



Architectural Review Committee Request Form

This form must be completed in its entirety and returned with a fee of \$75 (where required) to the Carolina Park Townhomes Association.

PROPERTY INFORMATION:

Name of Homeowner(s): _____

Home Address: _____

Daytime Telephone Number: _____

E-Mail Contact Information: _____

PROPOSED IMPROVEMENT/ALTERATION: Please check all that apply.

There is a NO ARC fee for the following as long as Homeowner Guidelines are followed:

- Pavers
- Landscaping (Plants)
- Porch Floor Painting/Staining
- Exterior Lighting

There is an ARC fee of \$75 for each of the following:

- Satellite Dish
- Screened Patio/deck
- Landscape Related (All Other)
- Trash/Recycle Enclosure
- Fence Installation or Removal
- Door/Window Replacement
- Other _____

DESCRIBE PROPOSED IMPROVEMENT/ALTERATION: Please attach additional product sheets, similar project photos, or samples if necessary. Fences and Landscaping projects require measurements and locations to be shown on a sketch overlaying your home’s plat. All installed items will be identified by name and size on this sketch. Please keep in mind that you and all successive owners are required to maintain all improvements and alterations including landscaping.

Proposed Start Date: _____ Approximate Completion Date: _____

Carolina Park Townhomes Association
Jason Colonna, Senior Community Manager
201 Sigma Dr. #350 Summerville, SC 29486
Direct: 43.795.8484. jason.colonna@fsresidential.com
24/7 Customer Care Number. 800-870-0010.

Please initial each of these clauses to signify that you have read and will comply:

I hereby request that the ARC review the above request. I have read our community's governing documents and believe I am in compliance with all Covenants and Restrictions . Initials_____

I understand that it is my responsibility to make sure all contractors we use follow these guidelines.

It is my responsibility to verify all property lines, easements, and city and county codes and ordinances. I understand that I must obtain and post all permits required. Further, I agree that all work will be in workmanship like fashion and comply with all building codes. Initials_____

Site visits to the property by the Association may be essential to process this application and as the work is taking place and hereby authorize the Association and Manager to visit and photograph the property referenced on this application. Initials_____

I agree not to begin work until I have written approval and to be responsible for the ongoing maintenance and upkeep resulting from this request. It is my responsibility to maintain all improvements and alterations. The upkeep responsibility will transfer to all future owners as well. Initials_____

Following Items Are to be Completed When a Landscaping Plan Involving Plants is being submitted.

I understand and agree that by requesting to change the plantings and landscaping around my townhome, the Association will no longer be responsible to maintain my plants and shrubs. Further, I understand and agree that I must provide a care plan showing how I will maintain the landscaping and produce upon request, depending on the scope of the project, a signed copy of a contract with a commercial company to verify the plants and landscaping will be maintained. Initials_____

Any damage that may occur to my landscaping through the normal activities of the Association's hired landscape maintenance company is my responsibility to repair and/or replace. Initials_____

SIGNATURES (If joint ownership, all parties must sign)

Owner	Date	Owner	Date
_____	_____	_____	_____

Mail or Email to Carolina Park Townhomes Association at the address at the bottom of this page.

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To Be Completed by Architectural Review Committee

Date ARC received: _____

ARC Action:

- Approved without conditions
- Approved with the following conditions: _____

- Additional information required: _____

- Not approved for the following reason: _____

ARC Signature(s): _____

Date ARC action: _____

Date Homeowner Notified: _____

Carolina Park Townhomes is a community within the Master Carolina Park Development, and as such, must abide by the Master Declaration of Covenants, Conditions and Restrictions for Carolina Park, and the Second Supplemental Master Declaration of Covenants, Conditions and Restrictions for Carolina Park including Exhibit "A" Additional Restrictions for Phase 5A Townhome District. If the Carolina Park Townhomes Architectural Review Committee deems the proposed request to be a possible impact on the "Community Wide Standards" contained in these documents, the ARC may request the homeowner to submit the proposed Improvement / Alteration for review by the Carolina Park Community Association's Design Review Board (DRB) for approval.

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