

# WEST HIGHLANDS HOMEOWNER ASSOCIATION

## Architectural Control Committee Structural Modification Request Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Property Address \_\_\_\_\_

### Contractor Information:

Contractor Name/Company \_\_\_\_\_

Contractor Phone: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

### Contact information should the Committee wish to contact you for additional information (please circle one):

Phone: Home) \_\_\_\_\_ Work) \_\_\_\_\_ Cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

### Modification or Addition Requesting:

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> Detached Structure/Building | <input type="checkbox"/> Satellite Dish         | <input type="checkbox"/> Pool/Spa     |
| <input type="checkbox"/> New Construction            | <input type="checkbox"/> Solar Screen(s)        | <input type="checkbox"/> Roof         |
| <input type="checkbox"/> Paint                       | <input type="checkbox"/> Exterior Modifications | <input type="checkbox"/> Shed         |
| <input type="checkbox"/> Play Equipment              | <input type="checkbox"/> Landscaping            | <input type="checkbox"/> Storm Door   |
| <input type="checkbox"/> Retaining Wall              | <input type="checkbox"/> Ornamentation          | <input type="checkbox"/> Other: _____ |
|  | <input type="checkbox"/> Patio/Arbor/Deck       | _____                                 |

### Description of and reason for request (\*\*Required\*\*):

\_\_\_\_\_

Is this request in response to a violation letter we sent you? Yes \_\_\_\_\_ No \_\_\_\_\_

Please make sure you have attached/included all of the following information:

- A completed ACC Form (including signature below the Owner Acknowledgement notice on next page)
- Architect's or builder's detail scope of work to be performed: description of the project, materials to be used, exact dimensions, quality standards, before pictures; colors. *\*Approved exterior wall materials include wood, brick, stone, fiber cement or shingle siding. No vinyl siding is allowed.*
- CAD architectural drawing or other architectural drawing software showing the intended/existing project (sketches, clippings, catalog illustrations and other data or links to websites can be appended to the architectural drawing). *No handwritten drawings or camera photo of drawings will be accepted.*
- An Official Land Survey from Georgia licensed surveyor to identify and mark specifics relating to your property (e.g. property line, utility easements, house, other structures, etc.). *The official land survey, which differs from the land plat that a homeowner may have been provided at closing, is required for ACC approval.*
- Building Permit from the City of Atlanta Department of Building approving all of the proposed additions, modifications, etc.

### Email request to:

Email- [westhighlands@sentrymgt.com](mailto:westhighlands@sentrymgt.com) Phone: 404-459-8951

### ARCHITECTURAL REVIEW COMMITTEE ACTION

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

( ) Approved

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

( ) Conditional Approval\*

ACC Reviewer: \_\_\_\_\_

( ) Disapproved

All ACC requests can take up to **30 days** for a decision, whether approval or denial from the Committee.  
**Make sure to sign and include the Owner Acknowledgement on the next page with your ACC request**

# WEST HIGHLANDS HOMEOWNER ASSOCIATION

## Architectural Control Committee Structural Modification Request Form

### Owners Acknowledgements:

I understand:

- That no work on this request shall commence until I have received approval of the Architectural Control Committee (ACC);
- Any construction or alteration to the subject property prior to approval of the Architectural Control Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors;
- All proposed improvements to the property must comply with city, county, state and local regulations. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval;
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions, Restrictions and Easements for the HOA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- The Lot Owner/Builder/Applicant acknowledges and agrees that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee's review, comments, and/or approvals do not relieve the Lot Owner/Builder/Applicant of their responsibility and obligation to comply with the Declaration of the Covenants, Conditions, Restriction and Easements or Design Guidelines, or Subdivision Rules and Regulations as applicable. The Lot Owner/Builder/Applicant agrees to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.
- It is the duty of the Lot Owner and the contractor employed by the lot Owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. The association, the ACC Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.
- That there are multiple recorded easements encumbering various Lots within West Highlands, including, without limitation, utility easements, water and sewer easements, storm water/drainage easements and access easements (the "Easements"). My Lot may be encumbered by one or more of these Easements. Approval for the installation of any fence within West Highlands shall be contingent on the following conditions: (1) I agree to and shall provide any benefited party pursuant to an Easement, reasonable access to your Lot, for the purpose of exercising or carrying out the benefited party's rights, duties or obligations under said Easement, including, without limitation, access to any areas enclosed by the proposed fence; (2) I agree to and shall be fully responsible and liable for any and all claims of a benefited or harmed party pursuant to any Easement, if the installation of the proposed fence changes, alters, impedes, or otherwise affects said Easement; (3) I agree to and shall have the sole duty and obligation to maintain the fence and keep it in good repair at all times; and (4) I agree to and shall indemnify, release, defend, and hold harmless the Association, its officers, board members, agents, and members, as well as any member of the Architectural Control Committee, from and against any and all liabilities, claims, and/or damages resulting from or arising out of the approval, installation, use, maintenance, repair or replacement of the proposed fence.

I certify that I completely understand the above requirements and the information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is NOT to begin until approval has been received from the Architectural Control Committee. The Architectural Control Committee has permission to enter the property to make inspections, as they deem necessary.

Lot Owner/Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

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