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Henderson Village Property Owner's Association Application for Modification

Please read the instructions on the back of this form before completing the application.

Homeowner's Name: _____ Date _____

Address: _____

Email Address: _____

(Please provide a current email address. It is likely you will be contacted via email with approvals, questions or comments)

Home Phone: _____ Work Phone: _____

Estimated Start Date _____ Estimated Completion Date _____

TYPE OF MODIFICATION BEING REQUESTED

MINOR

- Arbor/Gazebo Change of House Color Play Equipment Statuary
- Landscaping Change of Roof Color Basketball Goal
- Other _____

MODERATE

- Deck Retaining Wall Driveway Fence
- Other _____

MAJOR

- Room Addition Swimming Pool Screened Porch
- Other _____

Permission is hereby granted for members of the Architectural Control Committee and appropriate HVPOA Association Board Members to enter the property to make reasonable observation and inspection of the modification request and completed project.

Homeowner Signature: _____

Please allow a maximum of 30 days for a modification review. **Modifications are not permitted prior to approval.**

HVPOA Architectural Control Committee Use

Received _____ Reviewed _____ Completed Review _____

- Application Denied _____
- Application Approved _____

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INSTRUCTIONS FOR REQUEST FOR MODIFICATION

Please read the instructions on this page carefully before completing the application.

The Henderson Village Property Owners Association Architectural Control Committee utilizes a complete package application procedure. The application is considered complete when all required documentation and fees have been received. If your application is incomplete or your association dues are past due, your application will be returned unprocessed.

1) The Henderson Village Property Owners Association assumes no responsibility for quality workmanship, verification of property lines or contractors.

2) For all modifications, please enclose two copies of the following items with your request form:

a) A Site plan, to scale, detailing the exact location of the modification being requested in relation to your property lines. A State of Georgia registered survey plat clearly showing your property lines, existing improvements, and proposed modification(s). Existing fences, decks, walkways, driveways, etc. should be indicated. No modification request will be reviewed without a site plan.

b) A brief description of the modification, drawings, exterior elevations, floor plan, all dimensions, detail of materials to be used, pictures, catalog pages, brochures, and color samples, if applicable, must be included.

c) For re-painting, please provide actual manufacturers paint samples for both siding and trim. When changing color, it may be requested that a 3' x 3' area on the side of the home be painted for final approval.

d) For new roofs, when changing color and/or style, please provide actual manufacturer sample as part of submittal.

3) It is recommended that homeowners check with the Alpharetta Building & Inspections Department to obtain the necessary permits and building code information. The Henderson Village Property Owners Association is not responsible for obtaining any necessary permits or enforcing applicable building codes.

4) Please try to print legibly in ink.

5) Give your complete legal name.

6) Give the address where your submission should be returned.

7) If you are renting and want to make modifications to the property, you must ask the property owner to submit the modification request. Only modification requests submitted by the property owners will be processed.

8) Complete the entire application; please sign and date the form.

9) All applications can be emailed or mailed to:

hvpboard@hvpoa30004.com

or

Henderson Village Property Owners Association

P.O. Box 1172, Alpharetta, GA 30009-1172