



***The Townes at Edwards Mill  
Property Change Form***

# I. INTRODUCTION

## **Purpose of the Architectural Standards.**

The purpose of architectural standards for The Townes at Edwards Mill is to provide for a method of determining certain architectural standards that will assure each of us that the property within our community will be developed and maintained in a fashion that will protect the investment of every unit owner. One important aspect of maintaining the integrity of a residential community is provided by the Declaration in authorizing the Board of Directors to review and approve changes to the interior structure(s), as defined by the Declaration; exterior Structures and/or exterior changes to the grounds within the community. The Declaration strictly prohibits the addition of any Structure, or the alteration of any Structure without the written approval of the Board of Directors. The Declaration implies that the Board of Directors has the right to develop architectural guidelines for the Community based on the Board of Directors right to approve/disapprove interior or exterior changes. This document is not an all-inclusive list of restrictions, but is a set of guidelines to be followed by unit owners when planning the alteration of the interior or exterior structures to their unit.

The Architectural Standards set forth herein have been developed to establish guidelines related to the construction of improvements (including the alteration of Structures) upon units at The Townes at Edwards Mill Condominiums. As guidelines, these standards may not be determinative of whether or not a particular use of one's property is acceptable, or whether or not the plans for a proposed improvement will be approved. Because of the uniqueness of each unit within the community, including variations in size and location, certain uses, improvements or modifications suitable for one unit may be inappropriate for another unit. Therefore, despite the guidelines offered by these Standards, the Board of Directors is authorized to apply or adopt different standards for different units to reflect those differences.

## **The Architectural Review Committee**

The Architectural Review Committee (also known as the "ARC") has been established by the Board of Directors and be controlled by the same per Article VII Section 1 as stated below:

### 7. Architectural Control

#### 7.1 Approval Required for Unit Changes.

*To preserve the architectural appearance of the Project, the structural integrity thereof and the Unit designs, including architectural and engineering aspects therein, no construction, reconstruction or Unit modification of any nature whatsoever, except as expressly specified in the Regime Documents, will be commenced or maintained upon or within, any Building, including without limitation within a Unit and a Limited Common Area, nor will there be any change, modification or alteration of any nature whatsoever of the design and appearance of any surfaces or facades, nor will any Owner paint any gate, fence or roof, nor will any Owner change the design or color of the exterior lights, nor will any Owner install, erect or attach to any part of the exterior of any Building or other Common Area any decoration, lighting, addition or change of any nature without the written approval of the Board of Directors acting in its discretion. Furthermore, such required approval by the Board of Directors shall extend to any interior features or aesthetic elements visible outside any Unit that are proposed to be changed. The failure of an Owner to secure the required approval of the Board of Directors as aforesaid, or to take such action, remedial or otherwise, as the Board of Directors shall at any time*

*determine to be required hereunder shall be subject to the authority and enforcement powers of the Board of Directors as set forth Section 17.5(a). The Board of Directors may delegate the architectural review functions to a committee, but enforcement of all violations shall remain with the Board of Directors.*

It is the intent of the ARC to impose a uniform appearance within The Townes at Edwards Mill Condominiums but not to discourage creativity on behalf of the homeowners. Its intent is to promote and assure that all improvements are aesthetically compatible and reflect the image of a quality community. During the plan review process, the ARC intends to be fair, impartial and understanding of individual goals.

## **Overview of the Change Request Process General Information**

Homeowners are requested to provide as much detail as possible when submitting a Change Request Form to the ARC. This will eliminate confusion and reduce the time required to respond to the requesting homeowner. Plans should be specific in nature and include such items as types of materials to be used, tentative planned start/completion dates and other relative information. Exterior alterations should also be limited in size to work that can be completed in a 30-day period unless a longer time is requested. The ARC will meet each month to review new requests when items exist to be considered.. Every change request will be responded to in writing to the property owner within 45 days upon submittal to the Board (Management Company) unless deferred by the Board for submittal of additional information by the property owner. Should the ARC not respond back to the owner within 45 days, the owner shall consider the proposed plans approved.

### **Step 1 - Submitting Plans**

Homeowners are requested to submit photocopies of all plans and documentation. All submitted plans become the property of the ARC and will not be returned, but filed for future references and verification. The Townes at Edwards Mill Condominium homeowners should deliver their Change Request Form and all necessary documentation, including plans, copy of the business license of the contractor conducting the work, copy of the contractor's liability insurance, architectural drawings/photographs, showing improvements and description of materials to:

The Townes at Edwards Mill  
c/o N & H Enterprises, Inc.  
P.O. Box 5539  
Greenville, SC 29606  
Attention: Property Manager

Once plans are received, they will be date stamped and reviewed by the ARC in the order in which they are received. A member of the ARC will notify the unit owner by phone of the approximate date and time of the on-site visit (if required). In most cases, the unit owner's participation is not required for the on-site review, but is always welcomed.

### **Step 2-On-Site Review Process (If Required)**

The purpose of the on-site review is for the ARC members to assess the impact the request may have to neighbors and the general quality of the Community. The onsite process is usually brief (5-20 minutes) with limited or no homeowner involvement. However, we recommend that a homeowner be available for questions for complex plans.

### **Step 3-Decision Process**

Upon completion of the site review, the Board of Directors will stamp the change request with one of four decisions and will contact the homeowner directly to explain the decision.

**Plan Accepted** - The plan was accepted as documented and the homeowner can begin the requested changes immediately upon obtaining all necessary city permits. All work must be done in accordance with the plans as approved by the Board of Directors. All changes or modifications to plans must be reviewed and approved by the Board of Directors.

**Plan Accepted with Specific Conditions** - The plan was accepted with specific conditions. The unit owner should review the conditions and if in agreement sign the conditions form and submit it to the ARC.

**Plan Denied with Explanation** - If the unit owner's plan was denied, an explanation will be provided. In many cases, the ARC will recommend one or more alternative solutions. If the unit owner is receptive to one of these solutions, they simply need to resubmit a Change Request Form detailing the plan within 60 days.

**Plan Pending** - If a plan was submitted incomplete, the homeowner will be notified and the plan will be held until the required documentation has been received.

### **ARC's Right to Verify Construction in Accordance with Approved Plans**

While under construction or after completion, the ARC does reserve the right to review approved plans to make certain the actual construction adheres to the approved plan.

### **Violation Fines**

The discretionary powers of the ARC are also coupled with the ability to levy fines and penalties for noncompliance with the approval of the Board of Directors of the Association. Although not limited to the following, "noncompliance" would include the failure to obtain approval of a new Structure in conformance with approved plans. Homeowners who are in violation of the Declaration and the Standards set forth in this document will be notified in writing of the violation and will be fined and penalized in accordance with the Declaration.

**THE TOWNES AT EDWARDS MILL ASSOCIATION**

**PROPERTY CHANGE INSTRUCTION**

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 The Townes at Edwards Mill Association.

BOARD OF DIRECTORS  
THE TOWNES AT EDWARDS MILL ASSOCIATION

**THE TOWNES AT EDWARDS MILL 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 the community property of The Townes at Edwards Mill:

\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

(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: \_\_\_\_\_

\_\_\_\_\_

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 Townes at Edwards Mill 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:

**The Townes at Edwards Mill 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. The Townes at Edwards Mill 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) \_\_\_\_\_

<p>BOARD ACTION: ____ Plan Accepted ____ Plan Accepted with Specific Conditions ____ Plan Denied with Explanation ____ Pending</p> <p>DATE _____ The Townes at Edwards Mill Board of Directors</p> <p>BY _____ Secretary</p>
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