

Cedar Grove HOA

ARB Project Submission Guidelines

ARB approval is required for most if not all projects. To submit for ARB review, please email Jackie Williams at Jackie@imcchs.com. You may also submit your application in person at IMC Charleston, 1 Carriage Lane Suite C100, Charleston, SC 29407. The required ARB application form can be found and downloaded at <https://www.imccharleston.com/cedar-grove>.

There are no fees to submit your project for review.

Submitting an ARB application does not grant the owner the permission to start on the project ahead of time. Failure to seek prior ARB approval will result in the HOA assessing a \$100 expediting fee to place the project at the head of the queue and any other applicable fine(s) in accordance with our current covenants and restrictions.

Please ensure to submit your ARB application with a correct and working email. Some applications have been delayed due to non-working Email and/or email providers that will automatically place some emails in junk folders. To facilitate the ARB review process, the application must contain the filled application form with the following minimum information (either on the application form or separate document):

Pool:

1. Design drawings of the pool and landscape with all dimensions
2. Type and color of pool and pool deck
3. Dimensions in relation to other structures and property lines and HOA/City Easements if any
4. Location of pumps and filters (note that the HOA prefer the pool equipment to be behind an existing fence or otherwise, you may be required to hide it from the street view)

Decks/Covered Porch:

1. Dimension of proposed deck including elevation from ground
2. Design drawing of the deck/covered Porch
3. All material used to include type and color of decking, skirting etc
4. Stain color and manufacturer
5. Dimensions in relation to other structures and property lines and HOA/City Easements if any

Driveway:

1. Detailed layout with dimensions of the proposed expansion/replacement or new driveway
2. Dimensions in relation to other structures and property lines and HOA/City Easements if any

Fence

1. Detailed layout with dimensions of the proposed fence
2. Type and size of gates
3. Fence height
4. Fence material used
5. Stain color and manufacturer
6. Dimensions in relation to other structures and property lines and HOA/City Easements if any

Roof

1. Type, manufacturer, and color of shingles
2. Indicate if it is a full replacement or partial/repairs
3. Indicate if it is an emergency installation or a scheduled replacement

Doors and Shutters

1. Provide a picture of the door or shutter to be used (manufacturer's pictures or one taken at the store)
2. Paint color and manufacturer

Repairs and or maintenance in kind does not require ARB approval. In kind is defined as a repair or maintenance that does not modify an existing design and/or color. Examples would be re-painting something of the same color. Repairing a cracked driveway, or a fence section to match what was there originally. We welcome and encourage the owners to ask if unsure by reaching out to an ARB/BOD member or our management company.