

FORM FIVE  
Construction or Design Change Application

FirstService Residential must receive applications by 12 noon by the last Wednesday of the month. ARB meetings are scheduled the first Tuesday of each month.

Date Received: \_\_\_\_\_

Lot#: \_\_\_\_\_

Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_

Proposed Changes: (Attach sketch if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason For Change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant

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ARB use

Request Change Approved ( )

Date: \_\_\_\_\_

Comments:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

ARB Chairman

Please return form to : Mossey Creek POA  
201 Sigma Dr, Ste. 350  
Summerville, SC 29483  
Phone: 843-795-8484  
Fax: 843-278-6853

SCHEDULE OF FEES AND FINES  
Revised March 2012

Effective 2/28/2012 The MC ARB has approved the following fines for non-compliance. A copy of this schedule shall be posted on all job sites. The owner and General Contractor are responsible for ensuring compliance by any and all workers and sub contractors.

Review/Construction Fees

Preliminary Review	\$50.00
Resubmitted Application	\$25.00
Construction Deposit	\$5,000

**Schedule of Fines**

The following list represents a schedule of fines for homes during construction. These fines will be collected from the construction deposit.

- a. Littered site/No dumpster \$250.00
- b. Damage to right-of-way \$100.00, plus restoration
- c. Parking or dumpster on adjacent property or taking up Majority of road without designated parking spaces \$100.00 per violation
- d. Building material or equipment on adjacent property \$100.00
- e. No temporary sanitary facilities \$100.00
- f. Nonconforming job sign \$100.00
- g. Damage to natural areas \$1,500.00 plus restoration deducted from deposit
- h. Damage to common areas \$1,500.00 plus restoration deducted from deposit
- i. Unauthorized plan change (minor) \$250.00
- j. Unauthorized plan change (major) \$1,500.00
- k. Unauthorized finishes (paint, stain, roof material) \$1500.00
- l. Silt fences not installed or maintained properly \$250.00

- m. Clearing site without permit \$1,500.00
- n. Fill placed on tree roots \$250.00
- o. Working on a Sunday without a permit \$500.00
- p. Working After Hours without a permit \$500.00
- q. Working on a Holiday \$1,000.00
- r. Site fill or installation of landscaping without approval \$1,500.00
- s. Lot damage to adjacent property \$500.00, plus restoration deducted from deposit
- t. Dirt/Trash in the Street \$100.00
- u. Dumpster overflowing more than 3 business days \$500.00
- v. Unauthorized tree removal \$1,500.00, plus mitigation
- w. Failure to maintain lot \$100

ARB will assess fines on a case-by-case basis and may pursue legal action if necessary. The amounts of the fines given above are subject of periodic increases at the sole discretion of the ARB.

**\*\*Builder shall have 24 hours to remedy violation, unless otherwise noted by the ARB, before fines are doubled.**

**First Violation:**

Written notice shall be given to the owner(s) in non-compliance. If the violation is not corrected within the applicable time period the fine will be doubled.

**Second and Subsequent Violations**

Written notice shall be given of the violation, a fine levied at two times the applicable rate above with the fine doubling for each day of continued violation

If you have questions regarding these Construction compliance rules and regulations please contact FirstService Residential.