

**Foxwood Hills Property Owners Association
Architectural Control Committee
Guidelines for Construction and Modifications**



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OVERVIEW OF THE ACC

What is the Architectural Control Committee (ACC)?

The ACC is a committee established by the Foxwood Hills Property Owners Association (POA) Bylaws to assist the Board in enforcing the various restrictive covenants of the community. Refer to Bylaws Article XIV, Section 2 to review the establishment of the ACC authority.

Who are the committee members of the ACC?

The ACC is made up of knowledgeable volunteer members from the community. The committee includes a chairperson that leads the committee and a Board of Director representative. The committee and chairperson are appointed annually by the Board of Directors. A list of current members can be provided by the POA office upon request.

What is the intent of this document?

The ACC is charged by the Foxwood Hills POA Board to establish and monitor rules and procedures thereby ensuring that improvements placed on any lot in Foxwood Hills as well as the ongoing enforcement of the Bylaws and Restrictions are consistent. This process and requirements are summarized in this document.

Why is a permit required in Foxwood Hills?

Foxwood Hills is a deeded restricted community.

What are the criteria for ACC decisions?

Decisions are made fairly and uniformly based on The First Revised Bylaws of the Foxwood Hills Property Owners Association Dated March 11, 2011, the applicable Section Restrictions and these ACC Guidelines. All this information is available from the POA Office or the POA website which is www.Foxwoodhills.net.

Are the Bylaws, Restrictions and ACC Requirements enforced?

Yes, they are enforced. Please refer to the Ongoing Enforcement section in this document for more information.

What projects require a permit within Foxwood Hills?

Permits are required for any structure placement, Recreational Vehicle, mobile home or shed placement, or grading / clearing of land, and all other external modifications including landscapes (walls, fences, driveways, etc.).

When does the ACC Meet?

Meetings are set by the ACC committee as needed. At present the meetings are the 2nd and 4th Wednesdays of each month November through March, with meetings occurring



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weekly from April through October. The committee tries to address all requests by members in a timely fashion. Members are requested to have all necessary paperwork submitted to the POA Office on the Tuesday prior to the meeting. Typically, members who have submitted permit requests are contacted by the POA Staff with the ACC's decision(s) within the following (5) business days.

Who is the primary contact for members?

The ACC Committee relies on the assistance of the POA Office staff to be the primary contact for members. The POA staff can be reached at (864) 647-9510 Monday-Friday from 9:00 am – 4:30 pm ET or via email at poaoffice@foxwoodhills.net

OBTAINING A PERMIT

Eligibility of Obtaining a Permit

The POA must have the member's property properly recorded and the member must be in good standing. The Bylaws defines a member in "good standing" as "those members who are current in payment of all their fees, dues, assessments, and all other financial obligations due the Association and are not in violation of current Bylaws and Restrictions". If the request is made by a renter, the member (property owner) must agree with the request in writing to the ACC.

Types of Permits

There are 2 types of permits:

- Grading / Clearing – Allows a member to perform grading, clearing of land, and creation of driveways.
- Structure – allows the construction or placement of buildings, additions or remodeling of structures. Structures include homes, decks, fences, roof over, carports, driveways, walkways, retaining walls, sheds, as well as recreational vehicles and mobile home placements.

Information Required for Permit Request(s)

General Required Information

Members should submit their plans and required paperwork to the POA Office no later than the Tuesday prior to the week of the meeting.

All permit requests are required to include the member's name, mailing address, phone number, Foxwood Hills Section, lot number, street address, account number, and email address.



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The ACC will base its approvals on The Second Revised Bylaws of the Foxwood Hills Property Owners Association Dated March 11, 2011, the applicable Section Restrictions, and these ACC Requirements. All this information is available from the POA Office or the POA website which is www.foxwoodhills.net.

Building a House / Structure

For those members building a house or structure, the following information is required.

- Builder information including, but not limited to, the general company, contact information, primary project manager's direct contact information, etc.
- Drawing / blueprint that includes lot dimensions and associated setbacks, new structure, any existing structures, and driveway.
- An exterior material list is required.
- Foundation walls on homes, either concrete blocks or concrete, must be painted or finished with stucco.

Placement of an RV or Mobile Home

For those members placing an RV or mobile home, the following information is required:

- Information regarding the make, model and serial number
- Photos of all 4 sides
- Drawing / blueprint that includes lot dimensions and associated setbacks, placement of RV or mobile home, threshold, porch or deck, any existing structures, and driveway.
- All mobile homes must be underpinned. If underpinned with concrete or blocks, it must be painted or finished with stucco.

Grading / Clearing of Lot

For those members grading or clearing a lot, a grading / clearing permit is required if heavy equipment or trucks more than 5-ton loads are utilized.

- Heavy equipment is defined as any equipment that travels on tracks rather than inflated tires e.g. back-hoes, graders, loaders, etc.

Member Responsibilities

- The member is responsible to stake the lot, setbacks, and proposed structure placement for the ACC committee to review to receive approval prior to submitting their application for review.
- It is the member's responsibility to have a certified survey and build accordingly.
- All existing structure exteriors must be in good state of repair.
- All submitted material shall remain the property of the POA. The member should make copies for their own personal records.



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- The member is responsible for the payment of all fees (not the builder or other contractor).

Application fees will be collected at the time the permit is approved, and paperwork is signed. Please refer to the fee schedule in this document for details.

Process when Request is Approved

When a request is approved, the member will be contacted by the POA Office with the ACC's decision. The applicable fees will need to be paid by the member and paperwork signed. The permit will then be issued. The Foxwood Hills POA Permit is required prior to obtaining the Oconee County building permit.

Process when Request is Disapproved

If a request is disapproved, the POA Office will contact the member and on behalf of the ACC, inform the member of the reasons for disapproval. If possible, suggestions will be provided to guide the member toward a request more likely to be approved.

The member whose request is disapproved may appeal by succinctly and in written form setting forth the basis for their appeal and submitting such appeal to the Board within thirty (30) days of their receipt of disapproval. Failure to do so shall bar any disapproved party from a belated appeal to the ACC, from pursuit of any action in court, or any other legal remedy they might otherwise have.

Refer to Article XIV Committees Section 2 Architectural Control Committee in the Bylaws for this authority.

Note: If application is denied and uncontested or revised, any paid fees will be refunded.

Frequently Asked Questions

Is a permit required for home repairs?

In general, exterior home repairs do not require a permit if the member does not make any structural changes or require the use of heavy equipment.

Home repair examples include replacing roof, gutters, painting, replacing deck board/rails, installing storm windows, replacing siding, replacing garage doors, etc.

Is a permit required to cut down trees and shrubs?

A grading / clearing permit is required if heavy equipment or trucks with loads more than 5 tons are used. If equipment of this type is not used, a permit is not required.



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Heavy equipment is defined as any equipment that travels on tracks rather than inflated tires e.g. back-hoes, graders, loaders, logging trucks, etc.

What if the structure is too close to the property lines or too close to the road?

A member can apply for a variance which will be reviewed by the ACC. In some cases, it may be required to get notarized approval for variances from adjacent property owners.

When can I apply for the Oconee County Building permits?

Oconee County Building Department will only provide a county building permit once the Foxwood Hills POA permit has been provided to the member.

Do I need to comply with Oconee County Building Codes?

Yes, members need to comply with Oconee County Building Codes and associated inspections. They can be reached at (864) 718-1005.

While Foxwood Hills POA assumes no responsibility for the administration of the Oconee County Building Codes, it does remind members of the existence of this process and encourages members to have their project reviewed by the Oconee County Building Codes Office for potential permitting and subsequent inspection and approval, where the scope of the project so warrants.

Who is the water and sewer provider for Foxwood Hills?

Total Environmental Solutions, Inc. (TESI) is the provider of service for Foxwood Hills and can be reached at (864) 647-9514.

What is a grinder pump and when is it needed?

A grinder pump aids in grinding and pumping sewage to the sewage connection. TESI can inform you if one is needed for your property.

Who is the provider of electric service for Foxwood Hills?

Blue Ridge Electric Co-operative is the provider of service and can be reached at (800) 240-3400.

Driveway Considerations

- Driveways must have a proper size culvert in place if land fall requires it.
- Non-paved driveways: gravel or crusher-run must be used and perpetually maintained to prevent mud and dirt from getting on the road. If mud does run into the road, it must be removed immediately or it will be removed at the property owner's expense.



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Entrance Consideration

All entrances that are 36 inches high or greater must have an open or enclosed porch or deck measuring at least 36 square feet.

REIMBURSEMENT OF REFUNDABLE FEES

To be reimbursed for any fee that is refundable, you must contact the POA Office informing them that you have completed the project associated with the permit. The ACC will then inspect the project for completion and associated items such as:

- Lots must be cleared of all debris and temporary or final landscaping installed to prevent erosion must be in place.
- All building materials and trash must be removed from the site.
- For remodeling, additions, or renovations, the existing structure's elevations must be in good state of repair.
- All exteriors of home should be completed to include porches and stoops. Concrete or block foundations must be painted or finished with stucco.
- All safety hazards including, but not limited to, exposed wiring or open ditches and holes, as well as any damage to the road must be corrected.
- Project must comply with Oconee County Building Codes. Proof of COO (Certificate of Occupancy) report shall be provided for new structures and/or inspection reports for additions or exterior modifications as needed.

ONGOING ENFORCEMENT

Overview

The ACC is a committee established by The First Revised Bylaws of the Foxwood Hills Property Owners Association Dated March 11, 2011 to assist the Board in enforcing the various restrictive covenants of the community. Refer to Bylaws Article XIV, Section 2 to review the establishment of the ACC authority.

Definitions

- "Abandoned" can refer to, but is not limited to, an unfinished home, mobile home, recreational vehicle, boat, camper, vehicle, shed or any item so deemed by the ACC.
- "Dangerous" can refer to any situation so deemed by the ACC. It may include, but is not limited to, an unfinished home, mobile home, recreational vehicle, shed, garage, etc.



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- “Deteriorated” means to the point of appearing dilapidated or unsafe and can refer to any situation so deemed by the ACC. It may include, but is not limited to, any of the items mentioned above.

Refer to **Article XXII General Provisions Section 2 Self Help** of the Bylaws for additional details.

POA Management Action

After being notified by the ACC of any property that falls into the definitions above, the POA will immediately notify the owner of the property of said violation and will request immediate action on the part of the property owner to remedy the situation.

Additionally, the POA Management will determine the best course of action. For example, the POA may secure an estimate from a reputable source to complete, remove, renovate or perform the action deemed necessary to bring the property into compliance. In addition, the POA will immediately place a lien on the property for the amount determined to protect the POA’s interest in the repairs. The lien will be removed as soon as the situation is remedied to the satisfaction of the POA.

If the property owner decides to sell the property, the cost to bring the property up to specification will be paid by the seller at closing. In the case of the sale of an unfinished house where a deposit has been paid to build the house, the deposit will not be refunded to the original owner without approval of the new owner and complete satisfaction of any POA placed lien.

Dispute Resolution

If a member wishes to dispute a violation notification, per the Bylaws Article XXII General Provisions, Section 3, the Alternative Dispute Resolution process is as follows:

Any owner or occupant must give written notice to the Board requesting a hearing with the Board and attend such hearing to discuss an amicable resolution of any dispute before that owner or occupant may file any law suit against the Association, the Board of Directors, or any agent of the Association, the owner or occupant shall, in such instance and at the hearing, make a good faith effort to explain the grievance to the Board and resolve the dispute in an amicable fashion, and shall give the Board a reasonable opportunity to address the owners’ or occupants’ grievance before filing suit. Upon receiving a request for a hearing, the Board shall give notice of the date, time, and place of the hearing to the person requesting the hearing.



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The Board shall schedule this hearing for a date no less than seven (7) days, but not more than twenty-one (21) days from the date of receipt of the notice of hearing by the person requesting the hearing.

ACC PERMIT FEES

Description	Refundable permit fee	Non-Refundable Grading/Road Permit Fee
Lot clearing with heavy equipment	\$1000.00	\$750.00
New Construction or additions to structure	\$1,000.00	\$750.00
Mobile Home Placement	\$1,000.00	\$500.00
Driveway – using concrete trucks	\$1000.00	\$500.00
RV Placement	\$500.00	If applicable
Other Project Deposit	\$50.00	If applicable
POA removal of abandoned, deteriorated, or dangerous structure or property.	N / A	At Cost

Please note that when the owner makes a request for Clearing the lot, new construction or addition, and Driveway all at once there is but one charge of \$1000 for the refundable fee and one \$750 for the non-refundable unless these are done months/years apart (doing it all at once saves them money in the long run).

Further note: ACC Fees effective August 24, 2017 per Board Resolution Dated August 24, 2017 and the fees are to be paid with 2 separate checks (1 for Refundable and 1 for Non-refundable).



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SECTION RESTRICTIONS

Guidelines: Restrictions pertaining to you section

SECTION			BUILDINGS ALLOWED	Sq. Ft Minimu m	Sq. Ft Min for Lake or Golf Lots	Front	Rear	Side	Side St
1	A	51	House Only	650	1000	40	5	5	10
2	B	52	House Only	650	1000	40	5	5	10
3	C	53	House Only	650	1000	40	5	5	10
4	D	54	House Only	650	1000	40	5	5	10
5	F	55	House Only	650	1000	40	5	5	10
6	G	56	House Only	650	1000	40	15	15	20
7	HOMESTEAD	57	House or Mobile Home	750	If applicable	40	15	15	20
				750	If applicable	40	15	15	20
8	I	58	House Only	650	1000	40	15	15	20
9	L	59	House Only	650	1000	40	15	15	20
10	M	60	Mobile Home	500	If applicable	40	5	5	10
11	*HATTERAS I		RV Only	40' Max		20	5	5	5
12	HATTERAS II		House Lot 1 - 46	650	1000	40	15	15	20
			Lots 47 - 96 Mobile Home	600	If applicable	40	5	5	10
13	EDISTO		House Only	650	1000	40	15	15	20
14	*NEWBURY		Houses or RV	600	1200	20	5	5	5
17	TIDEWATER		House & Mobile Homes less than 3yrs	650	1000	40	15	15	20
				600		40	5	5	10
18	SHERANDO		House & Mobile Homes less than 3yrs	650	1000	40	15	15	20
				600		40	5	5	10
19	ORION		House Only	1000	If applicable	40	15	15	20
20	*KINSTON		RV Only	40' Max		20	5	5	5
21	RAPIDAN		House Only	1000	If applicable	40	15	15	20
22	PANOLA		House	1000	If applicable	40	15	15	20
23	ARRON		Houses Lots 1 to 85 & 170 to 235	1000	If applicable	40	15	15	20
			Lots 86 to 169 Mobile Homes	600	If applicable	40	5	5	10
32	MILLHURST		Houses Only	650	1000	40	15	15	20

*For the RV Sections Hatteras, I, Newbury and Kinston the front 20-foot offset is from the nearest corner of the RV to the side of the road.



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FOXWOOD HILLS POA - APPLICATION FOR ACC PERMIT			
Application For:			
Dates:	Application:	Permit Issued:	Permit Expires:
Applicant's Name:		Phone #	
Description of Work:			
Section:	Lot #	Acct #	
Property Address:			
Owner's Name:		Phone #	
Mailing Address:			
Contractor Information (if applicable):			
Contractor name:		Phone #	
Contractor address:			
Certification:			
<p>I certify that all statements contained herein are correct and that all construction will be in accordance with the rules and regulations and restrictive covenants of Foxwood Hills Property Owner's Association (POA) and Oconee County Building Codes. I have read, understand and agree to abide by the Foxwood Hills POA Covenants, Bylaws and the ACC Guidelines and Restrictions. I understand that any applicable refundable permit fee is refundable contingent upon timely completion of building, landscaping and all associated aesthetic appearance of the house, mobile home or RV and lot; including repairs made for damage to roads or other common areas that occurred as a result of this construction.</p>			
Applicant's Signature:		Date:	
ACC COMMITTEE USE ONLY:			
PLANS APPROVAL (If disapproved, list reason in comments below):	Yes:	No:	Date:
PLANS RESUBMITTAL APPROVAL	Yes:	No:	Date:
ACTIONS:	STAKE OFF FOR LOT AND STRUCTURE:	RESUBMISSION OF APPLICATION FOR CORRECTIONS:	FINAL INSPECTION BY ACC COMMITTEE:
Committee Member Signature			
ACC Chair Signature			
Date Signed:			
COMMENTS:			
Fees			
REFUNDABLE \$:	NONREFUNDABLE ROAD USE \$:	TOTAL \$:	
REFUNDED \$:	Date:	By:	

Revision A 7-22-2017

*This is an Example only
Actual form supplied and filled out at POA Office*



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ARCHITECTURAL PERMIT REQUEST AND AGREEMENT FORM

This is an Example only

Actual form supplied and filled out at POA Office

Date / /

Application for (check box)

Grading / Clearing

Structure

Section #:

Lot#:

Account #:

Members name(s) as appears on the recorded Deed:

Property Address:

Mailing address (if different):

Phone #:

Email:

GRADING / CLEARING PERMIT

Check the boxes that apply to this permit request:

Trucks with loads less than 5-tons will be used

Trucks with loads more than 5-tons will be used

Heavy equipment will be used. Heavy equipment is defined as any equipment that travels on tracks rather than inflated tires e.g. back-hoes, graders, loaders, etc.

Note: it is the member's responsibility to have a certified survey and grade / clear accordingly.

STRUCTURE PERMIT

Check the boxes that the following required information is attached to this form:

Note: All submitted documentation shall remain the property of the Foxwood Hills POA.

Required information for the placement of an RV or Mobile Home:

Information regarding the make, year, model and serial number

Photos or pictures of all 4 sides



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Certified survey, drawing and/or blueprint that includes, lot dimensions, associated setbacks, placement of the RV or mobile home, threshold, porch or deck, as well as any existing structures and driveway.

Note: It is the member's responsibility to have a certified survey and place the RV or Mobile Home accordingly.

The lot, setbacks, and proposed RV or Mobile Home placement are properly staked. Stakes are visible for ACC inspection.

Required information for building of a structure (home, storage unit, etc.):

Builder information included but not limited to

- General company contact information
- Primary project manager's direct contact information
- Contractors Certificate of Insurance

Certified survey, drawing and/or blueprint that includes, lot dimensions, associated setbacks, placement of the RV or mobile home, threshold, porch or deck, as well as any existing structures and driveway.

Note: It is the Member's responsibility to have a certified survey and place the RV or Mobile Home accordingly.

The lot, setbacks, and proposed RV or Mobile Home placement are properly staked. Stakes are visible for ACC inspection.

An exterior material lists.

For all permits – a List of Most Frequent Items that the Member should be aware of:

1. All submitted documentation shall remain the property of Foxwood Hills POA.
2. Certified survey, drawing and/or blueprint should include lot dimensions, associated setbacks, new structures, and driveway.
3. It is the member's responsibility to have a certified survey and build accordingly.
4. The lot, setbacks and proposed structure, RV or Mobile Home placement should be properly stakes. Stakes should be visible for the ACC inspection.
5. Driveways must have a proper size culvert in place if land fall requires it.
6. Non-paved driveway: gravel or crusher-run must be applied and perpetually maintained to prevent mud and dirt getting on road. If mud does get onto road, it must be removed immediately or it will be removed by the POA at the member's expense.
7. Lot must be cleared of all debris, trash and building materials.
8. At minimum, temporary landscaping to prevent erosion must be in place.
9. Prior structures exteriors must be in good state of repair.



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10. All safety hazards including, but not limited to, exposed wiring or open ditches and holes must be corrected.
11. All entrances that are 36 inches high or greater must have an open or closed porch or deck measuring at least thirty-six (36) square feet.
12. Open decks must have a safety rail.
13. If an entrance threshold has more than 36 inches high steps, a safety handrail is required.
14. All exteriors of home should be complete including porches and stoops. Concrete and block foundations must be painted or finished with stucco.
15. All mobile homes must be underpinned. If underpinned with concrete or blocks, it must be painted or finished with stucco.
16. Storage buildings or other structures other than the member's residence are permitted only for the sole purpose of storage. Storage units cannot be used as a habitat.
17. A suitable timeline is required to gauge completion of the project.
(Homes up to 18 months, RV/Mobile Home Placement 6 Months, All others 6 months)

Note: This partial list does not supersede the Foxwood Hills Bylaws or applicable Section Restrictions. It is strongly recommended that the applicant read and understand the Foxwood Hills POA Bylaws, applicable Section Restrictions, and the ACC Guidelines to understand all requirements. If there are questions or concerns, contact the ACC through the POA Office. Please keep in mind that the ACC will make decisions based on the guidelines as they appear in the Bylaws and Restrictions.

Certification:

I/We hereby certify that all Information provided is correct and that all construction will be in accordance with the rules and regulations of the Oconee County Building Codes, the Foxwood Hills POA Bylaws and applicable Section Restrictions, and the Architectural Control Committee (ACC) Guidelines. I/We also acknowledge that the ACC Guidelines is a reasonable document that addresses most situations. ACC decisions are made fairly and uniformly based on the Foxwood Hills POA Bylaws, the applicable section Restrictions, and the ACC Guidelines.

I/We have read, understand and agree to abide by the Foxwood Hills Bylaws, applicable Section Restrictions, and the Architectural Control Committee Guidelines.

If applicable, I/We understand that the refundable Permit Fee Deposit is also to ensure that the builder, contractor, their workers, subcontractors and suppliers abide by the Foxwood Hills POA Bylaws, the applicable Section Restrictions and the ACC Guidelines during the construction period. Any damage to the community's common area will be deducted from the deposit. Common areas include, but are not limited to, roads, road shoulders, signs, mail stations, etc.



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Member Signature

Date

Member Signature

Date

Permit Request Received by:

Foxwood Hills POA Representative

Date

Permit Request Approved by:

Foxwood Hills POA Representative

Date

*This is an Example only
Actual form supplied and filled out at POA Office*

