

Cypress Grove HOA

Architectural Control Committee / Homeowner Project Request Form For Exterior Home Improvements or Modifications

Please email to Windee Little at windee@imcchs to submit your ACC request. You must be current with the HOA to submit ACC requests. This form, along with other supplemental information, should be attached to your online ACC request submission.

You may also submit your request via:

- 1) Mail: Cypress Grove HOA, c/o IMC Charleston, 1 Carriage Lane, Suite C100, Charleston, SC 29407
- 2) Email: windee@imcchs.com

1. Applicant's Request Date: _____
2. Project Completion Date (good faith estimate): _____
3. Homeowner's Name: _____
4. Homeowner's Mailing Address: _____
5. Applicant's Name: _____
6. Project Address: _____
7. Applicant's Phone#: _____ 8. Applicant's Email Address: _____
9. Project Description: _____

The ACC review process can take up to 30 days, however the clarity of information you include in your request may help expedite the review of your request. We encourage you to be specific in providing your information, such as including the following: a property plat showing new addition's location in relation to your home, a sketch or plan showing project details, and/or pictures of a similar project you plan to complete; fencing, shed, sunroom, landscaping, trees/shrubs, etc., and the addition's relationship to adjacent pond and/or surrounding areas will be helpful. Your sketch, plan, and/or pictures should reveal exact design, style, and dimensions of the improvement(s) or modification(s) requested.

The Following Information is to be completed by Cypress Grove and Managing Agent

ACC Project Request Resolve (Approval) /Yes /No /Yes-Contingencies /No-Pending Additional Info

ACC approval contingent upon the following conditions _____

Please submit additional information as follows _____

Project not approved for the following reason(s) _____

ACC Chairman's Signature:(Upon ACC's Final Resolve) _____

Date ACC response delivered to Managing Agent _____