Local codes. It is the applicant's responsibility to locate all easements, utilities, and property lines. Approval is void if improvement is not started within ninety (90) days from the approval date. Standards of the neighborhood's governing documents apply to completion guidelines. Items submitted to the committee will not be returned.

Homeowner Signature: _____ Date: _____

FOR BOARD OR COMMITTEE USE ONLY	
APPROVED: _____	Date: _____
DENIED: _____	Date: _____
Notes: _____	

Architectural Committee Request Form Instructions

This guide will aid you in completing an Architectural Committee Request, incomplete requests will not be accepted. If you have any questions, contact your representative via the information on the top of the form. Requests will not be accepted by any third party.

The Form

<NEIGHBORHOOD> ARCHITECTURAL COMMITTEE REQUEST

Return Complete Packet to:
Hinson Management, Inc ATTN: Name
Name@hinsonmanagement.com
 8499 Valley Falls Road (physical address)
 PO Box 160207, Beaufort Springs, SC 29316
 Phone: (864) 599-9019 ext. 1##

Manager Use Only

Received _____

Sent to committee _____

Reserved decision _____

Property Address: _____
Homeowner Name: _____
Email Address: _____
Phone Number: _____

Categories of Improvement (Check all that apply)

<input type="checkbox"/> Out Building/Shed	<input type="checkbox"/> Driveway/Parking	<input type="checkbox"/> Fence	Height _____
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Patio/Screened Porch	Style _____	Color _____
<input type="checkbox"/> Addition	<input type="checkbox"/> Other: _____		

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Homeowner Signature: _____ **Date:** _____

FOR BOARD OR COMMITTEE USE ONLY

APPROVED: _____ **Date:** _____

DENIED: _____ **Date:** _____

Notes: _____

Where to return your form, email is preferred, and contact information for your representative.

Check any box that applies to the improvements you are requesting. You may request multiple projects in one packet if they will be completed at the same time.

Further information and an example on the following page

A visual representation of your requested improvement. This can be a drawing, picture form a brochure or an image from the internet.

You must sign and date your request before submitting, electronic signatures are not accepted.

Your contact information, so we can contact you with information regarding your request

If you are requesting a fence, indicate the height, style and color here

Describe your requested improvement. Include what you are requesting, where it will be placed and a description of what it will look like.

Include the name and phone number for the contractor completing the project. If you will be doing the work yourself, simply write "self" on this line.

Architectural Committee Request Form Instructions

Examples of Site Plan with location and dimensions of improvements indicated.

	<p>Preferred</p> <p>Foundation survey (typically included in your closing documents) with all improvements drawn.</p>	<p>Plat of the community with your house and improvements drawn on your lot.</p> <p>This plat can be found one the Register of Deeds website for your county.</p>	
	<p>Aerial picture of property with all improvements shown.</p> <p>This picture can be found on the Assessor's Office for your county or Google Maps</p>	<p>Hand drawn sketch of lot, home and improvements.</p>	

(SOME) ARCHITECTURAL GUIDELINES FOR MILLWOOD COTTAGES

Your neighborhood CCR's and Bylaws are the recorded governing documents, but these guidelines are what the Architectural Review Committee will use to assist in reviewing the requests. Turn-around time is typically within 2 weeks but defer to CCR's for specifics.

ALL IMPROVEMENTS MUST BE SUBMITTED AND APPROVED PRIOR TO BEGINNING WORK

FENCES- Fences are usually constructed by either the builder or homeowner **AFTER CLOSING. ALL FENCING MUST BE SUBMITTED TO THE ARCHITECTURAL REVIEW COMMITTEE BEFORE CONSTRUCTION**

Types of fencing allowed in your neighborhood include (but may not be limited to):

- Wood, but must be stained clear or natural to oak color. Standard "dog-eared" fencing will be allowed
- White vinyl, light or neutral vinyl
- Black Aluminum **OR** other metal, wrought iron or stone

Maximum height of 6 feet

Fences are to be placed no closer to the street than the middle of the house on any lot unless restricted by CCR's. When installed, fencing should be **ON** the property line (within 6"-12" or as recommended by installer), **OR** connected to a neighboring fence (**WITH PERMISSION**), **OR** pulled off a minimum 3' inside the property line to allow for proper maintenance of the yard as well as fence.

Typically, corner lot fencing must stop at the side yard setback line and not extend to the property line. **DO NOT ASSUME THAT CORNER LOTS WILL ACCOMMODATE LARGER FENCED YARDS.**

Sometimes fencing is approved over and through easements. If this is the case, homeowners should be aware that if access is ever needed to easement, if removal is necessary, it will be at owner's expense, and replacement, if warranted, will also be at owner's expense. Further, if fencing is allowed in such instances, installation must not interfere with drainage patterns in any way.

YARDS-If you have a lot maintained by HOA, homeowner needs to make arrangements to leave the gate open for access on scheduled maintenance days. (*This does not apply to every neighborhood)

SHEDS- Sheds must match or compliment the exterior of home. Typically limited to 144 SF and only one story tall. They **CANNOT** be placed on any lot nearer to the front or side property line than the setback line. The location {behind the house} **must** be approved by ARC. Sheds must have proper underpinning or foundation. (**Exposed concrete blocks are not allowed**). Metal or resin buildings are usually not permitted.

SOLAR PANELS- Solar panels will be reviewed on an individual basis and **IF** approved, they must be installed on the rear of the home where they are not visible from the road or adjacent lot. Please note in some cases installation of these panels may void your roof warranty. Speak with your builder first.

The following requests are more likely to receive quick approval but still require submittal to the ARC- **pergolas, front door changes, landscape modifications, covered porches**

Other common requests subject to review by ARC include: **flag poles, signs, playground equipment, front yard ornamental gardens, driveway extensions, swimming pools, retaining walls**

Approvals or denials by the ARC are based on these guidelines, aesthetics, and within the framework of the CCR's and the HOA only and do not necessarily translate into further legal rights or restrictions.