

APPLICATION FOR MODIFICATION

Note: This form must be completed and submitted. ACC approval must be received prior to commencing any work. Documentation submitted for review becomes the property of Abbotts Pond Homeowners Association. Incomplete Forms will be returned without review, including but not limited to applications without homeowner signature or with missing information.

Name:		Date:	
Address:		Home Phone:	
City/State/Zip:		Office Phone:	
Email address:			

EXTERIOR MODIFICATION TYPE

<input type="checkbox"/> Deck	<input type="checkbox"/> Gazebo/Arbor	<input type="checkbox"/> Screened Porch	<input type="checkbox"/> Fence
<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Exterior Addition	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Storm Door	<input type="checkbox"/> Paint Color Change	<input type="checkbox"/> Roof Change	<input type="checkbox"/> House Addition
<input type="checkbox"/> Other _____			

Please provide the ACC with all the information necessary to evaluate your request thoroughly and quickly.

Please refer to the *Community Design Guidelines* for required information to be included with this form.

Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of the request, list of materials, pictures, brochures (if applicable), and any other information as specifically required below or as required by the *Community Design Guidelines* for Abbotts Pond Homeowners Association.

Description of Improvement or Modification Requested (attach separate sheets if necessary):	
Estimated Start Date:	Completion Date:

Abbotts Pond Homeowners Association

Adjacent Homeowners (all homeowners sharing a common boundary line) must be made aware of your application: Awareness of the neighboring homeowners will be considered by the ACC, but will not be binding. No application will be considered unless this section is complete including signatures.

Name	Neighbor's Signature	Address	Aware of Proposed Modification
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

I understand and agree that no work on this request shall commence until written approval of the Abbotts Pond Homeowners Association ACC has been received by the homeowner. I represent and warrant that the requested improvements and/or modifications strictly conform to the *Community Design Guidelines* and that these changes shall be made in strict conformance to those Covenants. I understand that I am responsible with all city, county and state regulations.

Permission is hereby granted for members of the ACC and appropriate Abbotts Pond Homeowners Association representatives to enter the property to make reasonable observation and inspection of the requested modification and completed project.

Neither Abbotts Pond Homeowners Association, the Association Board of Directors, the ACC nor their respective members, officers, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or misfeasance, 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 assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical 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.

As in accordance with the Covenants, please allow a maximum of **30 days from the date of final submission of all information requested by the ACC** for a modification review. The volunteer members of the ACC will make an effort to approve requests in a reasonable time though some requests may take as long as 30 days as allowed for in the Covenants. The 30-day timeframe will commence upon receipt of all additional information requested/required to consider the application complete. If modification is started prior to approval, fines may be assessed.

It is the homeowner's responsibility to monitor construction and enforce the items of this approval. Alterations in the approval plan are not allowed unless a revised plan has been submitted and received ACC approval. Failure to follow the items of this approval will result in an unapproved exterior modification. The homeowner then accepts full responsibility for, at their expense, removing the unapproved structure or altering the structure in order to bring it into compliance with the approval plan.

Homeowner's Signature _____ Date _____

Homeowner's Signature _____ Date _____
(All owners must sign)

You may fax a black ink original application to Abbotts Pond HOA c/o HMS at 770-667-6315;
 Or Mail it to Abbotts Pond HOA, c/o HMS, P. O. Box 2458, Alpharetta, Georgia 30023-2458;

FOR ACC USE ONLY:

Date Received _____

Approved Denied By (ACC Chair/Date) _____