



# ARC Modification Request Form

## Important Information

- Modifications, changes, or improvements may not commence without prior written approval of the EMHOA ARC. Unauthorized improvements are subject to removal at the expense of the homeowner.
- Please allow up to thirty (30) days after submission of all documentation to the ARC in writing for notice of approval or denial of requested change/addition.
- Only one request per ARC form will be accepted.
- If additional information is needed or not submitted with the request the thirty (30) day approval time frame will suspend and then resume upon receipt of requested information.
- The ARC must be informed of all materials used in improvements in sufficient detail for a proper review. At its sole discretion, and at any time, the ARC may request additional information during the review process.

## Homeowner Agreement

1. I have read the Echo Mill Homeowners' Association ("EMHOA") Covenants and Architectural Design Standards as it relates to my modification request and will ensure that this exterior modification is fully compliant with these and any other relevant EMHOA standards.
2. I agree that compliance with the EMHOA Covenants and Architectural Design Standards and approval of this modification request does not constitute compliance with any City, County, and/or any other applicable government agency regarding required permits before starting any work on my property involving new construction, modifications, alterations, or additions.
3. Approval of any architectural change by the ARC in no way represents a certification that the structure has been built in accordance with any governmental rule or regulation or that the structure complies with sound building practices or design.
4. I agree that work will not be started until written approval of this modification request has been received by me, and that if changes are made without approval, I will be required to return the property to its former condition at my own expense if the request is denied.
5. I understand that the approval granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within one year of the approval date or sooner if specified in the approval of the modification request.
6. During approved work or construction, all vehicles in any way connected with such work or construction shall enter the home(s) only by the driveway as approved in the plans submitted to the ARC.
7. Modifications should be planned and constructed such that they will have minimal impact on the views from neighboring homes, and such that they will not change existing water runoff.



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- 8. I agree to repair/restore any common area property that I or my agent/contractor may damage during the completion of this modification/project for which I am applying.
- 9. I agree that I or my agent/contractor will properly dispose of, off-site, any construction debris generated by this modification/project, including any construction debris not picked up by the Association trash hauler.
- 10. Permission is hereby granted for members of the EMHOA Board and/or the property management company to enter the property to make reasonable observations and inspections of the modification request and completed project.
- 11. As all modifications must be sensitive to the occupants of neighboring homes ; I have discussed this modification with my neighbors who will be directly impacted by the proposed modification

By submitting this online ARC modification request I acknowledge that I have read, fully understand and agree to comply with the above.

**Note:** Fields in red are required fields. You will not be able to submit the form if these fields are not filled in.

I have read and fully understand the above.

**HOMEOWNER SIGNATURE:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Homeowner Information

Homeowner's Name:

Homeowner's Address:

Homeowner's Phone:

Homeowner's Email:

## Modification Type

You may only select one type per modification request.

- Basketball Goal
- Concrete Edging/Curbing
- Deck/Patio Addition



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- Deck Stairs
- Fence Installation or Removal
- Gaslight Conversion (must include a picture of the kit and details about the type of bulbs used (ex: LED or incandescent, wattage, voltage, color, etc.)
- Gutter Installation(must match trim color)
- Landscape Additions/Changes
- Painting Exterior (Provide brand name of paint, color name and code and location of each color: siding; trim; shutters, front door, and metal roofs, if applicable. A sample of each color must be applied to your home - see below.)
- Play Structure or Swingset
- Roof Replacement (Please include brand name of shingles along with color and year rating)
- Shed (no larger than 12x12; finishes must be same as house; must be in back of lot and not viewable from the street.)
- Storm Door (must be full view glass and same color as trim or front door)
- Structural Addition or Removal
- Tree Removal
- Window Replacement
- Other

## Required if Painting Exterior of House

Describe which areas of house will be painted

A large, empty text input field with a light beige background and a thin border. It has small scroll arrows on the right and bottom edges, indicating it is a scrollable text area.



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Samples of all colors must be available for review of the ARC Request. Where can the 3 ft X 3 ft sample area be found on the house?

Paint brand:

	Color #	Color Name
Paint - Siding:	<input type="text"/>	<input type="text"/>
Paint - Trim:	<input type="text"/>	<input type="text"/>
Paint - Accent:	<input type="text"/>	<input type="text"/>
Paint - Other:	<input type="text"/>	<input type="text"/>

### Additional Materials for ARC

Indicate all extra materials that apply and please deliver them to the ARC:

- Drawings
- Sketches
- Site Plans
- Pictures
- Landscape
- List of Materials
- Contractor Specifications

### Delivery of Additional Material

Additional material must be delivered to the ARC. You may use one of these means:

- Place the material in an envelope in the ARC Lock Box on the porch of the front clubhouse
- Mail your material to:  
Heritage Property Management Services



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500 Sugar Mill Road  
Building B, Suite 200 Atlanta, GA 30350  
ATTN: Debbie Pelfrey

- Fax your material to Heritage Property Management Services at (770) 635-6294

**Note:** Please attach your name and address to any additional materials.

## Additional Information

Further description of modification and any additional information or comments

A large, empty text input field with a light beige background and a thin border. It has small scroll bars on the right and bottom edges, indicating it is a scrollable area for entering text.

## Nature of Request

- Normal Request (Response will be provided within 30 days of receipt of request with all documentation)
- Urgent Request (Please state date response needed by in the Additional Information section above)

**Usage Notes:** This form uses your email to send the request to the Echo Mill ARC. Please make sure your email software is up and running before pressing "Submit". Your computer may ask you to approve sending the email. This is OK - this form does not contain a virus. Thanks for using the EM Online ARC form!