



Property Modification Request

Complete the enclosed form to request approval from the Homeowners Association (HOA) Architectural Review Board (ARB) for those modifications to property requiring ARB approval as set forth in the Covenants and Restrictions.

NOTE

Do not use this form if you are requesting approval to install, remove or modify a fence. There is a fence specific ARB Approval Request Form that must be submitted for fences.

NOTE

If you are filling out this form using Adobe Acrobat, please use the "Save As" command and save using a file name appropriate to your specific request. For example, if you were submitting for a landscaping change to plant a tree in front of 2000 Hunt Club Run, you might save as:

Landscape_2000HCR.pdf

REQUEST FOR ARB APPROVAL FOR HOME IMPROVEMENT OR MODIFICATION

Important: Approval from the Hunt Club HOA's Architectural Review Board does not exclude you from obtaining the required permits from the County of Charleston for your exterior modifications.

Items 1 through 9 are to be completed by the homeowner:

1. Name of Homeowner _____ 2. Date _____

3. Property Address _____

4. Telephone _____ 5. Email _____

6. Description of Request _____

7. Attach a copy of the Plat or a sketch showing the following types of modifications or additions: fences, TV satellites, landscaping, porches, decks, gas tanks, or screening. *Note: All fences and other wood additions must be painted or stained. Visit www.smartstreet.org for a list of approved exterior color stains.*

8. Requested start date _____ 9. Approximate completion date _____

*Submit to Poston & Co, 635 Rutledge Ave Ste 105, Charleston, SC 29403 OR fax to (843)853-5340
OR email to jhaynie@postonco.com – Please allow up to 30 days for processing.*

In the event that the ARB fails to approve or disapprove any application within 30 days after submission of all information and materials reasonably requested, the application shall be deemed approved. However, no approval, whether expressly granted or deemed granted pursuant to the foregoing, shall be inconsistent with the guidelines unless a variance has been granted in writing by the ARB.

TO BE COMPLETED BY THE ARB

Based on the accuracy of the information provided above and any supplemental materials, the ARB does hereby:

Approve as submitted.

Require additional information:

Approve with the following condition(s):

Disapprove for the following reason(s):

ARB signature(s) _____

Date of ARB Action _____ Date Homeowner Notified _____