

# MODIFICATION REQUEST FORM

**Sullivan Hills Homeowners Association, Inc.**

P.O. BOX 118  
ANDERSON, SC 29625

SULLIVAN HILLS SUBDIVISION

ANDERSON, SOUTH CAROLINA 29625

**Email request INFO to : [sullivanhillshoabod@gmail.com](mailto:sullivanhillshoabod@gmail.com)**

**The original request form with signatures must be mailed to the P.O.Box or dropped off in the dropbox.**

**PLEASE COMPLETE AND SUBMIT THIS FORM TO THE ARC /HOA BOARD**

<b>PROPERTY OWNER NAME:</b>		
<b>Property Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Phone:</b>		
<b>Cell:</b>	<b>Alt #:</b>	
<b>Email:</b>		

Please be advised that the ARC/HOA Board have 30 days to review and respond to modification request.

<b>REQUEST DATE:</b>	MONTH	DAY	YEAR
<b>Project Start Date:</b>	MONTH	DAY	YEAR
<b>Project End Date:</b>	MONTH	DAY	YEAR

**MODIFICATION TYPE**

*Give a general description of the request. You will need to provide more detail in the areas provided below.*

**MODIFICATION DETAILS**

For painting, please provide the paint manufacturer, color name, and color number for each location. (Trim, siding, garage doors, shutters, front door and any other feature). Please include a photo of the area to be painted and labeled with the requested paint color.

For roofing, please provide single manufacturer, single type and shingle color.

For Fencing request, please provide all fence details. Survey/plat of lot with proposed location for installation noted on the survey is required with each submission. Fence material, fence style and fence stain color are to be included with submission.

For Windows and doors, please provide the manufacturer , the color and the style. Please also attach a photo of the window or door.

Structural modifications/additions require a drawing with the location marked, project details and a complete material list. This includes playground equipment.

Any additional/other information not covered, that you would like to add.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ACKNOWLEDGMENTS-**

- \_\_\_\_\_ ● I understand and agree that no work on this project will begin until written approval of the ARC has been received by the property owner. I represent and warrant that the requested modification(s) strictly conform to the Declaration of Covenants, Conditions, Restrictions and Guidelines for the Association. I further understand and agree that I am responsible for complying with all city, county and state building and zoning regulations, and for obtaining any permits required for this project.
- \_\_\_\_\_ ● The Association Board of Directors, the Architectural Committee nor their respective members, successors, designees or assigns shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or nonfeasance, arising out of any action with respect to submissions.
- \_\_\_\_\_ ● None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all the foregoing from/ for any claims or damages regarding this request or the approval or denial thereof.
- \_\_\_\_\_ ● Please be advised that the ARC/HOA Board have 30 days to review and respond to modification request.

**(Initial by each one and sign/date below)**

**Signature of**  
**Acknowledgements** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please attach any & all diagrams, drawings, blueprints or specifications. This is required.**