



Highland Pointe Recreation Association, Inc.  
3750 Club House Court  
Marietta, GA 30066-2472  
770-973-0925  
[www.highlandpointe.org](http://www.highlandpointe.org)

## Architectural Change Request

### Resident Contact Information:

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Request Description** *[Please indicate the nature of the change request and the address of the property, if it is different from that listed in the Resident Contact Information.]:*

**Timeframe** *[Please indicate when the work will take place]:*

### **REMINDERS**

1. **Process**. Please complete this form and submit it, along with other required documents, to the HPRA Board, attention ACC, by dropping it in the Clubhouse Mailbox. The Board will take action on your request at the next monthly Board meeting, or not later than 45 days after submission as stipulated in the Covenants.
2. **Drawings**. Please submit a copy of any drawings prepared by your architect/builder if applicable, or a hand-drawn rendering of the proposed changes. Please prepare a property front view and side elevation view. It is important that the intended change is clearly conveyed in the drawing.
3. **Neighbor signatures**. Please record the signatures of any/all neighbors that will have line of sight to the change on the *Neighbor Notification Form*. A suggested letter is available for your reference on the HPRA website. Please note that the signatures are required for notification purposes not neighbor approval.



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## ACC Neighbor Notification Form

### Neighbor(s) Signature(s):

I acknowledge that I have been informed of the proposed Architectural Change to the property at the address listed on this form. I understand that my signature does not indicate my approval of the proposed change, but rather an acknowledgement of my neighbor's notification of the change.

[NOTE: Use as many of the signature blocks as needed for complete neighbor notification.]

Name (please print)	Signature and Date
Address	
Name (please print)	Signature and Date
Address	
Name (please print)	Signature and Date
Address	
Name (please print)	Signature and Date
Address	

*For ACC/Board Use Only*

COMPLETED REQUEST SUBMISSION DATE:

PRESENTED TO BOARD DATE:

ACTION DATE:

RESIDENT NOTIFICATION DATE: