



Oakhaven Plantation HOA  
Architectural Review Board

**Request for ARB Approval for Home Improvement or Modifications**

Items 1 through 9 are to be completed by the Homeowner:

One (1) modification per form. Please use separate forms for each request.

1. Name of Homeowner \_\_\_\_\_ 2. Date of request \_\_\_\_\_

3. Home Address \_\_\_\_\_ 4. Telephone \_\_\_\_\_

5. Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Attach a COPY of plat or sketch of your property showing the following types of modifications or additions: Fence, TV Satellite, landscaping, porches, decks, enclosures, gas tanks, screening, color samples (originals will not be returned). A permit issued by the Town of Mt Pleasant must accompany any requests for tree removal.

7. Contractor Name and Phone Number: \_\_\_\_\_

8. Requested Start Date: \_\_\_\_\_ 9. Approximate Completion Date: \_\_\_\_\_

**You must allow 30 days for processing this request**

**TO BE COMPLETED BY ARB – ADAMS PROPERTIES**

➤ **Date received by AP** \_\_\_\_\_, **Date received by ARB** \_\_\_\_\_

➤ **ARB Action: Approved without conditions:** \_\_\_\_\_

➤ **ARB Action: Approved with following conditions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ **Additional Information Required:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ **Request Denied for the Following Reasons:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ **Date of ARB Action** \_\_\_\_\_, **Date AP receives Action** \_\_\_\_\_

➤ **Date Homeowner Notified** \_\_\_\_\_

You may appeal ARB decision by sending a letter to ARB c/o Adams Properties. Your appeal will be reviewed within 30 days. Homeowner is responsible for obtaining appropriate permits from Town of Mt Pleasant. Any plan changes, including color, placement, material, etc. must have prior approval. Failure to receive approval in writing prior to altering a plan will result in action by Oakhaven Plantation HOA, and may require owner to make changes at his/her expense. The ARB may inspect approved modification to ensure work done was as approved by committee.

Thank you for your participation in this process. Should you have any questions, please feel free to contact the ARB, c/o Anne Taylor, Adams Properties, and (843) 881-1331

Mail completed form to: Oakhaven HOA-ARB c/o Adams Properties, PO Box 143 Mt Pleasant SC 29465.