

THE LOFTS AT MILLS MILL
PROPERTY CHANGE INSTRUCTIONS

Article VIII

RESTRICTIONS ON USE

Section 8.12 Architectural Control. No building, landscaping, fence, wall, sign or other structure shall be commenced, erected or maintained upon the Property subsequent to the initial completion by Declarant of the Building and the Common Elements, nor shall any exterior addition to or change or alteration to any Unit or any Common Elements be made, unless and until the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted and approved in writing by Declarant (if during the Declarant Control Period) or by the Association (if subsequent to the Declarant Control Period) as to harmony of external design and location in relation to surrounding structures and topography, and which approval may be withheld or conditioned in its sole discretion. In no event shall any Owner alter or remove any column or beam in such Owner's Unit without the prior written approval of Declarant (if during the Declarant Control Period) or the Association (if subsequent to the Declarant Control Period), which approval may be withheld or conditioned in its sole discretion.

Pursuant to the Restrictions on Use as outlined in the Master Deed, those owners desiring to alter any Common Elements and/or Limited Common Elements are required to submit their request in writing **prior** the making the alterations.

The attached form should be properly completed and submitted to the Managing Agent for review by the Board of Directors. **No change will be approved without this form properly filled in and submitted.** Additional forms may be obtained from our Managing Agent's office by calling 864.467.1600.

Please retain this form as part of your documents on the operations of the Lofts at Mills Mill.

The Lofts at Mills Mill

THE LOFTS AT MILLS MILL

REQUEST FOR PROPERTY CHANGE

Date _____
Owner's Name _____ Unit # _____
Owner's Address _____
Owner's Phone _____ E-mail _____

I would like to make the following change(s) to the common area property at The Lofts:

DETAILS OF PROPOSED CHANGES (Attach Specifications)

Work will be performed by (include name, address, and phone number)

(If a licensed contractor, attach a copy of their city business license, state contractors license and insurance certificate.)

Type of Materials to be used: _____

Estimated time for completion: _____

1. I accept full responsibility for the proper installation in accord with the description above.
2. I accept full responsibility for maintenance of this addition to the full satisfaction of the Lofts at Mills Mill Board of Directors.
3. I agree that no work will begin prior to approval by the Board of Directors on this proposed change and the Board be given a minimum of thirty (30) days to render its decision.
4. Paint color must be checked with the Managing Agent to continue the proper color scheme.
5. The Managing Agent will be advised when the work is to begin and when it is finished.

Please send a complete request package to:

The Lofts at Mills Mill ARC
ATTN: Property Manager
P.O. Box 5539, Greenville, SC 29606

IMPORTANT NOTICE: For your protection, inquire with the city about permit requirements before starting any work on your property involving new construction, alterations, modifications or additions. Approval of any structure by the Architectural Review Committee (ARC) is in no way a certification that the structure has been built in accordance with any governmental regulations(s) or that the structure complies with sound building practice or design. Neither the Association, The ARC, The Board, nor the Officers, Directors, members, and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval, or to any owner of property affected by the declaration by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specifications; nor shall any or them assume liability or responsibility for any defect in any structure constructed from any such plans and specifications.

The Unit Owner(s) at the Lofts at Mills Mill acknowledges that he/she has read all three pages of this form:

Unit Owner's Signature _____ Date _____

Unit Owner's Signature _____ Date _____

Date Received (To be completed by Managing Agent) _____

<p>BOARD ACTION: ____ Plan Accepted ____ Plan Accepted with Specific Conditions ____ Plan Denied with Explanation ____ Pending</p> <p>DATE _____ The Lofts at Mills Mill Board of Directors</p> <p>BY _____ Secretary</p>
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