



Return Complete Packet to:
Hinson Management, Inc ATTN: Michelle
michelle@hinsonmanagement.com
 8499 Valley Falls Road (physical address)
 PO Box 160207, Boiling Springs, SC 29316
 Phone: (864) 599-9019 ext. 112

Hinson office use only:

_____ Received
 _____ Sent to ARC
 _____ Approved
 or Denied

Myers Park Architectural Committee Request

Homeowner Name: _____
 Property Address: _____ Mailing Address: _____
 Contact Number(s) (H) _____ (W) _____ (C) _____
 Email Address: _____

Category of Improvement (check one or more)

_____ Landscaping _____ Addition _____ Driveway/Parking
 _____ Fence/Wall *see page 2/3 _____ Patio/Screen Porch _____ Pool
 _____ Satellite Dish _____ Out Building _____ Other _____

Checklist/Items ARC will need to review: (*Please refer to covenants and restrictions regarding your request*)

_____ Site plan (included in your closing documents) (*mandatory*)
 _____ Indicate location of exterior improvements on site plan (*mandatory*)
 _____ Grading/Landscaping Plan (*mandatory if applicable*)
 _____ Include photo, brochure, or sketch of improvement (*mandatory if applicable*)
 _____ Clear, concise written description (Attach separate sheet) (*mandatory*)
 _____ Material listing (including colors, make, model, manufacturer, etc) (*mandatory*)
 _____ Contractor proof of liability insurance (if applicable – see page 3 for details)
 _____ Contractor license to do business (if applicable – see page 3 for details)
 _____ Contractor invoice or estimate and/or contract (if applicable – see page 3 for details)
 _____ Fence: _____ Height _____ Style _____ Color _____

Contractor name: _____ Phone: _____

ARC requests will not be accepted for review without the required MANDATORY specifications. The applicant understands that by completing this form he/she agrees to all guidelines set forth by the Architectural Review Committee and all decisions are final. It is understood that the applicant is responsible to comply with all Federal, State, County, and Local codes. It is the applicant's responsibility to locate all easements, utilities, and property lines. Approval is void if improvement is not started within ninety (90) days from the approval date. Standards of the neighborhood's governing documents apply to completion guidelines. Items submitted to the committee will not be returned.

Property Owner's Signature: _____ Date _____

For Board or Committee Use only Please

APPROVED: _____ Date _____
 (or)
 DENIED: _____ Date _____

Notes: _____

ADDENDUM TO THE Myers Park Architectural Committee Request

Please refer to Covenants, Conditions and Restrictions document regarding your request. This form is NOT the rules, but it is a fleshed out interpretation with situational examples. The rules are in the Covenants, Conditions and Restrictions, and the ByLaws. The rules are broadly stated in order to accommodate the widest variety of situations. If you do not have a copy of these you can download them on the Hinson site. If you do not understand a rule as it may pertain to your request, call Christy at Hinson and ask for guidance and clarification.

1. Only submit the current form. Forms are updated as they evolve. Check the Hinson website for the current form. Outdated forms submitted will be rejected. The form number is listed at the bottom of the form page.
2. Only submit ONE FORM per contractor. If one contractor is doing multiple tasks then one form is acceptable. If you have multiple tasks and are using different contractors you should create multiple submissions at the same time if they are connected logically. (Example: If you are having your house painted by one contractor and want the color approved in addition to having your roof replaced by a different contractor, you should submit 2 applications. These two tasks are not logically connected so the applications do not have to be submitted at the same time.)
3. The more information you give the better. Descriptions, pictures, photos with things drawn on them, other work the contractor has completed that represents the work you will have done, etc. The more complete your application, the faster it will be reviewed. If the ARC is not able to understand your request you may be asked for additional information. Under certain circumstances, the ARC may also need to do a site survey in order to understand the request..
4. The ARC has 30 days to review and decide on your application from the date it is stamped “received.” The ARC may need to request additional documents or information. Your application has to be COMPLETE for the 30-day clock to start. In the event you do not receive an approval or denial within 30-days then your application is automatically approved. Applications are processed on a first-come-first-served basis. It is also possible that you sent your application in and it was never received. If the 30-days has passed and you did not receive an answer, check with Christy at Hinson to confirm that she had actually received your request and notify her that you are going to start your project. If emailing your request in, ask that Hinson reply to you with a “received” email. That way your submission date is locked in and verifiable. The responsibility of establishing the “received” date is yours.
5. It is the responsibility of each owner to install all approved FENCING in a manner that ensures an adequate distance for future maintenance of said fencing, and also the entire property from the fence line to the property line. Imagine if part of your fence falls apart. Ask yourself HOW will the fence be repaired? Can a crew get to it? Will there be enough access? Be careful not to box yourself in.
6. It is also the property owner’s responsibility to obtain permission(s) to attach to a neighboring fence if applicable. You must get written approval to attach to any neighbor’s fence. The permission form is attached to the end of this packet. The owner of the fence you are asking to attach to MIGHT ask you for an ADDITIONAL INSURED or NAMED INSURED certificate with them listed on it. This gives them some recourse if your vendor damages their fence.
7. It is the applicant’s responsibility to locate all easements, utilities, and property lines. You MUST call 811 before you or someone you hire starts digging — for a landscape project, building project or ANY other project. South Carolina law requires that you call at least THREE full working days (not including the day of the call) prior to beginning excavation. After you have called 811, an energy representative will arrive to mark the location of utility lines so you or your contractor can avoid them. Line marking is free, and once completed, good for 15 working days. Failure to notify 811 prior to beginning excavation can endanger life, limb and property, and can result in fines of up to \$1,000. Please keep in mind that YOU are responsible for violations resulting from the work of contractors you hire. All damages, regardless of size, must be reported to Dominion Energy South Carolina so representatives can

inspect for safety and future reliability. If damage endangers life, health or property, immediately notify Dominion Energy and the police or fire department. What is the DATE you will call 811: _____. What is the DATE you will start your project: _____.

8. Contractor Proof of Liability insurance or a business license is not necessary for plant landscaping, painting or porch screening work. There might be other work that does not require proof of liability insurance and will be considered on a case-by-case basis.

9. Contractor Proof of Liability insurance and a business license is necessary for in-ground pool installations, solar power installations, some patio installations, roofing work, all cement pouring and some fence installations. Such proof of liability protects the HOA and any neighbors from any fault of the contractor during the time of work. In the event you want to use a contractor that does not have liability insurance, you may contact your homeowner insurance carrier and explain the situation to them. Their activity will have to be covered by your homeowners insurance and a NAMED INSURED or CERTIFICATE HOLDER will need to be issued naming MYERS PARK HOA of SPARTANBURG, INC. using the address on the top of the application form. Such insurance request should be just a phone call to your insurance carrier and they can fax the INSURANCE CERTIFICATE to Hinson at the fax number at the top of page one. The basic guiding thought here is if a project a large project or is going to involve significant digging, then the danger of hitting utility or drainage is much higher. Licensed and insured professionals should be doing this. There might be other work that does require proof of liability insurance and will be considered on a case-by-case basis.

10. Contractor invoice, estimate, or contract agreement is necessary for the ARC to determine if the Contractor is violating any HOA restrictions in their agreements. You may redact the dollar amount if you desire. The materials to be used should match between the application and the contractor invoice or estimate or contract agreement. Any discrepancy regarding materials used between the application and the contractor paperwork will cause a delay or denial for your application.

11. For larger jobs, we encourage you to research the Better Business Bureau for complaints. The ARC may check the Better Business Bureau for complaints for work such as solar panels or in-ground pools or other major projects. In the event there are numerous alarming complaints, the ARC may require additional documentation to assure the project conforms to the HOA CC&R. Although we can't prevent you from using a very bad contractor, we can take measures to limit the liability exposure to the HOA and preserve the integrity of the neighborhood harmony.

12. If you are doing the work yourself, list "homeowner" under the contractor line. You may not list yourself as the contractor and then use another contractor without submitting another application. Any substitution of contractors will require another ARC application.

13. If your project requires a permit, please send the permit to Hinson once you have it and we will add it to your file.

I have read this addendum, I understand this addendum, and I agree to abide by it.

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

MYERS PARK - PERMISSION TO ATTACH

The purpose of this form is to seek permission from your neighbor(s) to attach your new fence that has not been constructed yet to their existing fence. Please adhere to the following instructions in completing this form.

1. Your neighbor should print his or her name in the first blank.
2. Your neighbor should print his or her property address in the second blank.
3. Your signature should be in the third blank.
4. Your neighbor's signature should be in the fourth blank.

This form will aid to protect the association, you and your neighbor from property line encroachment claims in future.

I _____ being the legal and registered owner of _____ do grant permission to my neighbor to attach their fence to mine which is located on the property line between our properties. Both parties understand that the maintenance of the portion of the fence that is located on the property line will be the responsibility of both owners.

The neighboring property owner should also be advised that they CAN ask the requesting property owner to have them added to their homeowner's insurance as a CERTIFICATE HOLDER and be issued a NAMED INSURED certificate. Being a certificate holder would allow direct recourse with the insurance company in the event the neighboring property owner's fence is damaged by the contractor while attaching or as a later result of attaching. This is not mandatory, but both parties should be aware of possible unintended damage and who would be responsible.

Signature of requesting owner and DATE

Print name

Signature of neighboring property owner and DATE

Print name