TOWN PARK

Architectural Review Committee Application

All exterior changes to the home must be approved by the Homeowner Association's Architectural Board (ARC) prior to installation/change.

Submittal Date: _____ Lot number: _____

Homeowner Name: _____

Address: _____

_____

Phone Number: _____

Email Address: _____

Please supply details including, but not limited to: Location, size, materials, color and pictures. Please submit a site survey or sketch for any additional structures with new structures drawn on survey. (Example: fence, play equipment, pools, and spas).

Item(s) requested and relevant information:

If you would like your approval sent to an address other than the home address, please list address:

Please or send application to:

Town Park Pooler HOA
2702 Whatley Avenue, Suite A-3
Savannah, GA 31404
admin@ecoastalmgt.com

If you have additional questions or concerns, please call 912-354-7987.

Homeowners will receive written notification of the Board's decision typically within 30 days after all required information has been submitted. Once approved it is the homeowner's responsibility to ensure that the installation complies with the submitted and approved request.

Town Park ARC Guidelines

As dictated by the covenants, all changes, alterations, or other modifications to the exterior of your home or property need to be approved by the Architectural Review Committee (ARC). The purpose of the ARC is to act as an aesthetic authority for the community to ensure the community maintains a harmonious appearance. All decisions made by the ARC regarding requests for modifications are based on this purpose and are at the sole discretion of the ARC board. Failure to receive an ARC approval prior to making a change could be costly, as it may result in the need for removal or repair to the original condition. Violation(s) may be levied to those who deviate outside of this predetermined aesthetic, and thus, approval should be requested prior to enacting any changes on the part of the homeowner.

Below you will find a list of aesthetic choices that are commonly submitted for ARC approval, items that are not approved by the ARC, and a list of items that do not require ARC approval. This list does not encompass all items, but rather the common items that are typically desired. Keep in mind that all changes must be submitted for approval, not only the items listed below.

ITEMS COMMONLY SUBMITTED FOR APPROVAL:

- **Fences**- All fencing must be approved and should match the existing style of fencing. Once a yard is enclosed the back yard will be maintained by the Homeowner.
- **Gutters-** Gutters must be the same color as the trim on your home.
- **Patio-** Extending a back patio with concrete or pavers.
- **Lawn Ornamentation-** Any statutory, lawn ornamentation, landscape lighting and decorative patio items
- **Patio Furniture-** Patio furniture not located on the back patio needs to be submitted for approval. Pictures must be provided along with location.
- **Screened Porches/Glassed Sunrooms-** Must have a shingled roof to match the homes and the materials must be cohesive with the home.
- **Storm Doors-** Storm doors may contain a solid piece of glass or screen and the frame color must match either your door or your trim. A split screen door may be approved provided that the frame does not exceed 2" in width and the frame must be the color of your door or the trim on your home. A picture must be submitted for design approval.

ITEMS NOT PERMITTED:

- Changes to mulch, pine straw is provided by the HOA
- Artificial flowers

APPROVAL NOT REQUIRED:

Please note that the ARC guidelines may be adjusted or revised from time to time as desired by the ARB board. Because the guidelines may change it is imperative that you obtain approval for each item you desire to ensure that you will never be asked to remove or make changes to an improvement because the guidelines have changed.

All ARC requests will be reviewed within 30 days. If additional information is needed, you will be contacted regarding those items. If you do not receive a written response within 30 business days, please contact our office at 912-354-7987 or admin@ecoastalmgt.com. It is your responsibility to obtain approval, keep copies of all approvals received, as well as pass them to successors if the improvement is still applicable when you sell the home.

If you have any questions about what is approved or not approved, please contact our office prior to improvements being made at 912-354-7987 or admin@ecoastalmgt.com.

Guidelines updated: 5.6.2024