

WATERWAY ARMS HOA
Architectural Review Board

ARB Request

TO BE COMPLETED BY HOMEOWNER:

Name of Homeowner: _____

Contact Information (email and phone number): _____

Mailing Address: _____

Address of Property to be Approved: _____

Date of Request: _____

Description of Request _____

Contact Phone #: _____

- Please attach a COPY of plat or sketch of your property showing the following types of modification or additions: **Fence, TV Satellite, landscaping, porches, decks, enclosures, screening, color samples originals will not be returned) or other.**

A permit issued by the Town of Mount Pleasant for additions or tree removal (if applicable)

Contractor Name and Phone #: _____

Requested Start Date: _____ Approximate Completion Date: _____

YOU MUST ALLOW 30 DAYS FOR ALL REQUESTS TO BE COMPLETED BY ARB

- Date received by A-Plus Management _____ Date received by ARB _____

- ARB action : Approved without conditions: _____

- ARB Action: Approved with the following conditions: _____

•Additional Information Required:

• Request Denied for the Following Reasons: _____

• Date of ARB Action: _____ Date: _____

• Management Receives Action: _____

• Date Homeowner Notified: _____

• Date of ARB Inspection _____ By: _____

Applicant Signature

Date

You may appeal ARB decision by sending a letter to WATERWAY ARMS HOA ARB c/o A-PLUS PROPERTY MANAGEMENT, PO Box 1903, Mount Pleasant, SC 29465. Your appeal will be reviewed within 30 days. Homeowner is responsible for obtaining appropriate permits required by the Town of Mt. Pleasant. Any plan changes, including color, placement, material, etc. must have prior approval. Failure to receive approval in writing prior to altering a plan will result in action by the Waterway Arms HOA and/or ARB, and may require owner to make changes at his/her expense. You must inform A-Plus Property Management when your project has been completed. The ARB will inspect approved modification to ensure work done was as approved by committee. Unless otherwise specified, any ARB request allows approval for a maximum of 90 (ninety) days. If not completed within this time frame you may be asked to submit your request again. Thank you for your participation in this process. Should you have any questions please feel free to contact the ARB c/o Deloris Hudson, Lisa Jenkins, Pat Gallant, Elizabeth Hodges, Jessica Miller, and A-Plus Property Management (843) 856-6556, aplus@apluspm.com.