

APPLICATION FOR APPROVAL OF EXTERIOR MODIFICATIONS

Owner Name(s): _____

Date: _____

Email: _____

Phone: _____

Address for Property Modification: _____

INSTRUCTIONS

Please use and complete this entire Application for Approval of Exterior Modifications (“Application”) to request Association approval for architectural changes or any other exterior modifications or additions to your home, yard or property. This Application and any attachments enable the Committee and/or Board of Directors to serve you better by having a clear understanding of your proposed changes.

Please remember that **ALL** modifications or additions to the exterior of your home or property, or to your yard or lot grading requires written Committee or Board approval **PRIOR TO COMMENCEMENT OF ANY WORK**. Approval by the Committee or Board does not guarantee approval by the local authorities. It is your responsibility to contact the county and/or city to obtain any required permits and/ or inspections.

Please return completed form and required attachments to Access Management Group by logging into your owner’s portal at www.portal.accessmgt.com (preferred method):

Or by mail: ATTN: Name of Association/Community - 1100 Northmeadow Parkway, suite 114 Roswell, GA 30076

Or e-mail: info@accessmgt.com

Or by fax: 770-777-6907

REQUIRED DOCUMENTATION

1. This Application fully completed
2. Complete and detailed plans and specifications for and description of all proposed modifications, improvements or additions, including all material listings (and colors if applicable)
3. A property survey/plat/footprint showing the location of all proposed modifications, improvements or additions, other than for repainting or reroofing the existing dwelling on the lot

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2 & 3) PRIOR TO MODIFICATION MAY RESULT IN DENIAL OF YOUR APPLICATION.

Please understand that the Board or Committee may require removal of any modifications, improvements or additions made without receiving prior written Board or Committee approval. It is vital that you review the Association Governing Documents prior to submitting this Application – no variance from the Governing Documents is given or will be authorized unless your Application expressly identifies any modification that will vary from the Governing Documents and the details of such variance, and such variance then is expressly approved in writing by the Board or Committee.

MODIFICATION(S) REQUESTED *(check all that apply)*

- | | |
|---|---|
| <input type="checkbox"/> A. FENCES
<i>(Specify materials, style, height, stain, measurements)</i> | <input type="checkbox"/> B. LANDSCAPING
<i>(Specie ID & sketch)</i> |
| <input type="checkbox"/> C. POOLS/SPAS
<i>(Detailed Plans/Drawings & Landscape Plan Required)</i> | <input type="checkbox"/> D. RECREATIONAL EQUIPMENT
<i>(Kind & location)</i> |
| <input type="checkbox"/> E. REPAINTING
<i>(Paint sample information required)</i> | <input type="checkbox"/> F. ROOF
<i>(Manufacturer, material, type & color required)</i> |
| <input type="checkbox"/> G. SCREENING
<i>(Specify materials & style; include elevations)</i> | <input type="checkbox"/> H. STRUCTURE ADDITION
<i>(Detailed Plans/Drawings required)</i> |
| <input type="checkbox"/> I. STRUCTURE MODIFICATION
<i>(Detailed Plans/Drawings Required)</i> | <input type="checkbox"/> J. TREE REMOVAL
<i>(Sketch)</i> |
| <input type="checkbox"/> K. OTHER
<i>(Full & Appropriate Description)</i> | |

MODIFICATION(S) DESCRIPTION

Description of proposed modification(s) in detail *(attach and reference additional pages or documents as necessary)*:

CONTRACTOR/ARCHITECT INFORMATION

Name of Contractor/Architect: _____
Address: _____
Telephone Number: _____

WORK SCHEDULE

Estimated number of days to complete work: _____
Planned Start Date: _____
Planned Completion Date: _____

SITE INVESTIGATIONS

Consideration of your application may require a site review or investigation of your property by the Committee and/or Board. If an onsite review, the Committee or Board will contact you with the intended access date. By submitting this application, you understand and consent to this access.

HOMEOWNER ACKNOWLEDGEMENTS

By submitting this application, I/we, the undersigned, agree(s) to and acknowledge(s) the following:

1. I/we have reviewed and understand the Association Governing Documents and Design Standards (if applicable).
2. I/we am/are responsible, at my/our cost, for:
 - a. performing any required investigation, design and or engineering for the project under this Application and for obtaining any required governmental building permit, licenses and/or inspections for the project;
 - b. ensuring that there is no interference with any easement existing in favor of the Association and/or other lots within the Association, and ensuring that there is no redirection or increase of storm water flow, or any encroachment, onto Association common property or other lots within the Association caused by or connected with the project; and
 - c. promptly repairing all damage caused to Association common property and/or lots within the Association by or in connection with the construction, installation, existence or maintenance of the modifications, additions or improvements under this Application.
3. Any and all damage caused in or around storm drains located within the Community resulting from the modification(s) shall be repaired by the homeowner(s). Any and all deposits of debris, including but not limited to, leaves, grass clippings, tree limbs, or construction debris, in or around the storm drains located within the Community resulting from the modification(s) shall be cleaned and/or repaired by the homeowner(s).
4. Neither the Association nor its Board of Directors, officers, agents or property managers are responsible in any way for ensuring the design, appropriateness, structural integrity, soundness, quality or building code/governmental compliance of any modifications, additions or improvements approved under this Application, and none of the above shall be held liable in any way for any injury, damages or loss arising out of or related in any way to the Application, the approval or disapproval of the Application, the duration of the application review, and/or the modifications, additions or improvements made hereunder.
5. I/we understand and agree that community standards may change over time and the Governing Documents permit the Board and/or Committee to establish and change community standards and design guidelines. My/our approval hereunder

does not ensure or guaranty future approval of the same or similar modifications, additions or improvements on my/our lot or any other lot in the Community, and Committee or Board approval is required to replace or substantially repair any items approved under this Application in the future to ensure that the approved item(s) comply with then-current community standards.

I/we, the undersigned, agree to all terms of this Application.

Owner Signature: _____

Date: _____

Co-Owner Signature: _____

Date: _____

