

The Retreat at Charleston National

Request for ACC 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, modification or alteration of any exterior surface or facade, attach any descriptive material that will support or explain request. Please review Article VII, Section 7.1 of the Master Deed for further details.

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 Control Fee payable to The Retreat at Charleston National. This fee is required upon submission of the Architectural Control 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 ACC:

Date ACC received _____

ACC Action: Approved without conditions _____

Approved with the following conditions _____

Additional information required _____

Not approved for the following reason _____

ACC signature(s) _____

Date ACC action _____ Date Homeowner informed _____

General Guidelines for Architectural Control:

Architectural Standards:

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. Applications for approval of any such architectural modification shall be in writing and shall provide such information as the ACC may reasonably require. The ACC 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 ACC 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 ACC 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 ACC, or from the Board of Directors if said authority has been delegated by the Declarant to the Association or Declarant right 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 ACC 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 ACC 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.

Please mail completed form to:

**The Retreat at Charleston National
349 Folly Road, Suite 2B
Charleston, SC 29412**

**Or fax to
843-795-8482**

THANK YOU FOR YOUR COOPERATION