

**REQUEST FOR APPROVAL OF REPAIR, CHANGE
OR ALTERATION TO EXTERIOR OF HLV HOME, OR
TO EXTERIOR LIMITED COMMON ELEMENT OF
HLV HOME REVISED 1/1/2024**

Date received by Community Manager: _____

PLEASE PRINT:

Homeowner:

Address: _____ Pawleys Island, SC 29585

Cell Phone: _____

Email address: _____

**Submit this Request by email to our Community Manager,
DeborahA@surfsiderealty.com or to her successor, and to such other
person(s) as may be designated by the Board.**

Please check the category that best identifies the proposed repair change or alteration (the "work").

Rear Courtyard Patio(s)		Driveway		Front Entranceway/sidewalk	
Door(s)		Windows		Rear Courtyard Storage Shed	
Screen Porch Conversion		Propane Tank		Generator	
Change of drainage or drain tile from rear courtyard or downspout into common element		Awning in rear courtyard over sunroom or screened porch		Gutters	
Deer Strobe Lights		Landscape Lighting		Other	

Front and/or rear courtyard landscaping and irrigation system changes					
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Please Note: Approval is not required for the following work by Owner in the front and rear courtyards: punning of shrubs, turf replacement, Zoysia or Bermuda grass are the approved turf types, turf edging, (the installation of turf edging is at the owner’s risk. Neither the HOA, the landscape contractor, nor any other contractor, agent or employee of the HOA shall have any liability for damage to; or, the displacement or movement of any such edging); pine straw mulch replacement, change from pine straw to hardwood mulch, black or brown are the only permitted colors, plant material replacement if the replacement is of the same type as was originally planted. A different type of plant material must be approved; and annual flowers in beds, or pots; dead or unsightly trees in the rear courtyard must be replaced within a reasonable time at owner’s expense. The only trees which are permitted are Crepe Myrtles and Palms of the same type as currently installed. The Board must approve the size prior to planting. *The HOA will remove but not replace a dead tree in a front courtyard. Once a tree is removed another tree may not be planted in the front courtyard. The HOA provides mowing and pruning services of the rear courtyard area on an agreed upon landscape contract schedule. This service does NOT include pine straw replacement.*

Approval is not required for mounting a post to the exterior of the front of a home for a United States Flag. The post must be located on the outside trim board in the front of the house next to the shutter on the den window. Ground mounted flag posts are not permitted. Only United States flags may be displayed. Flags must be lighted at night. As the flag ages, becomes frayed or bleached it must be replaced.

Please provide on an 8 ½ by 11 sheet(s) the following information with the Request:

The name and contact information of the contractor or individuals doing the work; certificate of liability insurance, and certificate of workman's compensation insurance naming Huntington Lake Villas Owners Association, Inc. as an additional insured; a full and complete description of the work; the estimated time to complete the work; a description and illustration of the materials to be used in the work; in the case of landscaping a picture of the plant material; and, attach to this

request an 8 ½ by 11" copy of plans or drawings describing the work and its footprint. The Board reserves the right to request additional, or supplementary information, prior to making a decision on your Request.

The Request must be received by the 10th of the month prior to the next regularly scheduled Board of Directors meeting if the Homeowner wishes it to be on the agenda of that meeting. If not so received the Request will be heard at the following regular meeting of the Board. The Homeowner agrees the Request will be reviewed by the architectural review designee, if one is appointed by the Board, but that the Board must approve or reject the designee's decision.

The Board does not have the authority to vary the requirements of the Master Deed or the Rules and Regulations in effect at the time the Request is submitted which govern the disposition of the Request. Under the Master Deed the Board of Directors has up to 60 days in which to make a decision. The Board may respond sooner depending on its schedule.

By submitting a signed Request, the Homeowner agrees:

1. The Homeowner is solely responsible for obtaining any and all necessary permits or licenses; ensuring that all repairs, changes or alterations are done in keeping with applicable laws and ordinances and, are in compliance with the requirements of the Master Deed, the Rules and Regulations of Huntington Lake Villas Owners Association, Inc. as well as the applicable rules, if any, of the Reserve.
2. The Homeowner is individually responsible, at the Homeowners expense, to repair any damage to: a.) Common Elements; b.) Limited Common Elements; c.) any other damage caused by the work; and, d.) once completed to maintain and repair the work.
3. If the Request is to extend drainage from the rear courtyard, or downspout, by a drain tile into a Common Element, the tile must have a "popup" at the end in the Common Element. The drain tile may not be extended under the rear courtyard walls but rather must be buried and extended under the gate opening. The Association is not responsible for damage to the drain tile or "popup" by mowers or by any other work. All such damage shall be promptly repaired, to the original condition, at the cost of the Homeowner. The Homeowner agrees to hold harmless and indemnify the Association, its Board of Directors and the members of each, its Architectural Review designee, and the Community Manager from any liability arising from, or in any way related to, the work.
4. The Homeowner agrees the work shall not begin until written approval of the Board has been received. The Homeowner agrees to notify the Board, by email to the Community Manager within five business days of approval of the Request, the scheduled start date which must be within fifteen days of approval. The work must be completed within thirty days of the start date ("completion date"). If the Homeowner is unable to complete the work within thirty days the Homeowner must, at least ten days prior to the completion date, notify the Community

Manager and request an extension, stating the reason for the request in reasonable detail. If granted the extension shall be for no more than twenty days. Only one extension will be granted except in emergency.

5. A copy of this Request will be emailed to the Homeowner within five business days of decision by the Board. The decision shall be noted as set forth below. If a Request is denied and the Homeowner disagrees with the decision, it may be appealed within fifteen days of the notice date by giving email notice of appeal to the Community Manager. The notice must describe in reasonable detail the basis of the appeal with specific references to the Master Deed or Rules and Regulations which the Homeowner believes supports the Homeowner's position. The Board of Directors will then hear the appeal at its next scheduled meeting. The Homeowner, if he/she wishes and so indicates in the notice, may then make an oral presentation supplementing the notice.
6. All Homeowners must sign the Request. If the home is owned by a Trust, Family Limited Partnership, LLC, corporation or other entity a copy of the Resolution authorizing the individual signing the Request to bind the Homeowner and to make the Request must be submitted as an attachment to the Request.

Homeowners Signature(s)

Date: _____

Date: _____

DECISION OF BOARD OF DIRECTORS

- APPROVED
- DENIED

Huntington Lake Villas Owners Association, Inc. Board of Directors,

By: _____

Director

Date: _____