

SECTION I – Application and Agreements

Architectural Review Application
Barefoot Resort Residential Association

Please Deliver To:
Ponderosa Management LLC
4876 Barefoot Resort Bridge Road, Ste. C
North Myrtle Beach, SC 29582

Or

Mail To:
P.O. Box 1706
North Myrtle Beach, SC 29598
Fax: 843-399-1761

NAME: (Please Type or Print): _____

ADDRESS OF PROPOSED CHANGE: _____

MAILING ADDRESS IF DIFFERENT: _____

COMMUNITY: _____ **UNIT/LOT NUMBER:** _____

CONTACT PHONE #: _____

E-MAIL ADDRESS: _____

ALL SINGLE FAMILY APPLICATIONS MUST BE SUBMITTED WITH A PLOT PLAN DRAWN TO SCALE

AND PHOTOGRAPHS OF THE AFFECTED AREA OF THE HOME ARE RECOMMENDED

GENERAL DESCRIPTION OF PROPOSED CHANGE:

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location of the property, and any other pertinent information required to evaluate the proposed change.

Description of improvement: _____

Description of materials to be used: _____

Description of colors to be used: _____

Additional Comments: _____

ESTIMATED STARTING DATE OF CONSTRUCTION: _____

ESTIMATED COMPLETION DATE: _____

For Association Use Only:

___ Approved

___ Not Approved

___ Conditionally Approved

OWNER AGREEMENTS

- I. **Owner** agrees to give the Architectural Review Committee and/or Managing Agent, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete project.
- II. **Owner** understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
- III. **Owner** acknowledges that he is familiar with the architectural review requirements and procedures for the Barefoot Resort Homeowners' Association.
- IV. **Owner** understands that the authority to perform an alteration granted by this application will automatically expire if the work is not commenced within 180 days following approval, and completed within 1 year following commencement of work, unless another time frame is specifically authorized in writing by the Architectural Committee.
- V. **Owner** agrees to store construction materials only on his own property, rather than on common areas, easements or parking areas, to bear the cost of repairing any damage caused to such areas, and to remove all unused materials from public view within 7 days following the completion of work.

Owner's Signature _____ **Date:** _____

REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION

The supporting documentation listed below must accompany this architectural review application, as applicable for the proposed change. An application submitted without all required submissions would be considered incomplete. In such case, the Architectural Review Committee's 30-day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by The City of North Myrtle Beach for the proposed improvements.

- a. Paint or Stain Colors - A sample of the color(s) to be used must be provided, both for repainting or re-staining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.
- b. Finish Materials - A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.
- c. Plot Plan - A site plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, fences, major landscape changes which require approval, and structural additions to the home. ***Plot plans are required; application without such plan will not be accepted.***
- d. Architectural Drawings and Landscape Plans - Detailed architectural drawings or plans are to be provided for decks, house additions and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.
- e. Photographs - Photographs of the affected area are recommended with all single family home applications. The inclusion of photographs with multifamily applications is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.
- f. Other Exhibits - Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Architectural Review Committee or Managing Agent prior to the submission of an application.

NOTES:

- Nothing contained herein shall be construed to represent alterations to lots or buildings to be in accordance with the provisions of the Building and Zoning Codes of The City of North Myrtle Beach. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
- Where required, appropriate building permits shall be obtained from The City of North Myrtle Beach prior to the start of any construction and/or modification. Nothing contained herein shall be construed as a waiver of said requirement.
- Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Review Committee.
- Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, owner understands that any legal expense associated therewith may be the responsibility of Owner.

**Architectural Review COMPLETION Certification
Barefoot Resort Residential Association**

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NAME: (Please Type or Print):

ADDRESS OF APPROVED CHANGE:

LOT/UNIT NUMBER: _____ DATE SUBMITTED: _____

COMMUNITY: _____

HOME TELEPHONE: _____ ALT/MOBILE PHONE: _____

E-MAIL ADDRESS: _____

Type of Modification

I hereby certify that the exterior modification as approved by the Barefoot Resort Residential Owners Association Architectural Review Committee has been completed in accordance with the approved ARC application.

I, the property Owner, hereby grant the Architectural Review Committee and/or Managing Agent, express permission to enter on the property at a reasonable time to inspect the project.

Signature: _____

Date: _____