

**LEWIS VILLAGE ASSOCIATION**  
**PROPERTY CHANGE INSTRUCTIONS**

The rules that condominium owners must abide by are to be found in our Master Deed. Section VI, Paragraph E-2 states the following:

2. No residence owner shall paint or otherwise decorate, or change the appearance of, any portion of the exterior of the residence except as provided in this Declaration or the By-Laws of the Association.
  
3. No residence owner shall make any alteration of, addition to, or service any parts of, or do any work which would jeopardize the safety or soundness of, any portion of the residence contribution to the support of the residence, which supporting portions shall include but not be limited to the outside walls of the residence and any load-bearing walls or columns within or without the residence.

The Board feels that of its most essential functions is to control these changes for the Association. In this way, we protect the property value for all of us by preventing changes that will not enhance the beauty or value of the property, and may even end up as an added cost for the Association to maintain. The delays in getting your legitimate changes approved will be worth the protection afforded by this same procedure.

The Board considers all of the following items to be subject to the above rules; however, this list is not all encompassing: Windows, doors, including storm doors; lighting; patio covers and/or cement, cinder block, walls, terraces, planters, walks; fence or wall painting; fireplaces; awnings of any type, etc., which means any change.

The attached form should be properly completed and submitted to our Managing Agent for investigation. It will then be submitted to the Board. No change will be approved without this form properly filled in and submitted. Additional forms may be obtained from our Managing Agent's office by calling 864.467.1600.

Please retain this form as part of your documents on the operation of the Lewis Village Association.

BOARD OF DIRECTORS  
LEWIS VILLAGE ASSOCIATION

**LEWIS VILLAGE ASSOCIATION**

**REQUEST FOR BUILDING/LAND CHANGE**

Date \_\_\_\_\_  
Owner's Name \_\_\_\_\_ Unit # \_\_\_\_\_  
Owner's Address \_\_\_\_\_  
Owner's Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I would like to make the following change(s) to unit # \_\_\_\_\_ of Lewis Village:

**DETAILS OF PROPOSED CHANGES (Attach Specifications)**

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Work will be performed by (include name, address, and phone number)

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(If a licensed contractor, attach a copy of their city business license, state contractors license and insurance certificate.)

Type of Materials to be used: \_\_\_\_\_

Estimated time for completion: \_\_\_\_\_

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1. I accept full responsibility for the proper installation in accord with the description above.
2. I accept full responsibility for maintenance of this addition to the full satisfaction of the Lewis Village Board of Directors.
3. I agree that no work will begin prior to approval by the Board of Directors on this proposed change and the Board be given a minimum of thirty (30) days to render its decision.
4. Paint color must be checked with the Managing Agent to continue the proper color scheme.
5. The Managing Agent will be advised when the work is to begin and when it is finished.

Please send a complete request package to:

**Lewis Village ARC**  
**ATTN: Property Manager**  
**P.O. Box 5539, Greenville, SC 29606**

**IMPORTANT NOTICE:** For your protection, inquire with the city and/or county about permit requirements before starting any work on your property involving new construction, alterations, modifications or additions. Approval of any structure by the ARC is in no way a certification that the structure has been built in accordance with any governmental regulations(s) or that the structure complies with sound building practice or design. Neither the Association, The ARC, The Board, nor the Officers, Directors, members, and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval, or to any owner of property affected by the declaration by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specifications; nor shall any or them assume liability or responsibility for any defect in any structure constructed from any such plans and specifications. Lewis Village Homeowner acknowledges that he/she has read both pages of this form:

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Received (To be completed by Managing Agent) \_\_\_\_\_

In Section XIII (Structural and Exterior Changes and Additions) Part C of the Lewis Village Declarations, it states that any property change must have "the consent of all abutting residence owners." Upon receiving this "Request for Property Change", please be aware that the Board of Directors and/or Managing Agent may contact the owners of the abutting residence(s) to discuss this change.

<p><b>BOARD ACTION:</b> ____ Plan Accepted ____ Plan Accepted with Specific Conditions ____ Plan Denied with Explanation ____ Pending</p> <p>DATE _____ Lewis Village Board of Directors</p> <p>BY _____ Secretary</p>
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