



HIGHLAND OAKS HOMEOWNER'S ASSOCIATION

Architectural Request Committee – Property Modification Request

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

678-404-1115 • admin@associationmgt.com

Complete and submit via e-mail or post. Review bylaws and covenants prior to submission, available on the Caliber Portal, https://caliber.cloud/caliberweb2_amag. 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.

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

Resident Name:		Street Address:	
Phone Number:		E-Mail:	
Request Date:		Expected Start Date:	
		Expected Completion Date:	

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, if applicable, in detail]

What is the modification to your home: Choose an item.

If OTHER, please explain in detail below:

[Explain in detail, what you are requesting]

Describe the materials being used:

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



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Paint Colors – An approved color range can be provided by the ARC Committee. Please provide color chips or color names. Please detail what will be painted.

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

To help expedite request make sure you include as much information as possible: photos, drawings, measurements, site plans, material 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 bylaws & covenants pertinent to this request and that no work will commence without the approval of the ARC. 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, HOHA, and designated management company is not responsible for damages, mistakes, negligence, malfeasance, or any other action arising concerning this submission, nor, assume no responsibility regarding design, construction, material quality, or structural integrity. You release and will not hold responsible the ARC, HOHA, 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



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