

GRAN FOREST MODIFICATION REQUEST FORM

All property owners are responsible for obtaining the necessary review and approvals to comply with the terms of the Covenants. There are NO exceptions or automatic approvals. Each application is reviewed on an individual basis. Any exterior addition or alteration to your home or property requires written approval from the Architectural Control Committee (ACC) prior to installation and in some cases, final inspection once the project is completed.

1. The authority for administration for the approval process lies with the ACC. Requests should be submitted at least thirty (30) days in advance of start of work using the Gran Forest Modification Request Form. Every effort will be made to review and respond to a request as soon as possible. Straight forward projects can take as little as a week. Please visit www.granforest.com to review the design standards. All requests must be submitted directly to Access Management Group. As appropriate to the complexity of the project, please include:
2. A site plan such as a survey, sketch, air photo or plat and/or drawing depicting specifics of your project in relation to structures, pathways and property lines. If detail or scale is not enough to understand the project, a more detailed plan may be requested, or a site visit may be required to move forward with the approval process.
3. Describe in detail the location, dimensions, shape, color and materials to be used for your project.
4. Include any other pertinent information you deem necessary.

Your request will be forwarded to the ACC for their review and you will receive a written response within 30 days of the receipt of request from Access management Group.

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.

Submit this form and all supporting material by email to: Lindsey Malone - lmalone@accessmgt.com

OR US mail to:

Lindsey Malone
1100 Northmeadow Parkway, Suite 114
Roswell, GA 30076

OR by FAX to: Lindsey Malone, fax# 770-777-6907

YOU WILL RECEIVE A FORMAL NOTICE TO PROCEED. The ACC intends to be fair and objective in the design review process. Decisions are based on a simple majority and shall not be arbitrary or capricious. The Committee may, at its discretion, assist the applicant by suggesting an alternative solution. Once plans are formally approved by the ACC, you can begin working on the improvement or alteration. All work must be done in accordance with the plans, as approved by the ACC. All changes or modifications to the original plans must be submitted in writing and approved by the ACC. After additions or alterations to your home are complete, the ACC must be notified. The ACC reserves the right to conduct an on-site review to verify that the finished project conforms to the approved alterations. Should the ACC ask for a post-project meeting, the responsibility for the notification of the ACC of the completion of the project and subsequent scheduling for the time for the final inspection will be the sole responsibility of the applicant.

APPLICANT BEGIN HERE

Proposed Start Date:	Proposed Completion Date:
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Home Owners Name: _____

Home Owners Address: _____

Lot #:

Email Address 1:	Email Address 2:	
Cell Phone:	Work Phone:	Home Phone:

TYPE OF MODIFICATION

Indicate all that apply and provide requested

	Roofing (manufacturer and color)
	Gutters (style, color)
	Windows (type, style, color)
	Doors (wood or metal, style and color)
	Siding – Type:
	Deck/Patio/Porch (material, design) For major upgrades or additions submit plans.
	Awnings/Gazebo/Arbor (style, color and location)
	Driveway/Walkway (repair or modification detail)
	Landscaping/Retaining Wall – General (detailed sketch “to scale”)
	Landscaping – Screening (sketch, species list)
	Tree Removal (location sketch, pictures)
	Spas/Hot Tubs/ Pools (size, location)
	**Exterior Painting and Staining
	Fencing (materials, style, plat/sketch)
	Play Equipment (material, color, location)
	Satellite Dish (location)
	Exterior Decorative Objects (statuary, bird bath, portable swing etc. - type, location)
	Swimming Pool (location, dimensions, shape, detailed plans)
	Building Addition/Garage/Sunroom (derailed plans)
	Brick/Stone/concrete - Types(s) & Color:
	Other – (describe thoroughly)
	Homeowners are responsible for being aware of the neighborhood guidelines as set forth in the CC&Rs and the Design Standards. These documents may be found at www.granforest.com

Detailed description of proposed modification/improvement(s)

PAINTING/STAINING:

If you are painting or staining, you must include paint/stain color sample showing color and associated manufactures number/code with this application request. Please give particular consideration to the aesthetics of the home when making your paint selection.

PROPOSED COLORS:

House:

Trim:

Fence:

Front Door:

Garage Door:

WORK SCHEDULE

Estimated number of days to complete work:

Planned Start Date:

Planned Completion Date:

HOMEOWNER ACKNOWLEDGEMENTS

By our submission of this form I/we understand that our modification must conform to the Association’s requirements (including and not limited to the Declaration of Covenants, Conditions and Restrictions, and Architectural Guidelines, and that I/we have reviewed and understand the Association Governing Documents and Design Standards.

I/we understand that all lots in the subdivision have certain easements for utilities, drainage, or other purposes that may adjoin or may be present on my/our property and that building set-back lines may apply. I/we understand that certain permits may be necessary for certain modifications and that getting a permit alone without Architectural Control Committee (ACC) approval is not allowed under the Covenants. I/we understand that I/we should not build on or modify my/our property in such a way as to encroach easements, set-back lines, or another’s property, no matter how slight. I/we agree that ACC approval of my/our modification does not mean the ACC approves any encroachments or violations and that the Association and the ACC shall have no liability or financial responsibility for same. I/we understand and agree that my/our modification, even if approved by the ACC, may become a title defect or cloud on title because of reasons stated above and may prevent the issuance of title insurance which in turn may prevent the subsequent sale or refinance of the property and that I/we are wholly financially responsible and liable for such title defect or cloud on title. I/we agree that I/we are liable and financially responsible for any damages and cost incurred if in the course of my/our modification I/we damage utilities above or below ground.

I/we agree that if the request for modification has been revised *whether before or during construction*, that a new Request for Modification must be completed by me/us and approval of the ACC will again be necessary. I/we agree that if we do not receive written approval of the majority of the ACC members at the time of initial or subsequent application, I/we run

the risk of violation of the Covenants and that if legal action is necessary for compliance, I/we will be completely responsible not only for my/our attorney's fees but also the attorney's fees of the Association if the Association is the prevailing party.

I/we understand ACC approval does not prevent adjoining neighbors or any other members of the Association from objection and potential subsequent legal action. I/we agree that failure of the Association or any owner to enforce any covenant or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter.

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.

I/we agree that 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).

I/we agree that 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.

Therefore, by submission of this form and upon written approval of the majority of members of the ACC of my/our request for this modification, I/we will assume all liability for any damage suffered or incurred as a result of this modification. I/we also agree to obtain any permits that may be required by any and all local municipal, county, or state governments for this modification. I/we also agree to an inspection by the ACC, if the ACC deems necessary, before, during or after modification to ensure compliance with the covenants and restrictions. Furthermore, I/we agree that financially supporting the Association is important and that the ACC, may, in its discretion, not approve any application for modifications until all past due assessments, fines, liens, and other charges have been paid.

The Applicant represents by the act of entering into the review process with the Gran Forest Architectural Control Committee 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 by the Applicant of all applicable requirements of the ACC and shall abide by these procedures, the Guidelines and the Covenants, Conditions and Restrictions with respect to approval of development plans and specifications. The applicant further represents that he or she is the legal owner of the affected real or personal property.

All modification requests (requests that are not for the construction of the primary residence) must be completed within three (3) months from the date of the Association's approval, unless an extension is expressly granted by the ACC.

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

SIGNATURES:

BY: Legal Homeowner 1: _____ Date: _____

Print Name: _____

Legal Homeowner 2: _____ Date: _____

Print Name: _____

RESERVED FOR BOARD/COMMITTEE USE

Date received: _____ () in person () by mail () mail slot () email () by fax

By: _____

Date reviewed: _____

Committee/Board reviewer(s): _____

() Approved () Conditional Approval ** () Disapproved **

(for recording purposes only, response only authorized by separate written response, which is attached)

Date responded: _____