



Home Owners Association, Inc

Date

New Home Owner Name

Address

Address

Subject: Coggins Farm Subdivision Notice to Applicants

Dear Coggins Farm Home Owner,

The Directors and Architectural Review Committee of Coggins Farm Home Owners Association welcome you and your family to Coggins Farm Development. We are delighted to know that you have decided to construct a single family home at Coggins Farm.

In an effort to assist us with the approval of your construction plans, we are requesting you furnish the Directors/Architectural Committee of Coggins Farm Subdivision with the information requested on the following pages.

The attached Construction Application Form, Erosion Control Policy and Construction Procedures Form must be submitted along with a plot plan and a complete set of building plans. The Plans Approval and Understanding of Current Covenants and Restrictions Form must be signed after a formal review with the Coggins Farm Architectural Committee.

The Coggins Farm Architectural Review Committee meets randomly; therefore you should expect a maximum of 10 days for approval. The Committee may require additional information so be certain to provide the phone number you can be reached.

Guido Migiano or someone from the Committee will contact you when the Committee has made a decision.

One set of plans with your signature and the committee's approval signature, and the other information requested in this application will be held at the home of Guido Migiano, 140 Elm View Terrace, Spartanburg, SC 29307.

To ensure compliance with the Covenants and Restrictions covering Construction of a single family home within Coggins Farm Development, please read the Restrictions and Covenants carefully and if you have any questions, please contact Guido Migiano at 864-579-9209.

Sincerely Yours,

Guido Migiano  
Director of Coggins Farm Home Owners Association

140 Elm View Terrace, Spartanburg, SC 29307



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## Construction Application

Applicant/Owners Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Lot Number \_\_\_\_\_

Street Address \_\_\_\_\_

Expected Start Date: \_\_\_\_\_

Expected Finish Date \_\_\_\_\_

Full set of building plans to include the following information:

1. Elevation Drawings.
2. Drawing of house location on lot.
3. Exterior finish, color and Company \_\_\_\_\_
4. If Stucco, color \_\_\_\_\_
5. Type of Shingles, life years and color \_\_\_\_\_
6. Landscape Plans.

Please send or deliver the above information to:

Coggins Farm Home Owners Association

C/O Guido Migiano

140 Elm View Terrace

Spartanburg, South Carolina 29307



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**Coggins Farm Erosion Control Policy and Construction Procedures**

1. A silt fence must be installed and approved by the Coggins Farm Home Owner's Architectural Review Committee to ensure adjoining properties and roads are not damaged by mud/water runoff.
2. All clearing and grading must be confined to your lot and all debris (i.e. stumps, trees, i.e.) should be removed before construction begins.
3. One entrance to your home site should be selected and covered with gravel. The entrance should be used for all loading and deliveries to protect the street property around your home site. Damage to any street, curb, gutter or sidewalk occurring during construction shall be promptly repaired by the owner at the owner's expense.
4. The street at your site must be keep clean at all times of dirt, stones, paper and building material. Restricting parking to the street and having all deliveries to the gravel entrance should keep the street clean.
5. The home site should have a dumpster to keep the building lot and adjacent properties clean of debris. The dumpster should be emptied as necessary to ensure compliance with this requirement.
6. Any work deemed necessary by the Coggins Farm Architectural Committee such as silt removal or trash cleanup will be done as needed and billed to the owner.
7. **Portable restroom facilities** must be available on all construction sites.
8. All requests for assistance must be made through the Coggins Farm Architectural Committee.
9. Any changes to the building plans, specifications, grading, landscaping and finished exterior material must be approved by the Coggins Farm Architectural Committee before commencing with the changes.

I have received a copy of the Construction Procedures and agree to comply with them.

I understand that it is my responsibility that I or my Builder maintains the job site to the satisfaction of the Coggins Farm Architectural Committee.

I understand that I will be billed for any cost incurred by the Directors of Coggins Farm and/or the Architectural Committee in attempting to bring my building site into compliance with the above policy.

\_\_\_\_\_  
Architectural Review Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Builder

\_\_\_\_\_  
Current Street Address

\_\_\_\_\_  
Address



Home Owners Association, Inc

## **Coggins Farm Approval of Building Plans and Understanding of Current Covenants and restrictions**

Important Restrictions are detailed in Article VI of the Covenants and Restrictions. The Coggins Farm Architectural Committee will not approve of any plans that do not conform to the Restrictions covered in Article VI.

The completion of improvements upon a lot must be completed within one year from construction start date. The completion shall include the landscaping of the yard, sodding of the front lawn area, planting of shrubs and trees, underground sprinkler system and completion of the cement driveway. Any unsightly condition left after one year will be in violation of Section 4 of the Restrictions.

The following document must be signed after a formal review with the Coggins Farm Architectural Committee.

The Owner and/or Contractor have met with the Coggins Farm Architectural Committee to review the Covenants and Restrictions and agree to comply with the Covenants and Restrictions. Failure to comply with these restrictions shall result in the Directors of the Home Owners Association taking the necessary legal steps to protect the interest of Coggins Farm property owners as defined in Article VII General Provisions.

We agree the Construction Start Date is: \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Builder Signature \_\_\_\_\_ Date \_\_\_\_\_

Architectural Committee

Signature \_\_\_\_\_ Date \_\_\_\_\_