

**Toxaway Views Homeowners Association
Architectural Review Committee
Policy and Procedures**
Rev 10/15/2016

**Appendix A
Toxaway Views Homeowners Association
Application to Change, Alter, or Modify a
Unit, Building, Common Area, or Limited Common Area**

Name of Owner: _____

Unit #: _____

Description Of Project: _____

(continue on back of form if needed)

This form with the following supporting documents must be submitted to the Architectural Review Committee Chairman:

1. Signed Certificate of Compliance.
2. Sketch/drawing of proposed project including description of materials to be used.
3. Written approval from applicable owners of units in building.
4. Copy of appropriate permits. Work can't be approved or begin until received.
5. Name, address, telephone number, license number, and proof of insurance coverage for contractor, tradesman, or serviceman to be used on the project.

Owner's Signature: _____

Date: _____

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**Appendix B
Toxaway Views Homeowners Association
Certificate of Compliance**

We, the undersigned owners, have read all of the requirements of the Toxaway Views Policy and Procedure for changes to our unit, building, common area, or limited common area. We agree to abide by these rules and standards. We also agree to complete the proposed project approved by the Architectural Review Committee within 180 calendar days from starting date. We certify that all fees and assessments/fines have been paid.

Unit Owner Signature: _____

Date: _____

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**Appendix C
Toxaway Views Homeowners Association
ARC Final Inspection Checklist**

Unit Owner: _____

Unit#: _____

- _____ 1. Project completed and on schedule.
- _____ 2. Owner/contractors complied with the policy and procedure.
- _____ 3. Site cleanup of all trash and building material complete.
- _____ 4. All construction equipment, including temporary structures removed.
- _____ 5. Project completed according to approved proposal.
- _____ 6. Violations noted (list of back of form).

Signature of ARC Representative: _____

Date: _____