



# Architectural Review Committee (ARC) Application Form

Property Owner (please print) : \_\_\_\_\_ (sign) : \_\_\_\_\_

Address: \_\_\_\_\_ Submission date: \_\_\_\_\_

Owners Phone(s): \_\_\_\_\_ Owners Email: \_\_\_\_\_

All exterior changes made to your property must be submitted to the Architectural Review Committee and be approved **before project is started**. Projects with no ARC approved application in our files are subject to fines until brought under compliance.

### 1 - Please check off what category your project falls under:

- **Improvements/alterations** – as in changes to roof, room additions, screened in porches, glassed in porches, outdoor fireplace, pergola, shade roof over existing cement slab, slab extension in back yard or driveway extension, swimming pools, TV, satellite or other antennae, flag poles, walkway, mailbox, raised porches, balconies or decks

Please describe \_\_\_\_\_

- **Repairs** – please specify

\_\_\_\_\_

- **Change in paint color** – please call Property Manager at 912-330-8937 and set up time to come review our color choice binder. Note: siding must match existing siding; roof must match existing roof; windows and doors must be compatible with existing ones.

Please specify: Shutters color \_\_\_\_\_; front door color \_\_\_\_\_;

trim color \_\_\_\_\_; house color \_\_\_\_\_; roof color \_\_\_\_\_.

- **Excavations and changes in grade** – as in retaining walls - please supply contractor’s drawings and reasoning in writing that justify your project

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

- **Other** – as in landscape changes, removal of trees over 4” in diameter, fences and sheds, trash and recycling bins surrounds, special signage. Please note that all trees removed *must be replaced by a tree of your choice*, planted anywhere on your property. Fences and sheds must follow fence or shed requirements (found on website <https://www.godleyhoa.com/forms-documents> Please describe your project:

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**2 – Please supply details including, but not limited to (please be specific):**

1. Make sure to obtain any necessary permits from the City of Pooler and attach to the request
2. Outline of your property with the existing structure on it (available at the City of Pooler, on a 8.5” x 11” sheet)
  - a. On this outline, mark the exact location of your project. Use a ruler; do not freehand
  - b. List of materials \_\_\_\_\_  
\_\_\_\_\_
3. A photo of a similar project, if available
4. What is this project for? \_\_\_\_\_
5. Who is your builder? \_\_\_\_\_
6. Time for completion of project \_\_\_\_\_

**3 - Please mail** your ARC Application with attachments to: The Villages at Godley Station HOA  
 C/O Sentry Management  
 ARC Application  
 119 Canal Street, Ste. 102  
 Pooler, GA 31322-4094

**4 - Email** with attachments to SKleine@sentrymgt.com

**5 – Or deliver in person**  
 Sentry Management  
 119 Canal Street, Ste. 102  
 Pooler, GA 31322-4094

**SUBMISSION OF THIS APPLICATION DOES NOT IMPLY AUTOMATIC APPROVAL.**

You will receive a letter of approval or denial by mail or email.

Thank you for submitting your project to the Architectural Review Committee before the start of said project and helping maintain the cohesiveness of our neighborhood.