

**Villages at Berwick**  
Architectural Review Board Application

All exterior changes to the home must be approved by the Homeowner Association's Architectural Board (ARB). The ARB's job is to help maintain the high value of your assets and your home. This form must be submitted for any changes to the exterior of your home or property. (Example: fences, decks, Spas, play equipment, pools, paint changes etc...)

Submittal Date: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Subdivision and Lot number: \_\_\_\_\_

Builder: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please check one of the following:

\_\_\_\_\_ Lagoon Lot    \_\_\_\_\_ Wooded Lot    \_\_\_\_\_ Standard lot (*backs to another lot*)  
\_\_\_\_\_ Corner Lot

Please supply details including, but not limited to: Location, size, materials, color and estimated time for completion. Please submit a site survey for any additional structures with new structure drawn on survey. (Example: fence, play equipment, pools, and spas)

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Guidelines:

In order to maintain a consistent streetscape in the community, the ARB is setting the following guidelines:

1. All fences and additional structures must receive ARB approval prior to changes/construction being made.
2. The ARB committee has the right to make individual variances to these requirements.
3. **Fences-** All fencing **MUST** be approved by the ARB. Fence dimensions with materials, colors, and specifications must be submitted with the plans for ARB approval (Please include a drawing to show where the fence will go in relation to your property). Only **AFTER** ARB approval is given, the homeowner, or the homeowner's appointed contractor **MUST** obtain a building permit from Chatham County, **PRIOR** to starting construction. Fencing **MUST** conform to the following: start at the back line of the house unless it is not feasible to do so, in which case specific ARB approval **MUST** be obtained, be wood, be a uniform 6 feet high for a Non-lagoon lot, or a uniform 4 feet high for a Lagoon lot, will not be scalloped, pickets must be either shadow box or board-on-board style, if board-on-board style, the finished side **MUST** face out/be visible from the Community and the layout **MUST** be visually inspected **PRIOR** to ARB approval, color must be natural wood, or if stained, stain color must be natural wood that shows the wood grain, and if sealed, sealant color must be clear-coat. For Lots with woods in the rear, rear-facing fencing **ONLY** may be open style such as: metal railing, picket, split rail, or a combination of wood and metal, will be a uniform up to 6 feet high, and **MUST** require specific ARB approval. If a Corner Lot abuts Common property, fencing may not extend past the main building setback line on the side that abuts the Common areas. Installation of fencing which abuts another property, by nature of its existence, allows the abutting homeowner to tie-in, regardless of who paid for the original fencing. Fencing along Common property should be landscaped in front/outside of the fence to maintain the beauty of the Community. Any deviations to the above, due to extenuating circumstances **ONLY, MUST** be approved by the ARB.

Please email or send application to:

Association Services, Inc.  
ATTN: Katelyn Murphy, Community Association Manager  
1040 William Hilton Parkway, Suite 200  
Hilton Head, SC 29928  
kmurphy@asihhi.com  
arb@villagesatberwickhoa.com

Homeowners will receive written notification of the Board's decision within 60 days. Once approved it is the homeowner's responsibility to insure that the installation complies with the submitted and approved request.

**For ARB use only:**

Date received: \_\_\_\_\_  
Date responded to Homeowner: \_\_\_\_\_  
Approved / Denied      Date Decision made: \_\_\_\_\_