

SUGAR CREEK ASSOCIATION
PROPERTY CHANGE INSTRUCTIONS

XV Structural Changes, Exterior Changes and Additions. (see Master Deed)

- C. In the event a residence owner desires to make a structural change in his residence, he may do so only at his own expense and only after prior approval of at least 66 2/3% of members of the Board of Directors and the consent of all abutting residence owners, which consent of such residence owners shall not be unreasonably withheld.*

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 ARC for approval. 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 Sugar Creek Association.

BOARD OF DIRECTORS
SUGAR CREEK ASSOCIATION OF RESIDENCE OWNERS, INC.

SUGAR CREEK 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 Sugar Creek:

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 Sugar Creek 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.
6. **Quality of work and materials will be checked by a Board member to insure this is in Compliance with Sugar Creek Villas standards.**
7. That I have obtained consent of all abutting residence owners as required by article XV of the Master deed. (Attach a form with abutting owners' signature)
8. That there are no infringements upon any common area as described in Article IX of the Master Deed.

Please send a complete request package to:

Sugar Creek 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 Managing Agent, 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. Sugar Creek 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 _____ Sugar Creek Board of Directors</p> <p>BY _____ Secretary</p>
