

# GRASSY CREEK

## Architectural Review Committee (ARC) Home Modification Form

Use this form to request Grassy Creek ARB Approval for exterior modifications such as tree removal, fences, swimming pools, porches, exterior painting, etc.

**Modification review fee is \$75.00 for major exterior changes. Make check payable to Grassy Creek HOA.**

\*The fee may not be required for minor modifications or improvements such as tree removal, exterior painting (if the color remains the same), etc. Please contact Community Management Group for specific questions regarding the fee requirement.

### Items 1 through 7 are to be completed by the homeowner

1. Name of Homeowner \_\_\_\_\_ 2. Date of Request \_\_\_\_\_

3. Home Address \_\_\_\_\_ 4. Telephone Number \_\_\_\_\_

5. Description of Request (Attach pages if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Attach a copy of the plat or a sketch showing the following types of modifications or additions:

Fences, Landscaping, Porches, Decks, Swimming Pools, Buildings, Screening, etc

7. Approximate Completion Date \_\_\_\_\_

\*\*\*\*\*

### To Be Completed By Grassy Creek Architectural Review Board (ARB)

Date Request Received \_\_\_\_\_

ARB Action: Approved without conditions \_\_\_\_\_

Approved with the following conditions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional information required \_\_\_\_\_

Not approved for the following reason \_\_\_\_\_

\_\_\_\_\_

ARB Signature(s) \_\_\_\_\_

Date of ARB action \_\_\_\_\_ Date Homeowner notified \_\_\_\_\_

# **GRASSY CREEK**

## **Architectural Review Committee (ARC) Home Modification Form**

### **Architectural Review Home Modification Process**

- The homeowner should complete Items 1-7 on the Home Modification Form. Provide additional pages, sketches, landscaping plans, etc. as necessary to explain the request. All fence applications must be accompanied by a plat with the fence location notated.
- Send this form along with \$75 (\*if applicable) made out to Grassy Creek HOA to:  
Grassy Creek HOA  
349 Folly Road, Suite 2B,  
Charleston, SC 29412
- If additional information is required, Community Management Group will contact you via email.
- The Grassy Creek ARC will provide a response within 30 days from the completed application being received.
- If you disagree with the response you receive, you have the right to appeal. This can be accomplished by attending the next Grassy Creek ARC meeting to present your argument. You will need to contact Jennifer Seabrook at Community Management Group to be included on the Agenda and to get the meeting information in advance. Ms. Seabrook can be reached at [jseabrook@cmgcharleston.com](mailto:jseabrook@cmgcharleston.com). If there is a need to escalate the appeal you can be added to the next Grassy Creek Board of Directors meeting agenda by contacting Ms. Seabrook.