

How-To Guide for Property Owners

Seabrook Island Property Owner Association



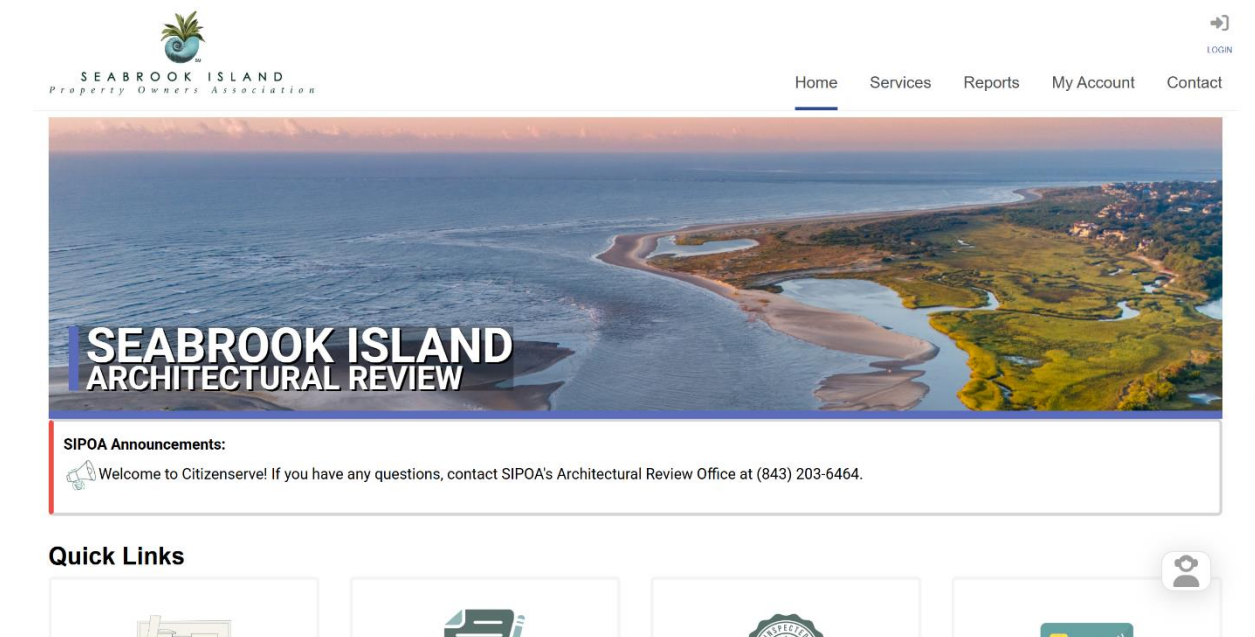
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GETTING STARTED

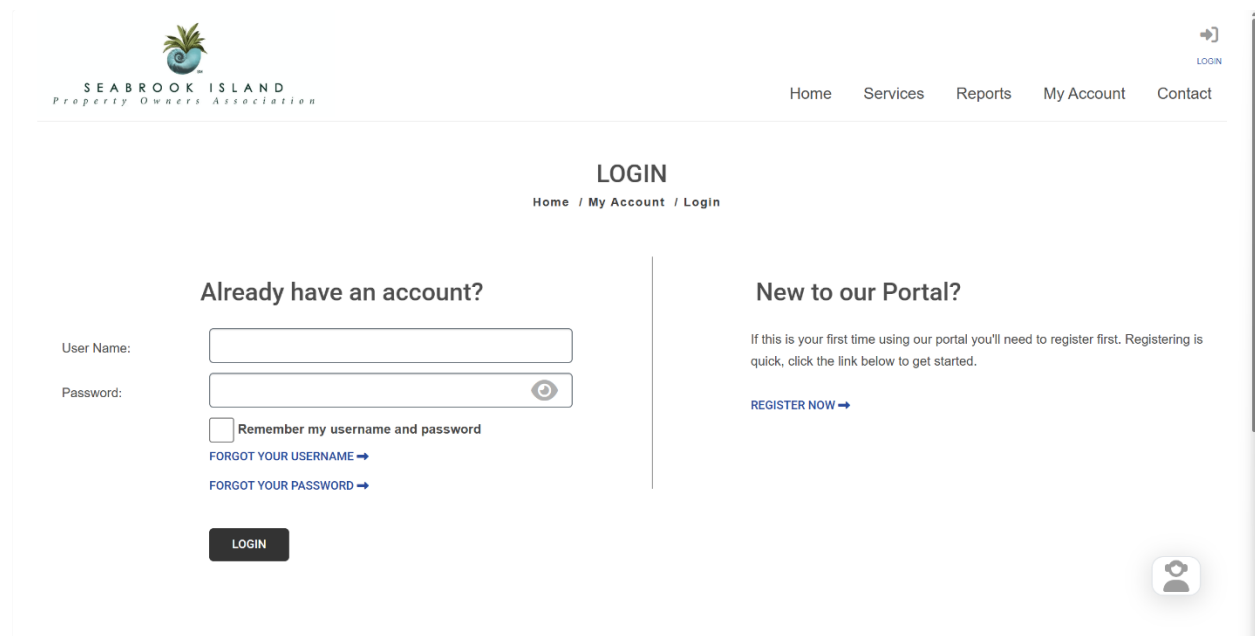
Home Page

By going to <https://www.citizenserve.com/sipoa>, you can submit an ARC application for SIPOA through our online dashboard. The image below will be the home page. The Home page will consist of the "Quick Links", which will allow you to immediately apply for an application, request an on-sight inspection, and making a payment towards your application. Underneath this section, there will be the "Seabrook Island Development Resources" which will allow you to submit brand-new applications, or a compliance case.



Creating an Account

To create an account, you must click on the "Login" page. From there, click on the "Register Now" button.



REGISTER

Registering for an Online Account



SEABROOK ISLAND
Property Owners Association

[Home](#) [Services](#) [Reports](#) [My Account](#) [Contact](#)

[LOGIN](#)

Home / My Account / Register

indicates a required field

Registration Type: Architect

Email:

Confirm Email:

First Name:

Last Name:

Home Address:

City, State, Zip:

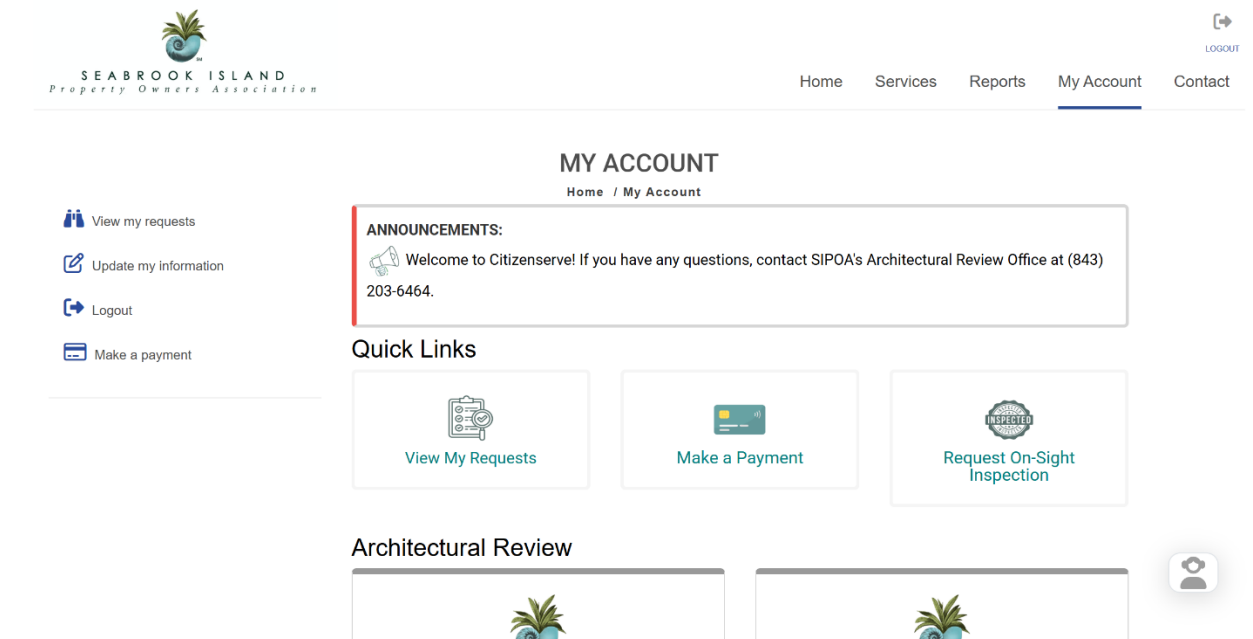
Business Name:

Company Address:

- Once you click on the "Register Now" button, an application form for your account will be generated. Anything with a red vertical line on the left-hand side of it will be required fields that must be filled out.
- Once all the required fields are filled out, scroll down to the bottom, and select the "Submit" button. From there, you will be redirected to the "My Account" page.

MY ACCOUNT

My Account



- The "My Account" page, will also have the same "Quick Links" and "Architectural Review" links that will allow you to submit your applications as well as make any payments and requesting on-sight inspections.
- In the left-hand tool bar, you can click on "View My Requests". This will allow you to review all previously submitted applications within this screen.
- When you click on "Update My Information", this will allow you to update previously submitted information from the "Register" screen.
- The "Logout" button will log you out of your account.
- Clicking on the "Make a Payment" button will allow you to do one large lump-sum payment that will be applied to all your applications.

Next, to apply for an application, scroll down to the "Architectural Review", and select any of the "Apply for..." links. You will be redirected to the "Apply for an Application" screen.

APPLYING FOR AN ARC APPROVAL

Applying for an ARC Approval

There will be a total of 5 applications that you can apply for, which consist of:

- Beach Trust Trimming
- Existing Home
- New Home
- Request for ARC Approval Extension
- Request for Vegetation Alteration

The screenshot shows the Seabrook Island Property Owners Association website. The header includes the logo on the left and navigation links (Home, Services, Reports, My Account, Contact) on the right, along with a 'LOGOUT' button. The main content area is titled 'APPLY FOR A PROJECT' with a sub-header 'Home / Services / ARC Projects / Apply for a development project'. The form contains several fields: 'Project Type' (dropdown menu), 'Sub Type' (dropdown menu), 'Project Description' (text area), 'Address or Parcel #' (text field), and 'City, State, Zip' (three separate fields for city, state, and zip). A 'FIND ADDRESS' button is located below the address fields. A red vertical line on the left side of the form indicates required fields. A help icon (?) is visible next to the address field.

- Fill out the "Sub Type", "Project Description", and lastly the "Address" with where the work is taking place and click on "Find Address".
- The "Parcel #" and "Property Owner" will display immediately underneath the "Address". If the "Address" is incorrect, click on "Find a Different Address"

Completing the Application

- The rest of the application will populate. You will not be able to select Step 2-3 for Existing Homes and Steps 2-6 for New Homes without applying for the Step 1 of the application.
- Fill out any required fields (these fields will have a red vertical line on the left-hand side of them). Once all the fields have been filled out, click "Submit" located at the bottom of the application.
- Once received, you will receive a confirmation email, letting you know that Seabrook Island Property Owner Association has received your application.

If you have any questions, then please view the "Contact" page on the following page, for our contact information.

CONTACT

Contact Page



[Home](#) [Services](#) [Reports](#) [My Account](#) [Contact](#)

CONTACT

[Home](#) / [Contact](#)

Architectural Review Department

1002 Landfall Way, Johns Island, South Carolina 29455



SIPOA ARC COMMUNITY ASSISTANT

CINDI BRAY

✉ Email us at arc@sipoa.org

☎ Call us at 843.203.6464

📅 Hours: 8:00 AM - 4:00 PM Mon - Fri



REGIME COMMUNITY COMPLIANCE ASSISTANT

KIM TURCZYN

✉ Email us at kturczyn@sipoa.org

☎ Phone Number: 843.203.6465



SINGLE FAMILY COMMUNITY COMPLIANCE ASSISTANT

ANA DONAHUE

✉ Email us at adonahue@sipoa.org

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NEW CONSTRUCTION COMMUNITY ASSISTANT

LAURA DEMNARD

✉ Email us at ldemnard@sipoa.org

☎ Call us at 843.974.9020



COMMERCIAL ACCESS ASSISTANT

KIKI ALEXANDER

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☎ Phone Number: 843-725-1564

📅 To purchase Commercial Access / Vendor (Contractor) Annual or Day Passes: [Vendor Portal - SymLiv](#)