

HEMBREE CREEK HOMEOWNERS ASSOCIATION

ARCHITECTURAL REVIEW APPLICATION

INCOMPLETE APPLICATIONS WILL BE RETURNED FOR CLARIFICATION AND/OR COMPLETION

This is a two (2) page document

No modifications or permanent change(s) to any exterior portion of a building is permissible without express written consent of the Board. All exterior doors, door frames, windows, window frames, banisters and porch railings are some of the items that require advance approval from the Board and they must be replaced with the exact same style, size and design as the builder installed at original construction. See bylaws, covenants and rules and regulations for complete description and specific requirements.

1. OWNER'S NAME: _____

2. ADDRESS OF PROPOSED CHANGES: _____

3. OWNER'S PHONE: (H) _____ (C) _____

4. EMAIL ADDRESS: _____

5. DETAILED DESCRIPTION OF PROPOSED CHANGE(S). You must include vendor and product information specific to the item(s) you intend to purchase in advance. Attach additional documents such as spec page, brochure, photo or provide the specific link to the product online.

6. LOCATION OF PROPOSED CHANGE(S): (Include a description below)

7. ESTIMATED COMPLETION DATE: _____

(May not exceed 180 days from approval)

See next page →

8. CERTIFICATIONS: (Please read and check each box below)

- The proposed alteration submitted for approval does not violate any Fulton County and City of Roswell codes.
- I understand that I am required to comply with all Fulton County and City of Roswell construction and/or renovation requirements.
- I understand and agree that no work on this application shall begin until I have received written approval of the Hembree Creek HOA Board of Directors (BOD).
- I understand that no construction or exterior alteration undertaken by me or on my behalf shall begin before approval of this application. If alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
- I understand that the Board of Directors and/or Community Management Associates are permitted to enter my unit, with either myself or someone I appoint to represent me, at any reasonable time for the purpose of inspecting the proposed project, the project process, and the completed project, and that such does not constitute a trespass.
- I understand that approval is contingent upon construction or alterations being made in a professional manner.
- I understand that all construction debris must be removed off the property at the owner's expense and that no construction debris can be disposed of on Hembree Creek property or in the dumpster.
- I understand the authority granted by this application will be revoked automatically if the project has not been completed within the 180 days of the approval date of this application or as specified by the Board of Directors.

AN INCOMPLETE APPLICATION WILL BE RETURNED FOR CLARIFICATION AND/OR COMPLETION

SIGNATURE OF PROPERTY/HOMEOWNER

DATE

*******FOR INTERNAL USE BY THE HEMBREE CREEK HOA BOARD OF DIRECTORS ONLY*******

Receipt of completed application by CMA: _____

Recommendation:

Signature:

Date:

Submit this form via CMA portal or email directly to our property manager.