

**SUMMER WOOD
ARCHITECTURAL APPLICATION FOR CHANGE/REVIEW**

• **General Information**

Date Received _____

Date Approved _____

Owner's Name: _____

Address: _____

Estimated Start Date: _____ Estimated End Date: _____

Telephone (Home) _____ (Cell) _____

E-mail: _____

Contractor: _____ Phone: _____

• **Proposed Addition or Alteration**

A. FENCE

Materials Descriptions (attach drawings and/or photographs)

_____ 3 ft. high fence with 3-inch vertical pickets spaced 2½ inches apart with flat post caps, made of white vinyl

_____ 4 ft. high fence, tongue and groove, flat post caps all made of white vinyl

_____ 6 ft. high fence, tongue and groove, flat post caps all made of white vinyl

WARNING: THE HOMEOWNER CANNOT MIX THE DESIGNS OF THE FENCE USED ON THEIR PROPERTY. THE ENTIRE BACK YARD OF THE HOME MUST BE ENCLOSED BY A FENCE OF THE SAME DESIGN AND HEIGHT AS THE SIDES OF THE YARD BEING ENCLOSED. IN ADDITION, EACH FENCE MUST HAVE A GATE TO COMPLY WITH SAFETY RULES REGARDING SAFE EGRESS FROM THE FENCED AREA.

The following guidelines are intended to further clarify Article VII in Declaration of Covenants and Restrictions for Summer Wood

1. No homeowner may install a fence or patio divider **without prior approval from the Architectural Review Committee**. The application must be the current form in use as shown or recorded on the management company website.

2. The homeowner must also obtain any and all necessary permits and governmental approval.

3. Each home has a designation for a:
 - 3 ft. high fence with 3-inch-wide vertical pickets spaced 2½ inches apart made entirely of white vinyl
 - 4- ft. high privacy tongue and groove fence with flat post caps made entirely of white vinyl
 - 6-ft. high tongue and groove fence with flat post caps made entirely of white made vinyl

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4. Color and material: white vinyl for all sizes and flat post caps.
5. The homeowner will contact local utility companies (Public Utility Buried Services) to verify the location of the underground utility lines, cable lines, etc. If fences are installed over any underground utilities, the homeowner must 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 reinstalling or repairing your fence.
6. The owner must pay for professional relocation of all irrigation heads by the POA contractor necessary for a fence installation.
7. So as not to restrict a contractor's, landscaper's, neighbor's or utility company's reasonable access to their property, worksite or to Common Areas, the fence:
 - A) Cannot extend beyond any lot line and**
 - B) There must be an unobstructed access path of legal ground at least 5 feet wide** immediately adjacent to all external sides (rear and sides toward Common Areas) of the fence, regardless of the lot line, to allow landscape and Common Area access.
8. After installing the fence, the homeowner becomes responsible for maintaining the area inside of the fence, including removing all vegetation, and for power washing, and for cleaning both the exterior and the interior of the fence. Violations which could include fines will be enforced.
9. The fence location will not impede storm water flow or block any existing drain pattern. If it does, the homeowner will be responsible for all costs of correction.
10. If you locate a fence or other item in an easement, please be advised that the company that has the easement can remove your property to do work in their easement. They will not be responsible for the replacement. Also, any fence or other items placed in a drainage easement may not impede the flow of drainage water.

SUBMISSION FOR APPROVAL:

Please include the following items in your submission package to the management company:

- a. Completed Summer Wood Application for Architectural Review Form for **FENCE**
- b. Final survey plat map (You received a copy of this in your closing package) with proposed fencing drawn in. (If you cannot find a copy, the Property Records Department of your county of residence can also supply a plat map at a nominal fee.

Please send all items to:

Summer Wood POA

Attention: ACC Request – **FENCE**

1 Carriage Lane, Ste. C-100

Charleston, SC 29407

(Denise@imcchs.com)

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IMPORTANT: Please be advised that approval from the Summer Wood ACC/ARC does not exclude you from obtaining the required permits from Berkeley/Charleston County for your exterior modifications. The ACC/ARC is NOT responsible for obtaining necessary permits, enforcing compliance with applicable building and zoning codes, or ensuring the soundness and quality of any improvement or modification carried out on individual lots in the community.

PLEASE NOTE: Once your request has been approved from the POA's ACC Committee Chair, the homeowner will have six (6) months from the approval date to complete the project as outlined in the attached application. If it is NOT done within this timeframe, the entire project must be resubmitted for approval to the ACC Chair.

ACC approval is based on the information provided on your application. If the homeowner deviates from the approved ACC form, the HOA will give the homeowner ten (10) days to remove the unapproved structure/change at the homeowner's expense. After ten (10) days if it is not removed, the POA will remove it at homeowner expense as well as initiating the violation schedule with its fines.

Once the project has been completed, a return visit by the ACC Chair is required to inspect the finished project so that future homeowners of your home are NOT held liable for faulty construction work, failure to install the fence properly, etc. It is the current homeowner's responsibility to notify the ACC chair of the project's completion so that a final approval of the scope for the project is obtained. Without this documentation, current and future homeowners WILL BE RESPONSIBLE for any damages which result from faulty construction, changes in the original plan submission, or incorrect placement along property lines, etc., and will be financially responsible for the costs to correct said deficiencies. If these problems are discovered at closing, the selling homeowner will be responsible for any costs to correct the deficiencies.

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• **PROPOSED ADDITION OR ALTERATION**

A. Satellite Dish

1. NOTIFICATION: Anyone-- tenant or homeowner --- must notify the Property Management Company (PMC) of their intent to install a conforming dish. A simple notification form is available from the PMC and should be returned to the PMC before installation.

2. INSTALLATION AND APPROVED LOCATION:

a) **THE POA WILL NOT APPROVE INSTALLATION OF A DISH ON A ROOF OR ON SIDING. IF NAILS USED TO INSTALL AN UNAPPROVED DISH PENETRATE A ROOF AND CAUSE WATER DAMAGE, THE HOMEOWNER IS RESPONSIBLE TO PAY FOR ALL RELATED DAMAGES DUE TO WATER INTRUSION.** Your roof is subject to POA regulation because it is on the exterior of your home.

b) **THE ONLY APPROVED LOCATION IS:**

- 1. On a pole in the rear of the unit within lot boundaries.**
- 2. At a height sufficient to permit reception, not to exceed 12 feet.**
- 3. As close to the unit as possible.**
- 4. Out of view from the street insofar as possible.**

c) Owners will be responsible for the cost of professional contractor repair of any aesthetic or roofing damage and for any leaks or other consequential damages caused by an existing or unapproved dish or by an improperly located or unapproved future installation of any dish and/or control or wiring box upon their unit or upon any limited common area. Such costs will be charged back to the homeowner.

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d) If it becomes necessary to remove the satellite dish on a temporary basis in order to perform normal maintenance to the limited common elements upon which it is installed, the association shall provide such unit owner with a ten-day notice. The unit owner shall be responsible for removing or relocating their satellite dish before and after maintenance has been performed. If the unit owner does not remove the satellite dish as requested, the association may do so at the unit owner's sole expense. Neither the association nor its agents shall be liable for any damage to the satellite dish caused by the association's removal. Homeowners are responsible for ANY damage caused to their home when the dish was installed and when removed due to non-use or due to the re-roofing of your home.

C. Submission for Approval

Please include the following items in your submission package:

1 – Completed Summer Wood Application for Architectural Review Form for **Satellite Dish**

Please send all items to:

SUMMER WOOD POA

Attention: ACC Request – **SATELLITE DISH**

1 Carriage Lane, Ste. C-100

Charleston, SC 29407

(Denise@imcchs.com)

IMPORTANT: *Please be advised that approval from the Summer Wood ACC/ARC does not exclude you from obtaining the required permits from Berkeley/Charleston County for your exterior modifications. The ACC/ARC is NOT responsible for obtaining necessary permits, enforcing compliance with applicable building and zoning codes, or ensuring the soundness and quality of any improvement or modification carried out on individual lots in the community.*

PLEASE NOTE: Once approval has been received from the POA's ACC Committee Chair, the homeowner will have six (6) months from the approval date to complete the project as outlined in the attached application. If it is NOT done within this timeframe, the entire project must be resubmitted for approval.

Once your project has been completed, a return visit by the ACC Chair is required to inspect the finished project so that future homeowners of your home are NOT held liable for faulty construction work, failure to install the dish properly, etc. It is the current homeowner's responsibility to notify the ACC chair of the project's

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completion so that a final approval of the scope of the project is obtained. Without this documentation, current and future homeowners WILL BE RESPONSIBLE for any damages (including water intrusion from the home's roof) which result from faulty construction, changes in the original plan submission, or incorrect placement along property lines, etc., and will be financially responsible for the costs to correct said deficiencies. If these problems are discovered at closing, the selling homeowner will be responsible for any costs to correct the deficiencies.

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Telephone (Home) _____ (Cell) _____

E-mail: _____

Contractor: _____ Phone: _____

• **PROPOSED ADDITION OR ALTERATION:**

SOLAR/LANDSCAPE LIGHTS

1. Solar lights must be placed in a pine straw bed, not in a turf (grass) area.
2. Lights must be spaced no less than four (4) feet between lights.
3. The lights must be a black or silver fixture ONLY, installed no higher than twelve (12) inches from the ground.

IF THEY ARE IN A GRASS AREA AND ARE DAMAGED BY THE LANDSCAPER, THE HOMEOWNER IS RESPONSIBLE FOR REPLACING THEM. THE POA WILL NOT REIMBURSE YOU.

DURING COMMUNITY-WIDE PRESSURE WASHING, IT WILL BE THE HOMEOWNER'S RESPONSIBILITY TO REMOVE THE LIGHTS TO ELIMINATE POTENTIAL DAMAGE TO THEM.

Submission for Approval

Please include the following items in your submission package:

- Completed Summer Wood Application for Architectural Review Form **Solar/Landscape Lights**
- Any photos or website links to assist in describing your requested alteration

Please send all items to:

SUMMER WOOD POA
Attention: ACC Request - SOLAR LIGHTS
1 Carriage Lane, Ste. C-100
Charleston, SC 29407
(Denise@imcchs.com)

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Contractor: _____ Phone: _____

PROPOSED ADDITION OR ALTERATION:

GUTTERS

Gutters must be white and made of aluminum and have a minimum 5" width capable of handling the water volume from a Low Country rainstorm/hurricane coming off the home's roof. **WATER DAMAGE CAUSED TO A HOME BY INSUFFICIENT GUTTER SIZE WILL BE THE HOMEOWNER'S RESPONSIBILITY TO FIX.**

Gutters must be installed by a contractor who offers a guarantee or warranty (not self-installed). A gutter guard is recommended if your home is near pine trees and/or trees.

Once installed, the homeowner will be responsible for their maintenance including cleaning them of debris, etc.

Failure to obtain prior approval for gutters will result in fines for the current homeowner or a future homeowner being held liable for the unapproved installation of the gutters on the home cited in this application which will require their removal and reinstallation by a qualified contractor. Poorly installed gutters by a non-professional without prior approval will result in their removal at a cost to the homeowner and will require resubmission of an ACC application in accordance with Summer Wood's Rules and Regulations and/or By-laws for approval to have them reinstalled.

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Submission for Approval

Please include the following items in your submission package:

- Completed Summer Wood Application for Architectural Review Form - GUTTERS

- Any photos or website links to assist in describing your alteration

Please send all items to:

SUMMER WOOD POA

Attention: ACC Request - GUTTERS

1 Carriage Lane, Ste. C-100

Charleston, SC 29407

Denise@imcchs.com

PLEASE NOTE: Once approval has been received from the POA's ACC Committee Chair, the homeowner will have six (6) months from the approval date to complete the project as outlined in the attached application. If it is NOT done within this timeframe, the entire project must be resubmitted for approval.

Once your project has been completed, a return visit by the ACC Chair is required to inspect the finished project so that future homeowners of your home are NOT held liable for faulty construction work, failure to install the gutters properly, etc. It is the current homeowner's responsibility to notify the ACC chair of the project's completion so that a final approval of the scope of the project is obtained. Without this documentation, current and future homeowners WILL BE RESPONSIBLE for any damages (including water intrusion from the home's roof) which result from faulty installation, changes in the original plan submission, etc., and will be financially responsible for the costs to correct said deficiencies. If these problems are discovered at closing, the selling homeowner will be responsible for any costs to correct the deficiencies.

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Telephone (Home) _____ **(Cell)** _____

E-mail: _____

Contractor: _____ **Phone:** _____

PROPOSED OTHER ADDITION OR ALTERATION:

ENCLOSE SUNROOM/PATIO --- No untreated lumber will be allowed in the construction of an enclosed patio or sunroom (with screening material or windows (glass or vinyl), etc., due to termites. Pressure treated wood encased in aluminum cladding must be used to minimize termite infestation. Costs to tear down and rebuild an architectural structure using an unapproved construction material, will be borne by the homeowner who initiated the project and/or completed the original application or the owner of the home at the time the faulty construction is discovered.

WARNING: A deck addition **MUST** be made from a composite wood product (similar to Trex). Pressure treated wood or untreated wood will **NOT** be approved due to the presence of termites and the long life expectancy of the new structure.

IMPORTANT: Please be advised that approval from the Summer Wood ACC/ARC does not exclude you from obtaining the required permits from Berkeley/Charleston County for your exterior modifications. The ACC/ARC is **NOT** responsible for obtaining necessary permits, enforcing compliance with applicable building and zoning codes, or ensuring the soundness and quality of any improvement or modification carried out on individual lots in the community.

Submission for Approval

Please include the following items in your submission package:

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- Completed Summer Wood Application for Architectural Review Form for **Enclose Sunroom/Patio**

- Property Survey/plat map with proposed alteration noted to scale (You received a copy of the survey in your closing package). If you cannot find a copy, you may obtain a copy of your plat map from your county Register of Deeds at a nominal cost.

- Any photos or website links, the installer’s brochure, etc., to assist in describing your alteration.

Please send all items to:

SUMMER WOOD POA

Attention: ACC Request – **ENCLOSE SUNROOM/PATIO**

1 Carriage Lane, Ste. C-100

Charleston, SC 29407

[\(Denise@imcchs.com\)](mailto:Denise@imcchs.com)

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Once your project has been completed, a return visit by the ACC Chair is required to inspect the finished project so that future homeowners of your home are NOT held liable for faulty construction work, failure to have the requested change done properly, etc. It is the current homeowner’s responsibility to notify the ACC chair of the project’s completion so that a final approval of the scope of the project is obtained. Without this documentation, future homeowners WILL BE RESPONSIBLE for any damages which result from faulty construction, changes in the original plan submission, or incorrect placement along property lines, etc., and will be financially responsible for the costs to correct said deficiencies. If these problems are discovered at closing, the selling homeowner will be responsible for any costs to correct the deficiencies.

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Telephone (Home): _____ (Cell): _____

E-mail: _____

Contractor: _____ Phone: _____

PROPOSED OTHER ADDITION OR ALTERATION:

Extend Patio with Concrete or Pavers/Driveway Extension

A concrete contractor must be hired who offers a warranty. He must be licensed, bonded, and insured.

The costs for any sprinkler heads to be removed or changed must be borne by the homeowner. The work must be done by the POA’s contractor to assure system integrity. Otherwise, the homeowner will be liable for any unauthorized relocation of sprinkler heads without prior ACC approval/knowledge.

Submission for Approval

Please include the following items in your submission package:

- Completed Summer Wood Application for Architectural Review Form for **Extend Patio with Concrete or Pavers/Driveway Extension**

- Property Survey/plat map with proposed alteration noted to scale (You received a copy of the survey in your closing package). If you cannot find a copy, you may obtain a copy of your plat map from your county Register of Deeds office at a nominal cost.

Please send all items to:

SUMMER WOOD POA

Attention: ACC Request – **EXTEND PATIO or PAVERS/DRIVEWAY EXTENSION**

1 Carriage Lane, Ste. C-100

Charleston, SC 29407

(Denise@imcchs.com)

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Once your project has been completed, a return visit by the ACC Chair is mandatory to inspect the finished project so that future buyers of your home are NOT held liable for faulty construction work, failure to have the requested change done properly, etc. It is the current homeowner's responsibility to notify the ACC chair of the project's completion so that a final approval of the scope of the project is obtained. Without this documentation, future homeowners WILL BE RESPONSIBLE for any damages which result from faulty construction, changes in the original plan submission, or incorrect placement along property lines, etc., and will be financially responsible for the costs to correct said deficiencies. If these problems are discovered at closing, the selling homeowner will be responsible for any costs to correct the deficiencies.

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Telephone (Home) _____ (Cell) _____

E-mail: _____

Contractor: _____ Phone _____

Current Color of Main Door: _____ Color of Storm New Door _____

PROPOSED ALTERATION:

_____ **ADD STORM DOOR**

A storm door may be full glass with full detachable screen or half screen, half glass.

The color choice for the storm door may be black or white or the color of your street-side main door.

A homeowner is reminded that adding a storm door means the painting and maintaining of the **DOOR FRAME** becomes the homeowner's responsibility. **The main house door will remain the responsibility of the HOA to paint and maintain even if a storm door is installed. The door frame is the HOA's responsibility if no storm door is installed.**

The DOOR FRAME AND THE STORM DOOR fall under the care and maintenance of the homeowner once the storm door is installed.

Failure by the homeowner to obtain prior approval for installing a storm door may require its removal with the cost to be borne by the homeowner (current or future) as well as the payment of any fines incurred until it is removed.

Submission for Approval

Please include the following item(s) in your submission package:

- Completed Summer Wood Application for Architectural Review Form for **STORM DOOR**

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Please send the ACC form to:

SUMMER WOOD POA

Attention: ACC Request – **STORM DOOR**

1 Carriage Lane, Ste. C-100

Charleston, SC 29407

(Denise@imcchs.com)

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Once your project has been completed, a return visit by the ACC Chair is mandatory to inspect the finished project so that future buyers of your home are NOT held liable for faulty construction work, failure to have the requested change done properly, etc. It is the current homeowner's responsibility to notify the ACC chair of the project's completion so that a final approval of the scope of the project is obtained. Without this documentation, future homeowners WILL BE RESPONSIBLE for any damages which result from faulty construction, changes in the original plan submission, etc., and will be financially responsible for the costs to correct said deficiencies. If these problems are discovered at closing, the selling homeowner will be responsible for any costs to correct the deficiencies.

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E-mail: _____

Contractor: _____ Phone _____

PROPOSED ALTERATION/IMPROVEMENT: SPECIAL PROJECT

(If none of the above previously-mentioned categories apply...)

Please describe your proposed alteration, including add/removing flowers, shrubs, trees, etc. Submit supporting documentation, plat map if applicable, etc., to assist the ACC in making a determination about your project.

Homeowners are reminded: Protect your plants during the community-wide pressure washing each spring. Any damage to them due to the spray of pressure washing liquid hitting them is NOT reimbursible by the POA. The liquid is under pressure and can travel quite a distance!

Submission for Approval

Please include the following item(s) in your submission package:

- Completed Summer Wood Application for Architectural Review Form for **SPECIAL PROJECT**
- A plat map if applicable.
- Any supporting literature, pictures, which would show the concept of what you are planning.

Please send the ACC form to:

SUMMER WOOD POA

Attention: ACC Request – **SPECIAL PROJECT**

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1 Carriage Lane, Ste. C-100

Charleston, SC 29407

Denise@IMCCHS.com

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Once your project has been completed, a return visit by the ACC Chair is required to inspect the project to determine that the project was in compliance with this application. It is the current homeowner's responsibility to notify the ACC chair of the project's completion so that a final approval of the scope of the project is obtained. Without this documentation, future homeowners WILL BE RESPONSIBLE for any damages (including water intrusion from the home's roof) which result from faulty construction, changes in the original plan submission, or incorrect placement along property lines, etc., and will be financially responsible for the costs to correct said deficiencies. If these problems are discovered at closing, the selling homeowner will be responsible for any costs to correct the deficiencies.