

## 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