

Sycamore Ridge Homeowners:

It is the responsibility of the architectural review committee and all neighbors to protect and grow our property values. By adhering to strict guidelines, we will all help maintain the value.

This is a reminder that you **MUST** get any outside structural or landscape changes to your property approved by the architectural review committee and the Association Board. Examples of this would be landscaping changes, exterior home changes, sheds, fences, etc.

When considering your project, refer to the Sycamore Ridge Covenants for guidelines and restrictions for your particular project.

- Complete the Project Application Form and submit to HOA Management Company for the architectural review committee to review your proposed project.

HOA Management
P.O. Box 26389
Greenville, S.C. 29616
864-448-0202
<https://www.hoaupstate.com/>

- In addition to completing the form below, send your site plan and locate your house, easements (if any) and improvement on your site plan. Send photos, brochures or sketches of improvement. Make any necessary notations to clarify ideas. Submit any unusual materials to be used and the type of any fencing being used, including paint/stain color.

The architectural review committee and Association Board will review the application. It may take **up to 30 days** for a response, so do not delay submitting the form.

The Association Board will make the final decision.

Any questions, please contact HOA Management.

Sincerely,

Sycamore Ridge Association of Owners

Application for Exterior Alteration (Architectural Request)

PLEASE PRINT LEGIBLY

Association:	
Subject Property:	
All Homeowner Name(s):	
Homeowner Primary Mailing Address:	
Primary Phone Number:	Secondary Phone Number:
Primary Email Address:	Secondary Email Address:
Describe proposed alteration, attach additional sheets if necessary:	
Contractor's Name, if applicable:	

All Homeowners listed on the Deed must initial and sign this form where indicated.

____ / ____ If applicable, you must submit items 1 through 5 for this application to be processed. If these items are applicable and not submitted, this application will be denied:

1. Total dimensions of proposed project, if applicable, include square footage;
2. Complete list and description of materials to be used, including manufacturer, color, and model;
3. If applicable, plat showing property boundaries with the area of the proposed alteration drawn on it;
4. If applicable, diagram, elevation, and/or illustration of the proposed project, (a working web-link may be used);
5. If a contractor is completing work, copy of contractor's work license **and** certificate of insurance.

____ / ____ The Homeowner(s) hereby agree that any and all liability caused by, or arising from, this modification shall be assumed by the Homeowner(s). Homeowner(s) agree to release the Association, Managing Agent, Builder, and Declarant of any and all liability.

____ / ____ Approval by the Association is for the outward appearance only and does not imply any engineering review of a structural nature has been completed. No structure may be permanently installed in any drainage or utility easements. Any construction pursuant to the provisions of this approval shall be subject to the continuing effect of the provisions of the Declaration, Bylaws, Rules and Regulations of the Association, the Architectural Review Committee, the Board of Directors, and/or their designee.

____ / ____ This application will be forwarded for review to the Board of Directors and/or the Architectural Review Committee. It is the Homeowner's responsibility to obtain any government issued permits that may be required for the proposed alteration. If the requested alteration requires any ground to be dug up, it is the Homeowner's responsibility to have any underground utilities identified to prevent damages from occurring.

____ / ____ Depending on the scope of your project, please allow at least 30 calendar days for the Board of Directors and/or the Architectural Review Committee to meet and review this application. **The community manager and management company do NOT make any decision or recommendation regarding this application.** Status updates and questions may be emailed to Admin@InfoHOA.com. Please allow two full business days for the manager to respond.

Homeowner's Signature: _____ **Print Name:** _____ **Date:** _____

Homeowner's Signature: _____ **Print Name:** _____ **Date:** _____

Ways to submit this form: Email: Admin@InfoHOA.com
Mail: Document Processing, PO Box 26389, Greenville, SC 29616
Portal: Go to www.InfoHOA.com

Sycamore Ridge Architectural Review Committee

Project Application

Date Submitted: _____

Name: _____

Address: _____

Phone number: _____

Project Type: (circle) Fencing Landscape Additions Satellite Other

Brief Description of Project _____

Thank you for submitting your application to the Sycamore Ridge Architectural Review Committee. We look forward to contacting you to review your project.

Sincerely,

Sycamore Ridge HOA

Office Use Only:

The project has been: Approved _____ Rejected _____

Comments /Reason: _____
