

(print your hoa) _____ **HOMEOWNERS ASSOCIATION**
ARCHITECTURAL REVIEW COMMITTEE
REQUEST FOR MODIFICATION CHECKLIST

Name _____

Date _____

Address _____

Home Phone _____

City/State/Zip _____

Office Phone _____

Please provide the Architectural Review Committee with all information necessary to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Design Guidelines approved for the community.

Description of Modification Requested: _____

Exceptions Requested (yes or no; if yes, please attach detailed description): _____

Under each of the most common heading below, all the items listed must be submitted. Please refer to the Guidelines for other necessary information required for modifications such as detached structures, outdoor play equipment, pools, spas or hot tubs, etc.:

FENCING

- _____ Picture or drawing of fence type
- _____ Dimensions (maximum height may not exceed 6 feet; maximum span between posts shall be ten feet; minimum post size shall be 4x4 inched; must have two 2x8 inch rails or three 2x6 inch horizontal rails per section (wood)).
- _____ Color
- _____ Site plan denoting location (fence may not be located closer to any street than rear edge of home. Please use copy of survey from your closing package).
- _____ Crossbeam structure must not be visible from any street (must face inside toward yard (wood)).
- _____ Materials (must be cedar, cypress, or No. 2 grade or better pressure-treated pine (if wood)). Chain link fences generally not authorized.
- _____ All nails, screws or fasteners shall be aluminum or hot-dipped galvanized.

PATIO or WALKWAY

- _____ Lot survey denoting location
- _____ List of materials to be used
- _____ Picture of expected appearance, if available

GARDEN PLOT

- _____ Location and size of garden
- _____ Type of plants to be grown

DECK/PORCH

- _____ Picture or Drawing (deck style and materials must be consistent with the existing deck).
- _____ Dimensions
- _____ Color (must be natural or painted to match exterior color of home).
- _____ Site plan denoting location (in most cases may not exceed past sides of home).
- _____ Materials (usually cedar, cypress or No.2 grade or better pressure-treated pine).

EXTERIOR BUILDING ALTERATIONS
PAINT/DOOR STAIN (Submit only if other than original paint color)

_____ Color and address of home with desired color used in your HOA
_____ Area of home to be repainted. List specific changes: main body of house,
garage door, special trimming (other than windows), doors, shutters, etc.
(any change in color must be noted).
_____ Photograph of your home plus homes on either side (restrictions exist as to
using the same colors; adjacent homes cannot be painted the same colors).

WINDOWS/DOORS _____
Windows and doors (generally may not be silver aluminum, including sliding
glass doors screen doors, used to access the deck, should be wooden or an
anodized finish aluminum, colored to match the trim of the door frame.

BUILDING ADDITIONS

_____ Location of addition and size on lot.
_____ Size, color, and detailed architectural drawing of addition.
_____ Materials (materials used to match existing materials of home).
_____ Building permit

OTHER REQUEST

_____ Identify them: _____

Homeowner's Acknowledgement: I understand and agree that no work on this request shall commence until written approval of the Architectural Review Committee has been receive by me. I represent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes shall be made in strict conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county regulations.

Neither the Homeowners Association, ("HOA"), the HOA Board of Directors, the Architectural Review Committee nor their respective members, Secretary, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval or an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of any action with respect to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assume any responsibility regarding design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Homeowner's Signature _____ Date _____

FOR ARCHITECTURAL REVIEW COMMITTEE USE

Date received _____
Approved _____ Not approved _____ Conditions _____

COMMENTS:

PLEASE ALLOW A MINIMUM OF THIRTY DAYS FOR REVIEW AND APPROVAL

Return by mail to:
Team Management, LLC
PO BOX 670-177
Marietta, GA 30066

Return by fax or e-mail to:
678/393-2204
billwetter@teammgt.com
clchaplin@teammgt.com