



Highland Pointe Recreation Association, Inc.
3750 Club House Court
Marietta, GA 30066-2472
770-973-0925
www.highlandpointe.org

Architectural Change Request

Date of Request:

Resident Contact Information:

Name: _____

Address: _____

Phone: _____

Provide Complete 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.]:*

Proposed dates of start and finish of work *[Please state the dates work will take place]:*

Architectural and/or Engineering Drawing/Plan Submitted? Yes ☐ No ☐

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 for remodel, renovations, and/or changes to exterior of home/property** or a hand-drawn rendering of the proposed changes. Please ensure the drawings/plans include a property front view and side elevation view. It is important that the intended change is clearly conveyed in the drawing/plan.
3. *Neighbor signatures*. Please **obtain the signatures of any and/or all neighbors who will have line of sight to the proposed change** on the 2nd page of this form. Please note that these signatures are required for notification purposes and do not imply 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 <i>(please print)</i>	Signature and Date
Address	

Name <i>(please print)</i>	Signature and Date
Address	

Name <i>(please print)</i>	Signature and Date
Address	

Name <i>(please print)</i>	Signature and Date
Address	

For ACC/Board Use Only

DATE COMPLETED ACC FORM RECEIVED BY HPRA:

ACC #: _____

DATE PRESENTED TO BOARD:

DATE OF BOARD ACTION:

DATE RESIDENT NOTIFICATION LETTER MAILED: