



ARB application #: _____

Date Received: _____

Date Approved/Denied: _____

ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION

Incomplete form will result in delayed review. Please include all required documentation.

PROPERTY INFORMATION:

Property Address: _____

Name of Owner: _____

Mailing Address of Owner: _____

Daytime Telephone Number: _____

E-Mail or Alternate Contact Information: _____

PROPOSED IMPROVEMENT/ALTERATION: *Please check all that apply*

- Satellite Dish* HVAC System Stepping Stone Pavers
**\$100 compliance deposit required*
- Plumbing modification Electrical Modification Exterior Storm Door
- Other/miscellaneous (specify): _____

PROJECT DESCRIPTION and DIMENSIONS:

Height/Depth _____ Width _____ Length _____

Material(s) to be used: _____

Manufacturer, Contractor or Installer: _____

Brief Summary/Description of Work: _____

Requested start date _____ Approximate completion date _____

**Please allow up to 45 days for processing this request.*

***Please Note: Before submitting an ARB Application, please review your governing documents to ensure that your proposed modification/alteration does not expressly conflict with the governing documents and**

SOUTHAMPTON
POINTE

ARB guidelines of your community. Your community's governing documents can be found on the IMC Charleston website, www.imccharleston.com, or provided by request by contacting IMC Charleston. *

DOCUMENTATION REQUIRED:

1. Copy of your plat or survey of your lot and residence. This information was given to you when you closed on your property. It can also be obtained from the Charleston County Planning and Zoning Department. This document will show the dimensions of the lot, the location of your house, other improvements on the lot and any easements.
2. Project drawn to scale on the plat, with pictures if possible showing:
 - a. location of the project on the lot
 - b. location of any trees affected by the project
 - c. what finished project will look like
3. A **\$25 application processing fee** is due at the time of submittal. Applications will not be accepted without the application fee. All checks must be submitted by the homeowner. Vendor checks will not be accepted. Please submit a check payable to **"Southampton Pointe POA"** and indicate in the memo your address and "ARB fee."
4. For satellite dish installations, provide map of building, indicating two (2) proposed location options of dish installation.
 - A **\$100 compliance deposit** is due at the time of this application. Applications will not be accepted without the deposit. Please submit a separate check payable to **"Southampton Pointe POA."** The deposit will be returned when you cancel satellite service and have dish equipment removed from the SHP Common Element property.

Please mail or e-mail the completed application and all required documents to:

Southampton Pointe POA
c/o IMC Charleston
2500 Beaucastel Rd.
Mt. Pleasant, SC 29464
Email: Info@imcchs.com

APPLICANT'S AGREEMENT & SIGNATURE:

I have read my Community's governing documents and believe I am in compliance with all Covenants and Restrictions. I also understand that it is my responsibility to verify all property boundaries, and city/county codes and ordinances. I understand that any permits required will be obtained and posted. All work will be performed by persons licensed and insured. I will not begin any projects until written approval has been received from the ARB. I understand that I can expect a response from the Association within **45 days** after the completed application and all supporting documents have been submitted to IMC Charleston. I agree to have the project completed within **45 days** from the date of project approval. I also agree to notify the ARB when the project is completed so that final inspection can be performed of the completed project.

Owner's Signature: _____

Date: _____

SOUTHAMPTON
POINTE

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, remove 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.

Satellite dishes* must be 1 meter in diameter or less, installed in the least conspicuous location(s) of the community, out of view from street and neighbors if at all possible. A **\$100 compliance deposit** is due at the time of application for satellite dish installation. The deposit will be returned when satellite service is cancelled and the equipment has been removed from the SHP Common Element property.

***NOTE:** Once approved, if it's determined that installation location can only be done in the common area(s), then the installation authorization is automatically revoked.

Stepping Stone Pavers

An ARB application must be submitted for installation of stepping stone pavers off patio units.

Below is a sample of the stepping stone that is approved by the Southampton Pointe ARB Committee. The stone can be purchased from any Lowes store.



Square Gray Patio Stone (Common: 16-in x 16-in; Actual: 15.7-in x 15.7-in)

Item # 54338 Model # 104801999