

Ivy Hall Property Owners Association

Request for Approval of Improvement or Modification

Why, How, When and Where to Submit a Request

Should you desire to make a change to the exterior of your home (i.e. paint or change siding color), make an attached addition or screen a patio, build a fence, add shutters or screen doors, lay a sidewalk or extend a driveway, or anything else that alters the original appearance of the house, you **must** submit a written request to the Architectural Review Committee for approval **prior to** the start of any construction or other work. This approval ensures that you and your neighbors have followed the Covenants and Restrictions properly, and that the general appearance of the community is maintained. A complete application packet is included here for your use. Should you have any questions about your proposed addition or alteration, or about completion of the application, please do not hesitate to contact the ARC Chairman listed below.

The committee will respond in writing within 30 days of receipt of the application regarding the approval of any request put before it.

Should you fail to wait for ARC approval and begin your project, the committee also has the legal right to halt or request the removal of any construction or alteration which has not been properly approved by the ARC. If the application has been denied, and the construction or alteration is not removed, the ARC, through the Property Owners Association, may take legal action or other remedies as outlined in the recorded Covenants and Restrictions. Additionally, any individual property owner may take legal action for the removal of any unapproved construction or alteration as outlined in the recorded Covenants and Restrictions. All legal costs incurred by the Association or individual property owner to correct such a violation will be the sole responsibility of the property owner creating such violation.

**Ivy Hall POA Board of Directors
ARC Chairman**

William Ray

Phone: (843) 870-3756

E-mail: williamray68@comcast.net

Guidelines for Approval

Application must be made in writing to the Ivy Hall Property Owners Association. Applications submitted to any other entity will not be considered valid. Any improvement/modification must be in compliance with the recorded Covenants and Restrictions to be eligible for consideration.

Fences

Fence material must be **unpainted** rough-grade lumber and may not exceed **5 feet** in height at any point.

It is the responsibility of the homeowner/contractor to verify all property corners. All fence location measurements should be made using the metal boundary corner pins of the lot as reference. Using the house as a reference may lead to an error in fence location.

If the fence has a construction or unfinished side, **the construction/unfinished side must face the owner's property.**

If the fence is to be constructed inside the property line, it is the owner's responsibility to maintain the area outside the fence to his property line.

If the proposed fence is to be located within an easement area previously dedicated to the Town of Mt. Pleasant for water and drainage purposes, the Ivy Hall Property Owners Association for maintenance and access purposes, or to SCE&G for the construction and maintenance of utility lines approval of the fence is subordinate to the easement rights of those entities. Therefore, although the fence may be constructed on the owner's lot and within the easement, it is subject to removal or damage by the Town, Property Owners Association or utility company. Said entities will have no responsibility for replacing any fence located within an easement which is damaged or removed. The entire cost of replacement or repair will be the sole responsibility of the property owner.

Patio Enclosures, Decks, and Misc.

Request for patio enclosures, decks, privacy screens, arbors, etc. must be consistent with Article V of the recorded Covenants and Restrictions and approval of same is at the sole discretion of the Ivy Hall ARC. Patio enclosures consistent with those provided by the builder are preferred; however, those varying from that design will be considered on an individual basis.

Decks, privacy screens, arbors, changes to shutters, door or trim color or design, or any other improvements/modifications are subject to Article V of the recorded Covenants and Restrictions and will be considered on an individual basis based upon harmony with existing structures and the community as a whole, as well as impact on adjoining properties.

IVY HALL ARC APPLICATION FORM
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Applicant: _____

Address where improvement/modification is to be done:

Mailing address (if different from above): _____

Please review the following information for approval:

Type of improvement, addition, etc. _____

Work to be performed by: _____ Phone: _____

Estimated time to complete work*: _____

Description of materials to be used (use another sheet if you need more room):

Does the improvement, addition, etc. comply with the **IVY HALL COVENANTS & RESTRICTIONS?**

____ Yes ____ No Signature: _____ Date: _____

ACKNOWLEDGEMENT OF ENCROACHMENT RESPONSIBILITIES AND

LIABILITIES: I understand that if requested construction results in the encroachment of bordering easements of the recorded property lines of my lot, I assume full responsibility for its removal and/or replacement in the event maintenance access is required.

Signature _____ Date: _____

*** All work MUST be completed within three (3) months of application approval.**

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ATTACHMENTS

Please attach the following to this application:

For fences, additions, porches, patios, concrete walkway/driveways:

- a. Plot plan of property showing exact location of the improvement, indicating gates/doorways, etc.
- b. Working drawings showing construction specifications and complete elevations of the improvement.

For paint/siding/shingle changes: Attach labeled color chips or a small sample of siding/shingle to be used.

For all other changes, including satellite dishes, cosmetic changes, etc., please attach a complete description of the item/material, including a full color picture.

How to submit this form

Applications should be submitted at least **30 days prior** to the commencement of any construction or work. Applications may be mailed, e-mailed or dropped off. It is the **applicant's responsibility** to follow up via phone or e-mail with the ARC Chairman or Community Management Group to make sure the application was received.

Mailing address and drop-off location:

Ivy Hall ARC
c/o Community Management Group
349 Folly Road; Suite 2B
Charleston, SC 29412

E-mail addresses: williamray68@comcast.net (William Ray, ARC chairman)
LNester@cmgcharleston.com (Lynnette Nester, CMG)

Phone numbers: (843) 870-3756 (William Ray, ARC chairman)
(843) 795-8484 ext. 325 (Lynnette Nester, CMG)

OFFICE ONLY

ARC Approval YES NO

Signature _____ Date: _____