Highgrove Property Owners Association
c/o Allison Fetchko NHE, Inc. Property Management
Post Office Box 5539 | Greenville, SC 29606
Phone 864-438-5096 Fax 864-438-5096 Email afetchko@nhe-inc.com

Highgrove Architectural Request

May be mailed, faxed, or emailed to Allison Fetchko, NHE Inc.

Owner Name: _____ **Address:** _____

Date Submitted: _____ **Phone #: (home)** _____ **(work)** _____

Owner Signature: _____ **Date:** _____

****The "HighGrove Architectural Committee Approval Requirements" document must also be signed and included****

Category of Improvement

Check one or more categories:

_____ **Landscaping**	_____ **Playground Equipment**	_____ **Color Change**
_____ **Structure**	_____ **Satellite Dish**	_____ **Pool** ***In-ground only***
_____ **Fence**	_____ **Other** ***(Please specify)*** _____	

Information ARC requires to proceed with your request:

PLEASE NOTE: Failure to provide all required information will result in the return of your request
Please refer to covenants regarding your request

_____ **Plot Plan, which was included in your settlement package when you purchased your home. The Plot Plan will have property lines and building dimensions. DO NOT WRITE ON THIS COPY!!**

_____ **Indicate existing trees, shrubs and flower beds on a second copy of your Plot Plan. In RED, add in improvements and additions.**

_____ **Grading/landscape plan (if applicable)**

_____ **Include photos, brochures or sketches of improvement or additions for clarification.**

_____ **Material listing (including colors**, etc.**

****All paint, stain and brick/stone colors must be hand-delivered to a member of the Architectural Committee**

Contractor_____**Phone #**_____

FENCE INSTALLATION / ESTATES HOMES:

Place check mark indicating your understanding & compliance with fence requirements below

Fence Height: _____ **4' or** _____ **6'**
Fence Style: _____ **Scalloped Top required**
Fence Material: _____ **Wood required**
Fence Stain: _____ **Natural brown / tan earth tone required****
Stain sample required
****Fence restricted to back yard only***
Invisible Fence: ____ **Back yard only / May not extend into the side yard**

FENCE INSTALLATION / TOWNHOMES:

Fence Height: _____**6' (required for sides)**
Fence Height: _____**4' (Optional for back only)**
Fence Style: _____ **White Vinyl required**
Must be similar to existing fences in townhouse section
Stone Wall:_____**For back Only**
***See Stone Wall Standard**

DETACHED BUILDINGS:

Are not permitted within the community

APPROVED _____**AC Member** _____ **Date**

DENIED: _____ **AC Member** _____ **Date**

Reason for denial: _____

ARC Response to inquiry within 30 days

All complete requests sent to ARC on date of receipt – Notice of approval prepared upon receipt of ARC decision
Our office cannot provide status updates on pending ARC Requests.

HighGrove Architectural Committee Approval Requirements

The Architectural Committee (AC) and Board of Directors have approved the following procedure according to Article V for Architectural Control of the Declaration of Covenants, Restrictions and Easements for Highgrove for the process of AC approval and completion by the Highgrove property owner. Before commencing any changes or improvements to your property, please refer to the Highgrove Covenants and Restrictions. If you have questions, call our management company for answers. These procedures are designed to protect both homeowners and Highgrove POA.

1. Process for AC approval

a. Property Owner submits Architectural Request Form (ARF) to Management Company.
b. AC members and the Board have 30 days to review and approve or deny the request
c. Within 30 days of receipt of approval by the AC and the Board the owner must start the project or ask for an extension
d. The owner has 60 days from the approval date to complete the project and notify the AC of completion, or request additional time for completion
e. Within 15 days of completion of project, the AC members will inspect the work to assure compliance with the submitted ARF.
f. Roadways and common areas are not to be used by owner or contractor as a storage area for project materials without prior approval by Board of Directors

2. If the owner submits an ARF for work that will be completed by a contractor, the name of contractor along with a contact person and phone number shall be submitted to the AC prior to the start of work and as a condition of AC approval. However, this will not be required for light landscaping projects.

2.1 The Architectural Committee recommends that the following items be secured by the homeowner prior to the initiation of the work being started.

a. Copy of the contractor's liability insurance policy
b. Copy of workers' compensation insurance coverage
c. Copy of the county building permit (if required)

3. Any AC request that will affect or cause alteration of POA property i.e., irrigation system, trees, fencing, grass, etc. will be voted on by the AC members after the POA Board of Directors are notified and approves the requested alteration.
   a. If the requested work **does require** moving or altering POA Property, the Board of Directors will supply the property owner with the name of the Board approved contractor who will perform that portion of the work on the POA property at the owner's expense
4. All ARF requests should be submitted to the Management Company for distribution to the Architectural Committee. Once approved by the Committee, the Chairman will forward a copy of all requests to the Board of Directors for approval.
5. If complications arise and the owner does not complete the work as approved, the Architectural Committee will notify the Board of Directors and the Management Company. At this time, the owner will be advised that the project must be completed as per the approved ARF request or be restored to the original condition at the owner's expense. If the owner does not comply, the POA Board reserves the right to consult the POA attorney should legal action against the property owner be required.
6. **Surveys** will be required for any work that involves lot lines or common area boundary lines. The survey will be done at the expense of the owner and submitted with the AC request form.

Signature of Property Owner: _____ Date: