

# APPLICATION FOR APPROVAL OF MODIFICATION

## Arbor Hills Homeowners Association Application for Approval of Modification

- Please read the instructions before completing this application
- Return completed form below to:

Arbor Hills HOA  
c/o Sixes Management Group  
1007 Towne Lake Hills East  
Woodstock, GA 30189  
(770) 591-1444 facsimile  
[modifications@sixesmanagement.com](mailto:modifications@sixesmanagement.com)

Member in Good Standing: **YES / NO**

Date Received \_\_\_\_\_

Site Inspection \_\_\_\_\_

Approved \_\_\_\_\_

Conditional Approval \_\_\_\_\_

Denied \_\_\_\_\_

Log Number \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Start Date for Work: \_\_\_\_\_ Estimated Completion Date for Work: \_\_\_\_\_

### Type of Modification Being Requested

#### MINOR Modifications (circle one):

For Minor Modifications, please see #1 in attached Instructions for Modifications

Play Equipment   Painting (exterior)   Roof   Statuary   Landscaping   Tree Removal   Other: \_\_\_\_\_

#### MODERATE Modifications (circle one):

For Moderate Modifications, please see #2 in attached Instructions for Modifications

Deck/Screened Porch   Retaining Wall   Gazebo/Out Building   Fence   Stairs   Other: \_\_\_\_\_

#### MAJOR Modifications (circle one):

For Major Modifications, please see #2 in attached Instructions for Modifications

Room Addition   Swimming Pool   Other: \_\_\_\_\_

The Architectural Control Committee and Association representatives are authorized to enter onto my lot in connection with the review and/or approval of the requested modification and completed project. By submitting this application, Applicant covenants that all representatives of Applicant, including, but not limited to, Applicant's architect, engineer, contractors, subcontractors, and their agents and employees, shall be made aware of, by the Applicant, and shall comply with applicable Association and ACC requirements, including the Declaration and of these procedures and guidelines. I understand that any deviation from plans approved by the ACC shall be in violation of the Declaration and subject to removal at my expense upon direction from the Association, in addition to other sanctions.

I have discussed this modification with my neighbors who will be directly impacted by the proposed modification.

Homeowner Signature: \_\_\_\_\_

Neighbor(s) Name and Signature(s) (if required) \_\_\_\_\_

## Instructions for Request for Modification

- Requests will be answered within ten (10) days unless investigation or additional information is required. Involved or non-routine requests may take up to forty-five (45) days for a response.
- All approved work must be started within 90 days and completed within one year or the Request for Modification must be resubmitted for approval.
- All Applicants are responsible for any required State or County permits or variances

1. For **MINOR Modifications** submit the following if applicable:

- a. Description of the planned addition or change with any drawings or product brochures that are applicable
- b. Painting requests must complete the Paint Modification Information Form below
- c. Tree removal requests should state the number, approximate size, and type of tree(s) (pine, hardwood, etc). Tree removal requests require Neighbor signatures.

2. For **MODERATE or MAJOR Modifications** submit **TWO** copies of the following if applicable:

- a. A site plan, to scale, illustrating the exact location of modification being requested in relation to your property lines. The preferred document is a State of Georgia registered survey plat clearly showing property lines, existing improvements, and proposed modification(s). Please show exact location of dimensions of modification(s) being requested in relation to your property lines. Existing fences, decks, walkways, driveways, etc., should also be indicated.
- b. A brief description of the modification, drawings, exterior elevations, floor plan, detail of material to be used, pictures, catalog pages, brochures, or color samples **MUST** be included,
- c. It is recommended that homeowners check with Pickens County to obtain necessary permits and building code information. More information may be found at:

Pickens County Building Department:

- <http://pickenscountyga.gov/building-permits/>
- (706) 253-8809

- d. Please print legibly in black ink
- e. Give your complete name
- f. Give the address, e-mail, or fax number to which your response should be sent
- g. Complete the entire application; please note the section regarding discussion with neighbors. Sign and date the form and forward to Arbor Hills HOA c/o Sixes Management Group
- h. Neighbor signatures are required for all Moderate and Major Modifications. Signatures indicate notification only, not approval of project. In the event neighbor signatures are not able to be obtained, please note the name and address of neighbor in question.

## Paint Modification Information Form

Complete the Modification Request form and include the following information along with the application. Paint chips must be submitted for each color. Please provide the committee with the address of a nearby home with the exact color(s) requested, if you are making a significant change to the exterior colors. If not, the committee may request larger samples of the color painted on the house.

Please indicate the color you are requesting to paint for all of the following features on the exterior of the home:

Stucco (# of sides): \_\_\_\_\_

Stucco Trim Features: \_\_\_\_\_

Keystones (must match house or trim): \_\_\_\_\_

Siding (# of sides): \_\_\_\_\_

Trim (i.e. Fascia, brick mould): \_\_\_\_\_

Window Sashes: \_\_\_\_\_

Window Trim: \_\_\_\_\_

Gutters and downspouts: \_\_\_\_\_

Shutters: \_\_\_\_\_

Entry door: \_\_\_\_\_

Garage Doors (body color): \_\_\_\_\_

Railings: \_\_\_\_\_

Columns: \_\_\_\_\_

Metal Roofing: \_\_\_\_\_

Attach paint chips here: