

**Fenwick Commons Homeowner's Association**  
**Request for ARC Approval of**  
**Home Improvement Modification**

Items 1 through 8 are to be completed by the Homeowner:

1. Name of Homeowner \_\_\_\_\_ 2. Date of Request \_\_\_\_\_  
3. Home Address \_\_\_\_\_ 4. Home Number \_\_\_\_\_  
5. Email Address \_\_\_\_\_ 6. Cell Number \_\_\_\_\_  
7. Description of Request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. For fences, pools, TV dishes, landscape, porches and decks, gas tanks or other screening, attach a sketch and measurements on a *surveyor's plat* showing the addition/modification. Attach any other descriptive material that will support or explain request.

9. Requested start date \_\_\_\_\_ \* 10. Approximate completion date \_\_\_\_\_

**\*Please allow 30 days for processing this request.**

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**Review fee:** There is a \$75.00 Architectural Review Fee payable to Community Management Group. This fee is required upon submission of the Architectural Review Form. *(There may be no fee for simple ARC requests - Please contact Community Management Group for determination- 843-795-8484)*

**Please Note:** Your application will not be considered complete and ready for review unless application is submitted with property plat, details about your modification and plan review fee.

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To be completed by the ARC:

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 informed \_\_\_\_\_

## Fence Specifications

If you are interested in installing a fence at the rear of your patio and property line, the following guidelines have been established:

- 1) Each home has a designation for either a 3ft picket or a 6 ft privacy fence. Ask your community manager. The fence will be allowed 17 ft from the rear of the predominant building wall or 9ft from the rear of the covered porch.
- 2) **Style:** 3ft high straight-line with 3 inch pickets spaced 2 ½ inches apart and flat post caps. The 6ft privacy has tongue and groove pickets with flat post caps.
- 3) **Color/material:** White vinyl is the only acceptable material for fences installed at Fenwick Commons.
- 4) The homeowner will contact all local utility companies to verify the location of underground utility lines. If fences are installed over any underground utilities, the homeowner should understand that the utility companies have the right to remove or damage your fence in the event repairs on a line are necessary. The utility companies will not be responsible for replacing or repairing your fence.
- 5) Your fence will not restrict a neighbor or utility company's reasonable access path (5'0" wide or more of level ground outside the fence) from the back of the fence to both sides of the home.
- 6) After installing your fence, the homeowner is responsible for maintaining the fence and the area inside, including lawn
- 7) The fence is only allowed within your deeded property. A copy of your plat must be included.
- 8) The fence location will not impede storm water flow, especially storm water in swales. If it does, the homeowner will be responsible for all costs to correct.
- 9) The homeowner must obtain any and all necessary permits and governmental approvals.
- 10) Your fence cannot block any existing drain pattern.

**I have read the above guidelines and understand that if the installation of my proposed fence is not in full compliance with the above, that I will be asked to remove or correct the errors at my expense.**

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

Address: \_\_\_\_\_ Home # \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell # \_\_\_\_\_

Email: \_\_\_\_\_

**In order to receive approval you must submit the following to:**

**Fenwick Commons HOA,  
349 Folly Road, Suite 2B, Charleston, SC 29412  
Email: [Info@cmgcharleston.com](mailto:Info@cmgcharleston.com)**

**(Please make checks payable to Community Management Group)**

- 1) Signed copy of this form
- 2) Review fee of \$75
- 3) Copy of your plat of survey, with the fence lines sketched with dimensions.

## **SATELLITE DISH SPECIFICATIONS:**

Please adhere to these guidelines when installing a satellite dish. All installations must be approved.

- 1) Satellite dishes may be no larger than 18”.
- 2) You may not install your dish to the roof shingles, brick, siding, decks or patios or any other structure on your building.
- 3) Your satellite dish may be installed on the eaves. Certain installations may be required to place on a 3 ft. pole immediately behind and as close to your home as possible.
- 4) If your satellite dish is installed over any underground utilities, the homeowners should understand that the utility companies have the right to remove or damage in the event of repairs. Before installation, your installers must check for underground lines before digging. Utility companies are not responsible for re-installing or repairing your dish.
- 5) Exercise care around landscape material.

**If you install your dish and do not follow these guidelines, you will be asked to remove the dish at your expense. If after installation, you're not getting satisfactory reception, contact your installer and submit your alternate plan in writing.**

**I HAVE READ AND UNDERSTAND THE ABOVE GUIDELINES.**

**X**\_\_\_\_\_ (Owner signature)

**Date:** \_\_\_\_\_

*Deliver to: Fenwick Commons Homeowners Association, Inc..  
349 Folly Road, Suite 2B, Charleston, SC 29412 OR FAX to 843-795-8482*