

Madison at Park West Property Owners Association

Request for ARB 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. Telephone Number _____
5. Description of Request _____

6. For TV satellites/dishes, interior shutters, screening of decks/porches attach any descriptive material that will support or explain request.

7. Requested start date _____* 8. Approximate completion date _____

***Please allow 7 business days for processing this request.**

Review fee: There is a \$25.00 Architectural Review Fee payable to Community Management Group. This fee is required upon submission of the Architectural Review Form.

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.

To be completed by the ARB:

Date ARB received _____

ARB Action: Approved without conditions _____

Approved with the following conditions _____

Additional information required _____

Not approved for the following reason _____

ARB signature(s) _____

Date ARB action _____ Date Homeowner informed _____

General Guidelines for Architectural Control:

Architectural Standards:

Except for the Declarant and except as provided herein, no Owner, Occupant, or any other person may make any encroachment onto the Common Elements or Limited Common Elements, or make any exterior change, alteration, or construction (including painting and landscaping), nor erect, place or post any object, sign, antenna, playground equipment, light (except for reasonable seasonal decorative lights during the applicable seasonal period), storm door or window, artificial vegetation, exterior sculpture, fountain, flag or thing on the exterior of the buildings, in any windows, or make structural changes to a Unit, or modify the plumbing, electrical or HVAC systems of a Unit, or otherwise make any changes to any Limited Common Elements, or any other Common Elements, without first obtaining the written approval of the Architectural Review Board (the "ARB").

The standard for approval of such improvements shall include, but not be limited to, aesthetic consideration, materials to be used, harmony with the external design of the existing buildings, the location in relation to surrounding structures and topography, the effect on the structural and other systems shared with other Units and the utility of using the same HVAC equipment throughout the Regime. Applications for approval of any such architectural modification shall be in writing and shall provide such information as the ARB may reasonably require. The ARB or its designated representative shall be the sole arbiter of such application and may withhold approval for any reason, including purely aesthetic considerations, and it shall be entitled to stop any construction which is not in conformance with approved plans. The Board of Directors or the ARB may publish written architectural standards for exterior and Common Elements alternations or additions, and any request in substantial compliance therewith shall be approved; provided, however, each such requested change shall be in harmony with the external design of the existing buildings and Units and the location in relation to surrounding structures and topography. The ARB may allow such encroachments on the Common Elements and Limited Common Elements as it deems acceptable.

Enforcement:

Any construction, alteration, or other work done in violation of this shall be nonconforming. Upon written request from the ARB, or from the Board of Directors if said authority has been delegated by the Declarant to the Association or Declarant right under Section 13.2 has expired or been surrendered, Owners shall, at their own cost and expense, remove such construction, alteration, or other work and shall restore the property to substantially the same condition as existed prior to the construction, alteration, or other work. Should an Owner fail to remove and restore as required hereunder, the ARB shall have the right to enter the property, removed the violation and restore the property to substantially the same condition as existed prior to the construction, alteration, or other work. All costs thereof, including reasonable attorney's

fees, may be assessed against the Unit and collected as an assessment pursuant to the Master Deed. The ARB shall have the authority and standing, on behalf of the Association, to impose reasonable fines and to pursue all legal and equitable remedies available to enforce the provisions of the Master Deed.

No plan review fee is required for satellite dishes. Must be 1 meter in diameter or less, installed in "least conspicuous location on lot" (out of view from street and neighbors if at all possible)

Please mail completed form to:

**Madison at Park West POA
1300 Park West Blvd.
Mt. Pleasant, SC 29464**

**Or fax to
843-216-0853**

THANK YOU FOR YOUR COOPERATION