

Ashborough East Architectural Review Board (ARB) Process



If you would like to start a new exterior construction project



Step 2:

Download & complete FORM A
<https://ashborougheast.org/aeha/wp-content/uploads/2015/01/E1ARBapplicationstructures-rev4.pdf>

Architectural Guidelines for Residential Modifications
 Ashborough East Homeowners Association, Inc.

FORM A – Structures Application

TO: Architectural Review Board
 Ashborough East Homeowners Association, Inc.
 221 Brandywine Drive
 Summerville, SC 29485

FROM: Name _____ Address _____
 Telephone Number _____ Email address _____ Date _____

Please review the following information for approval:
 Type of improvement, addition, etc.: _____

AND

Architectural Guidelines for Residential Modifications
 Ashborough East Homeowners Association, Inc.

FORM A – Structures Application
 (continued)

This document must be signed as a pre-condition to ARB approval

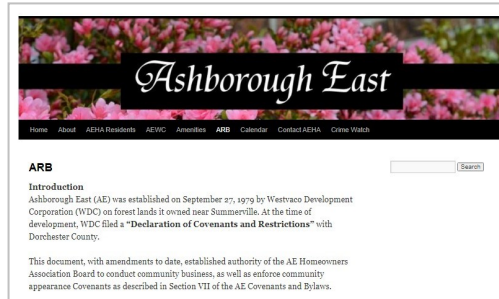
POST-CONSTRUCTION AUDIT AGREEMENT

I understand that this project will require a post-construction audit by the Architectural Review Board to ensure that as-built conditions comply with Ashborough East Community Covenants and Bylaws.

ABOVE ARE EXAMPLES ONLY

For **STRUCTURES**, use actual Form A found on AE website per link above

Step 1: Go to ARB section of Ashborough East (AE) website:
<https://ashborougheast.org/aeha/arb/>



Please read & review all ARB policies & requirements, and download applicable forms.

ARB decisions are based on:

- AE Covenants (link on website)
- Guidelines approved by AE Board as published on website
- Existing AE precedent & appearance

Step 3:

Submit applications to ARB via any of these options:

- Scan & email to asheast.arb@gmail.com
- Send via US Postal Service to 221 Brandywine, Summerville, SC 29485
- Drop off on porch at 221 Brandywine



Step 4: ARB will call to schedule Site Review.



Step 5: ARB & homeowner will discuss application during Site Review.

Step 6: ARB will render decision (approval or non-approval).

Step 7: ARB will send written formal confirmation of decision.

Step 8: Approved construction or removal can begin.



If you would like to remove a tree or large limb, or trim extensively



Step 2:

Download & complete FORM A-1 and/or A-2
<https://ashborougheast.org/aeha/wp-content/uploads/2015/01/Ashborough-East-Tree-Removal-and-Trimming-Criteria-rev11d-with-forms.pdf>

Tree Removal Application
 Ashborough East Homeowners Association, Inc.

FORM A-1 – Tree Removal

TO: Architectural Review Board
 Ashborough East Homeowners Association, Inc.
 221 Brandywine Drive
 Summerville, SC 29485

FROM: Name _____ Address _____
 Telephone Number _____ Email address _____

I have attached a **MARKED PLOT PLAN** showing the following trees, which I hereby request approval to remove.

Tree Trimming Application
 Ashborough East Homeowners Association, Inc.

FORM A-2 – Tree Trimming Application

TO: Architectural Review Board
 Ashborough East Homeowners Association, Inc.
 221 Brandywine Drive
 Summerville, SC 29485

FROM: Name _____ Address _____
 Telephone Number _____ Email address _____ Date _____

I have attached a **MARKED PLOT PLAN** showing the following trees, which I hereby request approval to trim by removing more than 25% of the crown, or limbs 6" in diameter or greater.

ABOVE ARE EXAMPLES ONLY

For **TREES**, use actual Forms A-1 and/or A-2 found on AE website per link above

Please note: The Ashborough East Covenants require that ARB review & approval occur only between the ARB & Ashborough East homeowners. Contractors can assist with technical information, but cannot act as homeowner agents in securing ARB approval.