

# Pelham Springs Homeowners' Association

## Architectural Request Form

RETURN TO: **NHE Inc.**  
**Attn: Pelham Springs**  
**P.O. Box 5539**  
**Greenville, SC 29606**

**Phone: 864-467-1600**  
**Fax: 864-467-1655**  
**clance@nhe-inc.com**

Property Owner: \_\_\_\_\_ Signature: \_\_\_\_\_  
Pelham Springs Address: \_\_\_\_\_ Greenville, SC 29615  
Notice Address (if different): \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Request Submitted for Review: \_\_\_\_\_ Date Owner Notified of Decision: \_\_\_\_\_

- Please refer to the Association's Resolutions when preparing your Request. In addition, improvements must be aesthetically consistent with the Association's structures (design, materials, color, etc.).
- In addition to the description below, Requests must include (1) detailed site plan; (2) sketch; (3) improvement's location; (4) brochure or other documentation; (5) list of building materials; (6) colors; (7) etc.

**REQUESTED IMPROVEMENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### COMMITTEE DETERMINATION:

**APPROVED:** \_\_\_\_\_

\_\_\_\_\_  
Architectural Committee Member

\_\_\_\_\_  
Date

**DENIED:** \_\_\_\_\_

\_\_\_\_\_  
Architectural Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architectural Committee Member

\_\_\_\_\_  
Date

Committee Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Architectural Committee has 30 days from the date received to review Architectural Request Forms. The Request must be approved by a majority of the determining Committee members. A copy of the completed Request will be mailed to the Owner's home address. See Association Policy P-2 for a detailed explanation of the architectural review process.

All approvals are subject to applicable Association Covenants and Resolutions. Owners are responsible to protect all elements inside the Association easements, and to return any area disturbed by the improvements to the same standards as previously existed. Notwithstanding the Association's approval, Owners are responsible for any damage resulting from the improvements or installation thereof. Owner will immediately report and repair such damage upon discovery. Upon completion, the Association may review the improvements to determine compliance with the scope of approval. If the improvements are deemed incomplete or further work is necessitated, the Owner will be given a deadline for the completion of the work. If the improvements are not completed to the Association's satisfaction within the time provided, the Association may choose to (1) rescind approval and require removal of the improvements; (2) impose penalties until completion occurs.

Approval by the Association does not constitute approval by local governing agencies. Owners are solely responsible to determine and comply with all governmental regulations, statutes, codes and zoning requirements relating to their requested improvements. Owners must secure all applicable permits, inspections, and authorizations from government agencies prior to commencement of work. Owners must ensure any improvements are within the property limits and meet all building setback and easement restrictions.