

Kingston Plantation Master Association The Architectural Standards Application Form and Requirements

REQUIRED...All items must be submitted at the same time. We cannot accept partial submissions.

The following must be attached to be considered:

- Letter from the Sub-Association Board of Directors stating that the POA Board had voted to approve the requested item(s).
- Photocopy of the Horry County Building Permit.
- Photocopy of the Contractors Horry County Building License
- Photocopy of contractor's Horry County Business Permit
- Color photos of the building(s) POA is requesting work to be considered for this application.
- Engineer's proposed scope of work.
- Fully completed ASC application.
- Security deposit check in the amount of \$2,500.00 (Check made out to KPMA)

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- The typical time for approval is twenty-one (21) days. Emergency requests will be handled on a case-by-case basis.
 - Should you have any questions, please call KPMA Managing Agent:

	Doug Millar	or	Theresa Harrington
Phone	843.651.2900		843.448.9000 x 142
Fax	843.467.2222		

After completion, you will need to submit:

- Copy of signed Horry County Building Permit.
- Engineer's signed report.
- Letter requesting refund of security deposit.
- Refund check will be issued within fourteen (14) days.

**Kingston Plantation Master Association
Architectural Standards Committee
Application**

Association Name: _____

Street Address: _____

Construction Type (circle): New Construction

Exterior Renovation

Repairs and Replacements

Desired Start Date: _____

Anticipated Project Completion Date: _____

Association Liaison:

Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Fax: _____

Contractor:

Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Fax: _____

Contractor License Number: _____

Best Contact Person: _____

DEPOSITS Paid Herewith:

Construction Performance Deposit (\$2,500) Paid On Date _____ by: _____

(This Deposit may be reduced or waived at the discretion of the House and Grounds Committee, based on the scope and/or cost of the project.)

AGREEMENT

I _____, as Contractor for the Owner/Association of the above described construction project acknowledge and agree that the deposits referenced herein are to be held by Kingston Plantation Master Association to ensure that all improvements will be constructed in accordance with the Kingston Plantation Covenants, plans and specifications, as approved by the Association.

I further acknowledge and agree that:

1. I have read and understand the Proclamation of Protective Covenants and I agree to abide by the same.
2. Contractor work hours are Monday through Saturday 9:00 AM. to 5:00 P.M. unless there is an emergency situation.
3. I am responsible for completing the project as described by the drawings and the specifications once approved and any proposed changes will be submitted for approval prior to implementation.
4. I will maintain a clean construction site at all times and adhere to the site organization and parking requirements.
5. I am responsible for the conduct of vendors, subcontractors, employees, and other workers performing services on this project at all times they are in Kingston Plantation.
6. All Deposits will be held in a non-interest bearing account and shall be returned within four (4) weeks of completion of the successful Final inspection.
7. Any charges for repair of damages or damaged areas, fines for violations, the correction of changes not approved by Kingston Plantation Master Association or work contracted to improve the appearance of untidy sites, may be deducted from the Deposits.
8. I carry workers compensation insurance with limits per applicable laws, employer's liability insurance, commercial general liability (CGL) insurance and if necessary commercial auto insurance. Certificate of insurances must be submitted. If approved, a Certificate listing KPMA will be required.
9. Kingston Plantation Master Association dumpster shall not be used for construction debris.

This document is not a replacement for the Design Guidelines, Proclamation or By-Laws governing the Master Association and should not be relied upon as a substitute.

THIS APPLICATION, Deposit and Agreement made this _____ day of _____ 20____

Witness to Contractor

Contractor's Signature

Printed Name

Date Signed

Application Approved this: _____ day of _____, 20____ by: _____

For: Kingston Plantation Master Association, House and Grounds Committee