

The Pines HOA

Architectural Review Board Appearance Alteration Request

Section 1: to be completed by the owner:

This form must be submitted to: The Beach & Company 621 Sea Mountain Highway, N. Myrtle Beach, SC 29582, Phone: 843-273-3009 Fax: 843-273-3410, Email: hoa@thomasrealestate.com with the proper attachments to be acknowledged as received for Management to forward the request to the ARB Committee Chairperson. Any request not properly submitted will be returned to applicant.

LOT#: _____ Date of Request: _____

Property Owner Name: _____ Phone#: _____

Address: _____

Description of proposed alteration (Attach all pertinent documents, i.e.: drawings, plot plans, etc):

Reason for Alteration:

Has any part of this request, in whole or in part, been made before? Yes No
If yes, when? _____ Please provide paperwork associated with a former request.

Owner Signature: _____ Date: _____

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Section 2: to be completed by the Management Office:

Date received by The Beach & Company: _____

Recipient Signature: _____

Date forwarded to ARB Chairperson: _____

Date returned from ARB Chairperson: _____

The Beach and Company receiving signature: _____

File a complete copy of all documents in the following files (this form should be included).

ARB File Copy-Date/Int. _____ / _____ Owner Lot File-Date/Int. _____ / _____

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Section 3: to be completed by the ARB Chairperson

THE ARB Approves Denies this request on the following basis:

Signature of the ARB
Chairperson _____