



MONTCLAIR HOA ARCHITECTURAL STANDARDS

1. Any owner that wishes to make an alteration or modification to the exterior of their unit or to the common elements/limited common elements, including landscaping and fencing, must complete an ARB application outlining the alteration or modification requested. All applications shall be in writing.
2. This application will be reviewed by the ARB Committee with notification to the owner, in writing, of the decision.
3. The owner may appeal the ARB decision to the Board of Directors within 30 days.

Per Article 13 of the Montclair Master Deed, following are general guidelines:

- a. All fences must match the existing fence design and be painted in matching colors.
- b. No permanent alteration may be made to patios, porches, or decks without approval.
- c. No signs, posters, billboards, canopy, awnings or any variation of these shall be erected, placed or permitted to remain on the property.
- d. Playground equipment and tents are not allowed.
- e. No exterior lighting (except for holiday lights) may be added to the units.
- f. Storm doors, sliding doors and windows must match the existing standards. Any changes to doors or windows must be approved.
- g. No artificial vegetation, exterior sculpture, fountain, flag or thing on the exterior of the building is allowed. Seasonal door wreaths/decorations are allowed.
- h. No flags, posters or other signs may be posted in the windows.
- i. No internal structural change to a unit is allowed without permission of the ARB.
- j. Television antenna and satellite equipment is subject to review. Equipment may be erected behind a unit so as not to be visible from the street. No antenna or satellite may be attached to the roofs or siding.
- k. No modification of the exterior plumbing, HVAC or electric systems may be made without ARB review.
- l. Montclair exterior paint is available at Sherwin-Williams. They have the matching colors for the fences, siding, doors and trim.

Per the Master Deed, with any addition, change, modification or alteration approved by the ARB and the Board of Directors, the owner and owner's successors-in-interest assume all responsibility for maintenance, repair, replacement and insurance of such change.

MONTCLAIR PROPERTY OWNERS ASSOCIATION

Request Home Improvement or Modification

Items 1 through 8 are to be completed by the homeowner.

1. Name of Homeowner _____ 2. Date of Request _____

3. Address _____ 4. Telephone _____

EMAIL: _____

5. Description of Request _____

6. **Submittal must include pictures, sketch/drawing or elevation plans of modification.**

7. Requested start date _____ 8. Approximate completion date _____

PLEASE ALLOW 30 DAYS FOR PROCESSING THIS REQUEST

Below to be completed by The ARB

Date ARB received request _____

- APPROVED without conditions
- APPROVED with the following CONDITIONS:

- ADDITIONAL INFORMATION REQUIRED

- NOT APPROVED for the following REASON:

ARB Signature(s) _____

Date of ARB action _____ Date Homeowner Notified _____

Mail or email completed form to Montclair POA, 1340-G Ben Sawyer Blvd, Mt. Pleasant, SC 29464 or email to sherry@charlestonpms.com

OWNER'S ACKNOWLEDGEMENT: I/WE understand that:

Material herein contained shall represent alterations that comply with zoning and building codes for Charleston County. Necessary building permits will be obtained prior to commencement of work and copies furnished to Montclair POA.

All written Montclair ARB Architectural Standards have been read and agreed to, including Article 13, Sections 13.1 to 13.6 from the Master Deed.

Approval is contingent upon all work being completed in a workmanlike manner. Members of the ARB and Board may make routine inspections.

All construction debris must be removed from the property.

Any variation from the original application must be resubmitted for written approval.

Homeowners Signature _____

Date: _____