

GRASSY CREEK

Architectural Review Board (ARB) Home Modification Form

Use this form to request Grassy Creek ARB Approval for exterior modifications like tree removal, installing fences, swimming pools, porches, painting exterior of homes, etc

Modification review fee is \$75.00 (make check payable to Grassy Creek HOA)

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 _____

Mail completed form and check to: CMG, Grassy Creek, 349 Folly Road, Suite 2B, Charleston, SC 29412

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PROCESS

- The homeowner should complete Items 1-7 on the Architectural Review Board (ARB) Home Modification Form. Provide additional pages, sketches, landscaping plans, etc as necessary to explain the request.
- Send this form along with \$75 made out to Grassy Creek HOA to:
CMG - Grassy Creek
349 Folly Road
Suite 2B,
Charleston, SC 29412
- A member of the Grassy Creek ARB will contact you to set up a meeting so you have a chance to explain the request, and add additional information that may not be included with this request.
- The Grassy Creek ARB will submit the draft response to the Grassy Creek HOA Board of Directors for approval. All request need to be approved by the Grassy Creek HOA Board of Directors. The Board typically meets every 3rd Tuesday of the Month. Shortly after this meeting you will receive a written response from Grassy Creek's property management company.
- If you disagree with the response, you have a right to appeal. This can be accomplished by attending the next Grassy Creek HOA Board of Directors meeting, and presenting your reasons why the ARB response should be overturned. You will need to contact Constance Hickman at CMG to be included on the Agenda for the HOA Board of Directors meeting. Constance can be reached at 843-795-8484, Ext. 324.