

# COBBLESTONE HOMEOWNERS ASSOCIATION ARCHITECTURAL APPROVAL REQUEST

Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_ Phone: (Home) \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Type of Modification:

\_\_\_\_ Storm/Screen Door      \_\_\_\_ Fence      \_\_\_\_ Patio/Deck      \_\_\_\_ Exterior Painting  
\_\_\_\_ Plantings/Shrubbery      \_\_\_\_ Porch/Pergola      \_\_\_\_ Landscaping      \_\_\_\_ Lawn Art/Statues  
\_\_\_\_ Front Porch Furniture/Accessories      \_\_\_\_ Other \_\_\_\_\_

Site Location of Request: \_\_\_\_\_

Size: \_\_\_\_\_ Color(s): \_\_\_\_\_

Materials: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## **Please read and follow these instructions carefully:**

1. Attach detailed description of modifications (if applicable): location, size, color, materials, contractor, plans/drawings, pictures, etc.
2. **All Cobblestone fence requests require a survey showing property lines prior to approval**
3. **Please supply evidence of contractor's liability & worker's comp coverage**
4. Include one (1) **original** plus one (1) copy of Request and supporting documentation (i.e. 2 sets)
5. Please deliver to **one** ACC member by placing 2 sets of documentation in the newspaper sleeve underneath the mailbox. A confirmation email of your receipt will be sent to you from the ACC:

### **ACC Committee Members: (Effective Feb 4, 2023)**

Jim Fulmer - 5018 Ridgeline Lane - 704-491-6764; Hilda Sullivan - 1135 Crown Vista Drive - 864-918-4884; **Liz Regan - 1198 Crown Vista Drive - 704-277-3556.**

**Requestor Signature:** \_\_\_\_\_

## **Please Note:**

- Complete one ACC Request Form per change
- **ACC reserves the right to request more information for clarity and/or a survey when necessary**
- **All construction must conform to South Carolina building codes – see the ARC Guidelines files with the state of SC on our website: [sccobblestone.com](http://sccobblestone.com)**
- Retain a copy of approval for your records

## **ACC Committee Recommendations**

*(revised 01/2023)*

\_\_\_\_ Approved      Date Approved: \_\_\_\_\_      Valid Until: \_\_\_\_\_

\_\_\_\_ Conditional: \_\_\_\_\_

\_\_\_\_ Denied: Reason: \_\_\_\_\_

**ACC:** \_\_\_\_\_

Dear Owners,

Did you know that anything done to the exterior and landscaping of your home or Unit is subject to an ACC request? This means that you will need to fill out the attached form.

The ACC is appointed by the Master Board of Directors. The ACC committee makes the approval/denials for both the Master and Townhome Owners. If the Master or Townhome Owners would like to appeal the decision made by the ACC committee, they need to appeal to the Master Board of Directors per the CC&R's.

Please note if this process is not followed you will be called to a hearing and could be subject to fines of up to \$100 per day.

Article 13.04

(a) Membership, Right of Declarant to Act as ACC with Respect to Initial Construction,  
(i) The Architectural Control Committee shall be composed of three (3) persons (who need not be Members of the Association) appointed by the Board. A majority of the Architectural Control Committee may designate a representative to act for it. In the event of death, resignation, or removal by the Board of any member of the ACC, the Board shall have full authority to designate a successor. Unless otherwise approved by the Association, neither the members of the ACC nor its designated representative shall be entitled to any compensation for services performed pursuant to this Section. The Association shall keep, or cause to be kept, a list of the names and addresses of the persons who form the ACC and a list of the names and addresses of any designated representatives of the ACC, and such a list shall be available in the principal office of the Association to any Owner upon request.

Any Owner who submits Plans to the ACC and disagrees with the finding of the ACC may appeal the decision to the Board by giving written notice of appeal to the President of the Association within fifteen (15) days following its receipt of notice of denial. The Board shall review the Plans and hold a meeting to hear the case with the Owner and the ACC or its representative. At such meeting the ACC or its representative shall present to the Board specific reasons why the Plans were denied, and the Owner or his agent may present information challenging the findings of the ACC. The decision of the ACC shall only be overridden by a majority vote of the Board. Notwithstanding the foregoing an Owner shall have no right to appeal decisions by the Declarant acting as the ACC with respect to the Initial Construction of Improvements or to approvals by the ACC which are disapproved by the Declarant pursuant to Section 13.02(a)(ii).

*Dorothy Buffone, President*

*Barb Dobson – V.P.*

*Nancy Fulmer – Secretary/Treasurer*

*Cobblestone Master Owners Association, Inc.*