

**ARCHITECTURAL REVIEW AUTHORITY APPLICATION
POINTE AT PRIMUS HOMEOWNERS ASSOCIATION**

Pointe at Primus Homeowners Association, Inc.
c/o RD Neal Property Management, LLC
812-A Johnnie Dodds Boulevard
Mount Pleasant, SC 29464

Date Received: _____

Board Review: _____

Phone: 843.352.9922- RDN Property Management
E-Mail: trey@rdnmanagement.com

Approved: _____

Unapproved: _____

In accordance with the Association's governing documents and the Pointe at Primus HOA Design 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 Mount Pleasant and get approval to remove any tree prior to applying to the ARA for approval.**

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

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 812-A Johnnie Dodds Boulevard, Mt. Pleasant, SC 29464
or E-mail to 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 Pointe at Primus Homeowners 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 ARA will be obtained and posted. I will not begin any projects until I receive approval from the ARA. I can expect a response from the Association **30 days** from the date the application is received by the Association Management Company- RD Neal.

Owner's Signature: _____

Date: _____

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*For ARA Use Only:

Notes for Unapproved Requests:
