



HIGHLAND OAKS HOMEOWNER'S ASSOCIATION

Architectural Review Committee – Modification Request Form

Association Management Advisory Group, PO Box 491537, Lawrenceville, GA 30049

678-404-1115 • admin@associationmgt.com

Please complete and submit via e-mail or post prior to making any changes to the exterior of your home. You must review the ARC guidelines and/or HOA covenants prior to submission. These documents are available on the Caliber Portal, https://frontsteps.cloud/caliberweb2_amag and the Highland Oaks website at myhighlandoaks.com. Denials may be appealed to the Architectural Review Committee (ARC), and then the HOA board. The ARC is allowed up to 30 days to approve or deny requests. The status of your request may be viewed on the AMAG portal. Official confirmation letters for approval or denial will be mailed to the address of your request.

Work must commence within 60 days of approval or a new request must be submitted.

Failure to follow the ARC approved work plan will result in fines.

Resident Name:			
Street Address:			
Email:		Phone:	

Expected Start Date:		Expected Completion Date:	
-----------------------------	--	----------------------------------	--

<i>For Office Use:</i>

Date Received:	More Info Needed?	Date Approved/Denied:	Date of Work Inspection:
-----------------------	--------------------------	------------------------------	---------------------------------

Are you the legal owner of the property and authorized to submit request? Yes ☐ No ☐

Is this request an emergency? Yes ☐ No ☐

If yes, please explain in detail below:

[Explain emergency in detail]

What is the modification to your home? *Additional space for a detailed drawing is available on page 3.*

[Explain in detail, what you are requesting]
--

Describe the materials being used:

[What materials will be used, wood, cement, etc.? Please be detailed]

Paint Colors – Please provide color chips or color names. Please detail what will be painted. Make sure to name all surfaces.

[What are you painting? What color(s) will be used?]

To help expedite your request, make sure you include as much information as possible: photos, drawings, measurements, site plans, materials and/or color samples, and any building permits if required by Gwinnett County. In some cases (i.e. exterior painting and fences), photos of the residence as well as neighboring residences may be requested.

By signing below, you agree to the following:

You have read and understood the ARC guidelines and covenants pertinent to this request and that no work will commence without the approval of the ARC. You attest that this modification will comply with our governing documents. You will execute the plan(s) as communicated and approved by the ARC. You will conform to the community standards by only using materials, colors, and plans as requested - any change or adjustments after approval will require additional approval by the ARC. Any non-compliance to the ARC process may result in a \$250 fine.

The ARC, HOA Board of Directors, and designated management company is not responsible for damages, mistakes, negligence, malfeasance, or any other action arising concerning this submission, nor assume responsibility regarding design, construction, material quality, or structural integrity. You release and will not hold responsible the ARC, HOA BoD, the designated property management company, or any members thereof from any claims or damages regarding the approval or denial of this request or the execution of work.

Signature:

Date:

NOTE: You can e-mail this completed form along with any additional images and information to: admin@associationmgt.com

The area below may be used for a drawing of your property and the work that is being requested. Please note driveway and front/back of house. A drawing by your contractor may also be included.