

# Victoria Bay Homeowners Association

## Request for Architectural Approval

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Hm Phone: \_\_\_\_\_ Wk/Cell: \_\_\_\_\_

Project estimated start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

**Project must start within 90 days of receiving ARC approval or request must be resubmitted.**

**Project must be completed w/in 120 days of actual start date or an extension must be obtained.**

Type of modification:

Fence

Utility Building

Paint (exterior)

Porch

Pool

Tree

Deck/Patio

Landscaping

Addition

Other: \_\_\_\_\_

**Please read and follow these instructions carefully:**

1. Give a detailed description of the improvements to including:
  - Location, Size, Material(s), Color(s), Contractor (if applicable), Plans/Drawings/Photos
2. Attach copy of Property Survey with proposed changes/additions shown.
3. Complete one request form per change (ex. one request for a deck & one for a fence). Multiple requests can be sent in together.
4. Mail or scan & email completed requests to:

**Kuester Management Group, LLC – Davidson**

**P.O. Box 3340**

**Fort Mills. SC 29708**

email - [support@kuester.com](mailto:support@kuester.com)

Location: \_\_\_\_\_

\_\_\_\_\_

Size: \_\_\_\_\_

\_\_\_\_\_

Material(s): \_\_\_\_\_

\_\_\_\_\_

Colors(s): \_\_\_\_\_

Contractor: \_\_\_\_\_

**Please Note:**

- Committee reserves the right to request additional information to clarify a request.
- Please allow up to 3-4 weeks for approval process.
- Please notify the committee if you would like to attend the meeting to review your application:  
[arc@victoriabayhoa.com](mailto:arc@victoriabayhoa.com)