

**Charleston Harbor**  
**APPLICATION FOR ARCHITECTURAL IMPROVEMENT OR EXTERIOR CHANGE**

**Please submit completed application by mail, fax or email to:**

**Brookwater Management**

118 N. Conistor Ln., Ste. B #322, Liberty, MO 64068

Email [info@brookwatermgt.com](mailto:info@brookwatermgt.com) Fax 816-429-8186

Homeowner's Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot# \_\_\_\_\_

Owner mailing address if other than unit: \_\_\_\_\_

Proposed Improvement: \_\_\_\_\_

Color Codes, Chart numbers and Construction Material: \_\_\_\_\_

Planned start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

See page 2 & 3 for common questions and requested items.

**A detailed drawing / photo of all improvements must be attached to this application to show location and dimensions.**

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\*\*\*\*\* Office Use Only \*\*\*\*\*

APPLICATION:    APPROVED        DISAPPROVED   

Application approved subject to: \_\_\_\_\_

Application disapproved for the following reasons: \_\_\_\_\_

Charleston Harbor representative signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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The Board of Directors, the Appearance Control Committee (hereinafter referred to as the ACC), Brookwater Management, nor any authorized representative of the Association will be responsible for any loss, damage or injury arising out of, or in any way connected with, the performance of the duties of the ACC. Further, said representatives of Charleston Harbor HOA express no opinion regarding the strength, engineering design or safety of said construction project.

**ANSWERS TO FREQUENTLY ASKED QUESTIONS**

1. The homeowner is responsible for securing any/all necessary licenses and permits required by law, local building or zoning departments and will not start on the improvement until all required approvals and permits have been obtained.
2. There can be legal consequences in the event the construction of the requested improvement or change causes damage to any other property.
3. All applications, denied or approved, remain subject to the Association governing documents. Any change mistakenly approved by the Board of Directors and/or ACC, that is in contravention of a provision of Declaration, Rules and Regulations or any governmental code, regulation, statute or ordinance will be deemed denied regardless of the consent previously given and the Association retains the right to enforce said covenant, rule or regulation.
4. Project inspections may be required by the ACC. The inspection will be in compliance with the community covenants.
5. If the improvement as built or completed does not conform to the improvement as approved by the ACC, upon written request of the ACC, The Owner / Representative will be required to promptly make the changes or restore the property to substantially the same condition as existed prior to commencement of the improvement.
6. Any modifications to the original approved plans must be submitted for approval. Owner/Representative **will NOT start or continue the project** until the modifications have been approved by the ACC.

**See page 3 for guidelines for exterior change.**

**ACKNOWLEDGEMENT**

I have reviewed the Charleston Harbor application for Architectural Improvement or Exterior Change. I understand that it is my responsibility to review the Charleston Harbor's Declarations of Covenants Conditions and Restrictions as it relates to my proposed improvement or change. This includes any guidelines, addendums and exhibits. I understand I must receive the written approval from the Association Appearance Control Committee or Board of Directors **before the commencement of any work** as stipulated within the Covenants.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date Submitted

## Charleston Harbor Architectural Improvement or Exterior Change guidelines

An application for architectural improvement or exterior change must be submitted for approval by the Board of Directors. The following are guidelines for exterior changes. The listed guidelines cover common request and should not be considered all inclusive. A detailed description with sketch or diagram must be attached with each application.

### Fence Construction-

**The fence requirements are identified in the original covenants. All fence request must be submitted to and approved by the current Developer in writing.**

### The fence requirements are:

- Cedar wood
- Natural Color- No painted fences will be approved
- Exactly 5 “five feet” measured from the ground to the top horizontal rail
- 6-inch dog ear pickets with 1/2 to 1-inch gap
- Shadow box style
- Berkley Top Post
- Fence must extend from the back corners of the home
- Fence must encompass entire backyard and be constructed on the property line
- Include staked survey with exact location of fence

### Roofing Construction-

Approved materials:

- Owens Corning- Weathered Wood
- Tamko- Weathered Wood
- GAF- Weathered Wood

### Satellite Dishes Installation

- The size of the satellite dish may not exceed 1 meter or 39.37” in diameter.
- The dish should not be visible from the street.
- The dish may not be attached to the siding, roof or trim.
- The approved location for installation is on the concrete pad next to the air conditioning compressor or along the rear roofline attached to the fascia board with visible wiring neatly tucked out of sight. At no time shall the roof or siding be penetrated for this installation.

**Patio Areas** Must include a storm door- **Photo or brochure must be included.**

**Landscaping** Brief description with sketch or diagram of plan must be attached.