

Covington Lake

Architecture Review Process

May 25, 2010

- A **Property Owner** submits an ARC Request form (available on the CL website: <http://www.covingtonlakepoa.com/index.html>) with required descriptive drawings, to the Covington Lakes (CL) Property Management Company (**PMC**) by one of the following methods:
 1. electronically (E-mail: pmgrp@sccoast.net),
 2. mail to the **PMC** at:
Premier Management Group
11923 Plaza Drive
Murrells Inlet, South Carolina
 3. fax to: (843-357-4535)
- If any ARC Request Form field is blank, or if the required drawings are not attached, the **Property Owner** will be requested to supply that information.
- After **PMC** confirms receipt of the ARC Request, the ARC Committee has 60 days to review it and make a decision. The **Property Owner** is responsible to assure proper receipt of the ARC Request, as evidenced by a receipt (e.g. email response, hand written receipt, or mailed receipt from PMC).
- The information required on the form is defined by the CL Covenants, Architectural Guidelines, and/or on the ARC Request form.
- **PMC** sends the ARC Request to the **ARC Chair**, with .cc to the CL **Board of Directors**.
 - The completeness and requirements of the ARC Request are evaluated by the **ARC Chair** for compliance with CL Covenants and ARC Guidelines.
 - If the ARC Request is complete, then the **ARC Chair** assigns two **ARC Committee** members to serve as the approving authority for the request. An appointment may be made with the **Property Owner** to discuss details and/or measure boundaries.
 - The serving **ARC Committee** members decide whether to **approve**, **approve with comments**, or **reject** the ARC Request. The **ARC Committee** members may seek the opinion of the **Board of Directors**.
 - The **ARC Chair** sends the decision and any other pertinent comments to **PMC** for recording.
- **PMC** informs the **Property Owner** of the **ARC Committee** decision.
- If the **Property Owner** believes that the **ARC Committee** has made an error in their decision, the **Property Owner** may appeal to the **Board of Directors** in writing via **PMC**, who will forward the appeal to the **Board of Directors** upon receipt of it. The **Board of Directors** will make a decision about the appeal, in accordance with the CL Covenants and Bylaws, and communicate that decision to the **Property Owner** in writing via **PMC**.

Note: This process shall not supersede the Covington Lakes Covenants or Bylaws, State or County laws or regulations.