

## Simmons Pointe Home Owners Association

*Request for ARB Approval for Interior Modification, etc.  
Approval may take up to 30 days*

Items 1 through 8 are to be completed by the homeowner.

1. Name of Homeowner \_\_\_\_\_ 2. Date of Request \_\_\_\_\_

3. Home Address \_\_\_\_\_ 4. Telephone Number \_\_\_\_\_

5. Description of Request \_\_\_\_\_  
\_\_\_\_\_

6. Attach a copy of a sketch /architectural plans and engineering report if applicable:

7. Requested Start Date \_\_\_\_\_ 8. Approximate Completion Date \_\_\_\_\_  
\_\_\_\_\_

### **To Be Completed By the ARB**

Date Request Received \_\_\_\_\_

ARB Action: Approved without conditions \_\_\_\_\_

Approved with the following conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information required \_\_\_\_\_

Not approved for the following reason \_\_\_\_\_  
\_\_\_\_\_

ARB Signature(s)  
\_\_\_\_\_

Date of ARB action \_\_\_\_\_ Date Homeowner notified \_\_\_\_\_

Please mail the completed modification form to: Property Management Services, 1340 G Ben Sawyer Blvd, Mt. Pleasant SC 29464 or you may fax the form to: 843.881.5616 or send by email to: [nancy@charlestonpms.com](mailto:nancy@charlestonpms.com) . Thank you for your submittal!