

Application for Architectural and/or Landscape Changes Stonecrest Villas of Tega Cay

Required Information

Date Submitted ___/___/___ Project Start Date ___/___/___ Project Completion Date ___/___/___
Owners Name _____ Street Address _____
Telephone Number _____ E-Mail Address _____
Unit Model (Check one): ___ Canterbury ___ Abbey ___ Chateau ___ Windsor ___ Villa
Proposed Contractor's Name _____

Description of Improvement including landscape items and/or materials: (Use another sheet if needed)

Items Required for Approval (Checklist)

- ___ 1 copy of this application and all attachments
- ___ Drawing showing all requested changes (As An Attachment)
- ___ Description of all landscape items or materials to be used
- ___ All regular and special assessments must be paid up to date
- ___ Date and signature of owner, not tenant.

Application & Review Process

1. Owner acquires Architectural Request for Change (ARC) form from the designated member of the landscape committee, the Management Company, or the Stonecrest Villas web page.
2. Owner signs and dates the completed application. Note, the use of a unit model floor plan is recommended and the drawing doesn't have to be to scale but it should include accurate dimensions for better illustration of how the proposed change(s) affect the landscape around the building and adjacent areas.
3. One copy of this application is submitted to the designated member of the landscape committee. Upon receipt the committee member records their name and date of receipt at the bottom of the application form.
4. Applications must be received by the last Tuesday of each month in order for the landscape committee to review the application at its next monthly meeting. Applications will be reviewed within 30 days of receipt.
5. The Landscape Committee votes to approve or deny the application and submits their recommendation to the Executive Board.
6. The Executive Board will review the ARC and consider the recommendation made by the Landscape Committee at its next scheduled monthly meeting where final approval or denial will be made.
7. Once a decision has been made, the owner will be notified by the property Management Company.

(Print Name)

I _____, the **owner** of unit number _____, agree that the Unit Owners are strictly liable and solely responsible for any and all damage to the Common Elements or the Limited Common Elements which results from this modification and for the cost of any and all repairs or maintenance which the Association must perform now or at any time in the future as a result of this modification. I understand that my responsibility to pay or reimburse the Association for its damages or for the repair or maintenance cost it incurs is absolute and is not dependent upon my negligence or misconduct and that the Association's damages and costs shall be collectable as assessments under Article XI of the Master Deed and Article VIII and Section 5.13(j) of the Association's Bylaws.

Owner Signature _____ Date _____

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For Landscape Committee Use ONLY

- Print Name of Landscape Committee Member _____
- Date of receipt of application _____