

# Brownswood Village Property Owners Association Architectural Review Board Application

Brownswood Village POA  
RD Neal Property Management, LLC  
28 Bridgeside Boulevard, Suite #102  
Mount Pleasant, SC 29464

Date Received: \_\_\_\_\_

Board Review: \_\_\_\_\_

Phone: 843.743.3007- Trey King  
E-Mail: [trey@rdnmanagement.com](mailto:trey@rdnmanagement.com)

Approved: \_\_\_\_\_

Unapproved: \_\_\_\_\_

*In accordance with the Association's governing documents and the Brownswood Village POA Architectural Guidelines, I hereby apply for written approval to make the following exterior alterations/changes to my property*

**NOTE: This form should be completed in its entirety and returned to the Association Management Company.**

**PROPERTY INFORMATION: (Section must be completed)**

**Name of Owner:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-Mail or Alternate Contact Information:** \_\_\_\_\_

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## **PROPOSED IMPROVEMENT/ALTERATIONS:** *Please check all that apply*

- |  |  |
|--|--|
| <input type="checkbox"/> Parking, Paving         | <input type="checkbox"/> Landscape or Tree Removal       |
| <input type="checkbox"/> Patios                  | <input type="checkbox"/> Deck or Screened Porch          |
| <input type="checkbox"/> Signage and/or Lighting | <input type="checkbox"/> Additions & Alterations to Unit |
| <input type="checkbox"/> Wall and Fence          | <input type="checkbox"/> Swimming Pools                  |
| <input type="checkbox"/> Other (please list)     |  |
- 

**\*Please Note- Re: Tree Removal- any owner hoping to remove a tree on his Unit must apply separately to the Town of Johns Island and get approval to remove any tree prior to applying to the ARB for approval.**

## **DESCRIBE PROPOSED IMPROVEMENT/ALTERATION:** *Please attach additional sheets if necessary.*

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**AUTHORIZATION TO VISIT PROPERTY:** Site visits to the property by the Association are essential to process this application. The Owner, as signed below, hereby authorizes the Association and/or Manager to visit and photograph the property referenced on this application.

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## PLEASE COMPLETE THE FOLLOWING:

- Send on original, signed, completed application to:  
RD Neal Property Management, LLC 28 Bridgeside Blvd Suite 102, Mt. Pleasant, SC 29464  
or E-mail to [trey@rdnmanagement.com](mailto:trey@rdnmanagement.com)
- Attach list of materials to be used (include pictures of materials)
- Plat with the highlighted lot/home
- Work to be completed by (self or company name): \_\_\_\_\_
- Estimated time complete project: \_\_\_\_\_
- For new construction/additions, send site plan with area modification clearly marked, picture of item to be installed or constructed, and color samples.

## APPLICANT'S AGREEMENT & SIGNATURE:

I have read the Community's governing documents and believe I am in compliance with all Covenants and Restrictions of the Brownswood Village Property Owners Association. I also understand that it is my responsibility to verify all property lines, easements, and city and county codes and ordinances. I understand that any permits received by the ARB will be obtained and posted. I will not begin any projects until I receive approval from the ARB. I can expect a response from the Association **30 days** from the date the application is received by RD Neal Property Management, LLC.

**Owner's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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\*For ARB Use Only:

Notes for Unapproved Requests:

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