

18. Application for Maintenance

Submit to: Architectural Standards Committee Wexford HOA
Village at Wexford, 1000 William Hilton Parkway, Suite J18, Hilton Head Island, SC 29928
Mailing Address: PO Box 4100, Hilton Head Island, SC 29938
Tel: 843-686-8820 • Fax: 843-686-8819 • Email: ASC@Wexfordhiltonhead.com
Submission Date:

Applicant Information:

Property Owner: (Print) _____ Telephone: _____
Wexford Address: _____ Lot Number: _____
Mailing Address if Different: _____
Email Address: _____

The undersigned Property Owner (or Owner's representative) requests ASC approval to perform maintenance at the residential structure located at above legal address.

Project Review Fee – due with submission.	\$100 - \$300
Escrow Deposit – must be submitted before the permit is issued	\$250 - \$500
Color photo(s) of all areas affected by the maintenance.	
Nature, color, type, shape, height of materials and location.	

Maintenance Work to Be Performed: _____

Contractor Information:

Contractor: _____ Tel: _____ Fax: _____
Contractor Address: _____
Project Manager: _____ Tel: _____
Email Address: _____

Once the project has been approved, the contractor must obtain the Wexford HOA Maintenance Permit from the ASC Administrator.

Upon completion of the project is the ASC will complete a final inspection.

Property Owner's Signature Date

Approval: ASC Administrator's Signature Date