

Date: _____

Seagate Village POA
Application for Unit Modification
(Please type or handprint)

SECTION 1

REASON FOR THIS FORM. Article XX of the Master Deed for Seagate Village Horizontal Property Regime requires that written consent be obtained from the Board of Directors for any modification to a unit that is visible from the exterior or affects the structure of the interior.

NOTE: Before any work begins, all requests for alteration, addition, or modification must be reviewed by the Architectural Review Committee, which will recommend approval/disapproval to the Board for final decision. **Failure to follow these procedures will result in a fine of \$500.00, plus the owner may be required to return the property to its original condition.** (See Rules & Regulations, para. 4D)

The charm of Seagate Village lies in the fact that exterior architectural features and materials are similar in nature and blend well together across all unit types. However, enough variations were made to prevent a monotonous appearance. Significant divergences of exterior changes in color, design or materials need to be avoided in order to maintain that appeal.

- The following application must include a drawing that shows the location of the requested change including floor plan, elevation plan, and cross-section of exterior structural changes (see appendices A and B as applicable). Material samples and color choices may be required. These are necessary so that the Board of Directors review can readily evaluate the request.
- Board Approval covers only the cosmetic effects of structural changes. Construction pertains to new structural changes, additions, and major repairs or maintenance of existing elements.
- Please note that any modification that exceeds \$100.00 in labor and material costs requires a City of Myrtle Beach permit. City Building Permit fees are based on actual costs of the project.
- For any electrical, plumbing, mechanical or gas line modifications with the exception minor maintenance item such as replacing a defective light switch etc., a City Permit must be obtained. Such permits are issued only to duly certified licensed journeymen and master tradesmen in their respective classes.
- Be sure that your contactor gets a building permit. Never obtain a permit for a contract job in your own name. If you do so, you take full responsibility for all work, not the contactor. Ask to see the final inspection report from the City before making final payment.
- Approval for wind, roof and footing loading are the responsibility of the City Building Department. The same general rule also applies to electrical, plumbing, and mechanical or gas line installation.

OWNER'S NAME _____ PHONE # _____

PROPERTY ADDRESS _____

TYPE OF WORK TO BE DONE _____

Date to start work _____ Est. completion date _____ Est. Cost _____

Work to be done by: ___ Self ___ Contractor

Name of Contractor: _____ City Bus. Lic. # _____

State Bus. Lic. # _____

Plans Submitted? Yes ___ No ___ N/A ___
Materials Submitted? Yes ___ No ___ N/A ___

SECTION II

Insurance and Maintenance

The property insurance carried by the Seagate Village POA covers only the original structure constructed by the Air Force and cosmetic updates made by the developer in 2002-2005. In case of damage resulting in an insurable claim, any modification to that structure is not covered and is the responsibility of the current owner. Additional insurance should be carried by the unit owner to cover any damage to modifications. Please note that insurance companies will normally not pay claims for mishaps resulting from construction installed by a homeowner without a permit or done with unlicensed tradespersons.

The POA has the responsibility to maintain the exterior appearance of all units. Any additional cost of maintenance created by a unit owner's modification must be borne solely by that owner and will be billed directly to that owner. The timing and extent of any such maintenance is determined solely by the Board. Approval of this modification request is based on the owner's agreement to these terms.

ANY DAMAGE DONE TO THE BUILDINGS OR GROUNDS CAUSED BY OWNERS, CONTRACTORS OR SUBCONTRACTORS DURING CONSTRUCTION ARE THE RESPONSIBILITY OF THE OWNER. CONTRACTORS NEED TO BE MADE AWARE THAT DAMAGE CAUSED BY DRIVING VEHICLES ON LAWNS, AND ANY REMOVAL OF LANDSCAPING OR DAMAGE TO TREES WILL BE CORRECTED BY THE POA AND THE COSTS BILLED DIRECTLY TO THE OWNER.

Owners Statement and Data

I hereby declare that the information submitted by me has been discussed with a board member and the entire project will be completed in a timely and professional manner as described herein. Any changes to the initially approved application must be approved prior to work commencing. Note that this application is NOT a structural design approval or required building permit. Additional Board of Director's approval is required on any project costing more than \$10,000.

Owner's Signature

Date

For Board Use Only:

Request received by: _____

Date _____

Request discussed by owner: _____

Date _____

Request Approved: _____ Request Denied: _____

Reason for denial: _____

Board suggestion for change: _____

Board of Directors Signature:

Board of Directors Name:

Appendix A

Please sketch the proposed modification as close to scale as possible showing the dimensions of the unit and the modification. In the case of structural modifications requiring a building permit, please attach the final engineered plans that will be submitted to the City Building Department for their approval and label as Appendix B.

RENOVATION REQUIREMENTS

The following conditions must be met on all additions and or renovations to any and all buildings in Seagate Village.

1. All requests for an addition or renovation must include the following:
 - A. Completed application and a detailed description of the work.
 - B. Architectural drawings (to scale) including:
 - 1) Proposed Site Plan (A copy of the existing site plan for your unit is available at the business office.)
 - 2) Floor Plans – Dimensioned
 - 3) Exterior Elevations – All sides visible from exterior
 - 4) Photographs of existing building and grounds affected by the addition.
- Completed requests are due end of business on the last day of the month at the business office.
- All requests are reviewed by the Architectural committee and submitted to the Board of Directors.
- Applicants are notified of the Status of their requests by the third Friday of the following month.

(Requests that do not include all of the above noted items are incomplete and will be returned to the applicant with no action taken.)

2. Additions may not extend beyond 15 feet to the outside of eave/overhang dimension.
3. Roof overhangs and fascia details are required to match existing architecture.
4. Additions with flat roofs are the sole responsibility of the owner. The POA will not be responsible for leaks or re-roofing on a regular schedule.
5. All roofs and siding etc must conform to the architecture of the existing building.
6. Shingles on the Addition must match Shingles on the existing building.
7. No air conditioning units or machines which may protrude through the walls or roof of the building will be permitted. (IAW MASTER DEED page 9 Section XX)
8. Sewer cleanout cannot be covered or angled; it must be extended straight through to the outside edge of any pad or structure.
9. All buildings in Seagate Village are on a schedule for new roofs in a specified year, the management office has a copy of the schedule you may check there for when your unit is scheduled for a new roof.
10. Any new addition to the existing unit is the responsibility of the owner and any maintenance that is done on additions will be charged to the owner. That includes but is not limited to scheduled re-roofing and painting.
11. Owner assumes all responsibility for maintenance, upkeep and insurance liability for any ground level surface modifications performed, at his request, to or around his unit.
12. **Building permits must be obtained from the city of Myrtle Beach before any modifications may be started that exceeds \$100.00 including labor and materials. NO EXCEPTIONS.**

(All building permits, licenses, etc must be copied at the Seagate Village Management Office prior to any work being performed.)