

CANEY CREEK HOMEOWNERS ASSOCIATION

APPLICATION FOR MODIFICATION(S)

DATE: _____
NAME: _____
ADDRESS: _____
PHONE: _____
EMAIL: _____

All application requests must be received by Homeside properties at least 60 days before the projected project start. You do not have permission to begin your request until you receive written arc approval. Please refer to your copy of the covenants and restrictions before completing. If you do not have a copy of the covenants for your community they are available on the website under the governing document section at www.homesideproperties.com Upon receipt the complete signed application and supporting documents will be forwarded to the ARC for review. Please allow up to sixty (60) days as outlined in the Covenants for a decision to be granted on your request. A written letter will be mailed notifying you of the decision. You may log onto your account at www.homesideproperties.com to check status of this application. An application may be RUSHED if you have damage or there is a cause for potential damage to your home or your neighbor's property.

(Please mark selection with an X):

_____ **FENCES:** Please include all of the following supporting documentation: 1- A survey showing property lines. 2- A photo of the fence style that you wish to install. 3- A drawing showing where the fence will be built in relation to the house and include any gate placement. This should include height of fence, length and gate placement, as well as identification of fencing materials to be used. Installer quotes with drawings are recommended. 4- A plan to stain or paint the fence including manufacturer name, color number and color swatch. 5- If you plan to tie onto an existing fence, section 2 of the Supplemental Acknowledgement Form must be signed and returned.

_____ **LANDSCAPING (Landscape beds/ yard art):** Please include photos and or drawings of the landscape area. Please provide plant/ bush type if you are installing new materials. If you are installing edging, please submit a photo along with type of material, color, height and drawing showing where it will be placed.

_____ **POOLS & SPAS:** Please provide all of the following supporting documentation: 1- A photo of manufacturer style and number of pool/spa. 2- A detailed drawing (artist rendering) showing placement of pool/spa in relation to the house. 3- Detailed landscaping plan showing plant matter and placement. 4- Survey of lot showing property lines. If you are installing fencing a separate fence application must be submitted. 5- If you are installing decking please provide an artist rendering and be sure to include the dimensions of deck, material type and stain color, and number. 6- If you are installing railing you must provide a photo of the railing, and include a detailed drawing with the dimensions.

_____ **RECREATIONAL EQUIPMENT:** Please include all of the following supporting documentation: 1- A photo of the equipment. 2- Specific manufacturer name, number and type of the equipment. 3- A drawing or photo showing where the equipment will be placed in relation to the home.

_____ **REPAINTING:** Please include paint manufacturer, type and color along with color paint samples marked with where the color will be placed. (Ex: body, trim, shutters, front door, siding, garage doors, gutters, etc.). This is applicable only if you are making any changes to existing paint colors on your home.

*****If you are repainting your house the existing colors, please check the complete list of colors for your scheme under the resource section at caneycreeknews.com. Weathering may have caused fading and will prohibit you from achieving an accurate color match. Color mismatches are the responsibility of the homeowner to correct.**

_____ **ROOF:** Please include the manufacturer type and color of the roofing material. Please supply a photo of the shingle color you wish to use. (Please do not remit actual roofing shingles. Email color scans of shingle or links to manufacturer's website will suffice)

_____ **STRUCTURAL ADDITION/MODIFICATION:** Please include the following supporting documentation: 1- Survey showing property lines. 2- Detailed drawing/plans showing the dimensions and final look of the project. 3- City/County building permits 4- Detailed information on material used, paint manufacturer, color number and paint chip samples 5- Information on roofing shingles manufacturer, number and sample. (Please do not remit actual roofing shingles. Email color scans of shingle or links to manufacturer's website will suffice).

_____ **TREE REMOVAL:** Please include either a photo or sketch showing where the trees are currently located. If you are planning to replace the trees please note on the application the type of tree/plant matter that will be replacing the removed trees and the timeframe of the new installation.

_____ **OTHER:** _____ Please contact the Architectural Processor at 678-297-9566 ext. 155 to discuss supporting documentation to be submitted.

ADDITIONAL COMMENTS:

DATE TO START PROJECT: _____

ESTIMATED COMPLETION DATE: _____

If you have questions on completing this application please contact the Architectural Processor at (678) 297-9566 ext. 155

For your protection, inquire with the proper authority, either city or county, regarding permit requirements before starting any work on your property. Projects involving new construction, additions, alterations, or any modification to structural, electrical, heating, water, gas or sanitary plumbing systems will most likely require a permit.

INCOMPLETE APPLICATIONS WILL CAUSE DELAYS IN PROCESSING

I further understand and agree that **no work on this modification request shall commence** until written approval of the Architectural Control Committee has been received by the property owner. I represent and warrant that the requested modifications strictly conform to the Declaration of Covenants, Conditions, Restrictions and Guidelines for the Caney Creek Homeowners Association. I further understand and agree that as the property owner, I am responsible for complying with all city and/or county building and zoning regulations.

I understand, per the Covenants: 9.3 Guidelines and Procedures (B) Procedures. If construction does not commence on a project which has been approved within 180 days of such approval, such approval shall be deemed withdrawn, and it shall be necessary for the Owner to reapply for approval. If construction is not completed on a project for which plans have been approved within a period set forth in the Design Guidelines or in the approval, such approval shall be deemed withdrawn, and such incomplete construction shall be deemed to be in violation of this Article.

This request must be signed or it will not be processed.

Property Owner's Signature: _____ Date: _____

Please return completed application and supporting documentation to:

**Homeside Properties, Inc.
2555 Westside Parkway, Suite 600
Alpharetta, GA 30004
or
Email: acc@homesideproperties.com**

TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE

DATE RECEIVED: _____

DATE REVIEWED: _____

SIGNATURE: _____

Committee Action:

____ Approved as Submitted

____ Conditionally Approved

____ Disapproved

____ Deferred until _____

____ Withdrawn

____ Returned for insufficient information

COMMENTS: _____

Caney Creek Homeowner's Association

Supplemental Acknowledgement Form

****All owners of Caney Creek submitting an Application for Modification must provide signatures as outlined in Section 1 below. If you are submitting a request for fencing and you are planning to tie on to an existing fence Section 1 and 2 below are required.****

1. The Board of Directors/Architectural Committee for Caney Creek Homeowner's Association requests signatures of the neighbors acknowledging awareness of the proposed project. This acknowledgement does not constitute approval/nor disapproval of any kind by the Board/Architectural Committee or other entities, nor is the failure to obtain the acknowledgement of all abutting neighbor's deemed an automatic denial of the modification requests.

Neighbor right _____ Address _____

Neighbor left _____ Address _____

Neighbor back _____ Address _____

Neighbor other _____ Address _____

2. If you are tying into an existing fence, the Caney Creek Board of Directors/ Architectural Review Committee would like written confirmation that the owner of the fence grants approval for connection. The application will not be approved unless there is a written agreement between owners outlining the terms of agreement for placement.

Owner Name _____ Address _____

Owner Name _____ Address _____