

Hillbrooke Property Owners Association

REQUEST FOR ARCHITECTURAL / LANDSCAPE REVIEW

Owners are required to submit property improvement plans to the Association for review and approval prior to beginning their improvements. Each owner and tenant is subject to these restrictions.

NAME: _____ DATE: _____
(Please Print)

ADDRESS: _____ LOT NO. ____

PHONE: _____ Proposed Start Date: _____ Finish Date: _____
(Home) _____ (Work) _____

CHECK ALL THE FOLLOWING IMPROVEMENT TYPES THAT APPLY TO YOUR REQUEST

HOME IMPROVEMENTS:

- | | | | | |
|--|---|---|---|--|
| <input type="checkbox"/> Structural Addition | <input type="checkbox"/> Gazebo/Arbor | <input type="checkbox"/> Play structure | <input type="checkbox"/> Storage Shed | <input type="checkbox"/> Fence Addition |
| <input type="checkbox"/> Deck/Patio | <input type="checkbox"/> Greenhouse | <input type="checkbox"/> Pool/spa | <input type="checkbox"/> Dog run | <input type="checkbox"/> Retaining Walls |
| <input type="checkbox"/> Trellis | <input type="checkbox"/> Lighting additions | <input type="checkbox"/> Lighting Standards | <input type="checkbox"/> Skylights | <input type="checkbox"/> Solar panels |
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Antennae | <input type="checkbox"/> Windows/Doors | <input type="checkbox"/> Gates | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Mail box enclosure | <input type="checkbox"/> Sculptures | <input type="checkbox"/> Garage doors | <input type="checkbox"/> Lot line adjustments | <input type="checkbox"/> other (specify) |

LANDSCAPE IMPROVEMENTS:

- | | | | | |
|---|---|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> New Landscape | <input type="checkbox"/> Tree addition | <input type="checkbox"/> Tree removal | <input type="checkbox"/> Arbors/vines | <input type="checkbox"/> Hardscape |
| <input type="checkbox"/> Landscape lights | <input type="checkbox"/> Water features | <input type="checkbox"/> other (specify) | <input type="checkbox"/> Drainage | |

FRONT YARD

BACK YARD

SIDE YARD

IF YOU ARE ONLY SUBMITTING A REQUEST TO CHANGE THE COLOR OF YOUR HOME:

1. Enclose paint manufacturer color samples with this application.
2. Identify which paint samples apply to body of the house, trim/fascia and trim accent colors.
3. The colors that are chosen by homeowner must be at least 2x4 foot painted sample on the side or back of home for approval.

ALL OTHER IMPROVEMENTS:

1. Submit your scale drawings and plot plans to: Hillbrooke POA c/o FirstService Residential, 1235 Old Alpharetta Road, Suite 100, Alpharetta, GA 30005. Plans must be submitted in duplicate. Submissions not submitted in proper quantity may be duplicated by the Association and charged to owner.
2. Plans which include pre-assembled structures or kits must include cut sheets or product specifications, colors, dimensions, materials and all other collateral material necessary for proper review.
3. The committee must be informed of all materials used in your improvements in sufficient detail for proper review. Where appropriate, submit samples or color photos of the material (brick, slate, wrought iron, lighting standards, etc.) In its sole discretion the Association may ask for more information regarding your improvement during the review process. While waiting for a response from the owner the 45-day approval time frame will suspend and then resume with receipt of additional information.
4. Though neighbor approval is not required, depending on the improvement, the Association may solicit input from your neighbors regarding your submission and consider their input as part of the review process. It is prudent that you discuss proposed changes to your home with your surrounding neighbors.

NOTE: IF THE APPLICATION YOU SUBMIT IS INCOMPLETE OR INDECIPHERABLE IN ANY WAY THE 30 DAY TIME FRAME IN WHICH THE ASSOCIATION HAS TO REPLY IS SUSPENDED UNTIL YOU COMPLETE THE APPLICATION PROPERLY AND RESUBMIT IT FOR REVIEW. MODIFICATIONS TO HOME MAY NOT COMMENCE WITHOUT WRITTEN APPROVAL FROM HILLBROOKE POA BOARD OF DIRECTORS OR ACC COMMITTEE. UNAUTHORIZED IMPROVEMENTS ARE SUBJECT TO REMOVAL. PLEASE SUBMIT ACC FORM TO RUTH BANFORD AT Ruth.Banford@fsresidential.com or BY FAX at 770.521.2146. PLEASE ALLOW UP TO 30 DAYS FOR REVIEW AND COMMENTS BY THE ARCHITECTURAL COMMITTEE.

Owner Signature

Date

NOTE: Improvement work may not commence without written approval of Hillbrooke POA Board of Directors. Please submit plans anticipating up to 30 days for review and comment by the Architectural Committee. Unauthorized improvements are subject to removal.

HILLBROOKE IMPROVEMENT APPLICATION (continued)

DESCRIBE YOUR IMPROVEMENT IN DETAIL:

WHO IS YOUR CONTRACTOR?

I'm performing the work myself.

My general contractor is: _____

My landscape contractor is: _____

The homeowner is the "person responsible" for damage to Hillbrooke common areas caused by himself or by his contractor while completing these improvements. By submitting this application I acknowledge responsibility for damage to the common areas by contractors entering Hillbrooke property at my invitation.

For Association Use Only:

Property Address: _____

Committee Member Name: _____ **Date:** _____

Recommend Approval as submitted: Recommend Approval with following conditions: Recommend Denial:

Committee Member Name: _____ **Date:** _____

Recommend Approval as submitted: Recommend Approval with following conditions: Recommend Denial:

Committee Member Name: _____ **Date:** _____

Recommend Approval as submitted: Recommend Approval with following conditions: Recommend Denial:

Management Company Instructions:

Send response to owner based on Committee input noted above.

Send hearing letter regarding unauthorized installation.

Notify owner to cease work.

Send notice of completion

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REMOVAL. PLEASE SUBMIT ACC FORM TO Ruth Banford at Ruth.Banford@fsresidential.com or BY FAX at 770.521.2146.
PLEASE ALLOW UP TO 30 DAYS FOR REVIEW AND COMMENTS BY THE ARCHITECTURAL COMMITTEE.

NOTE: Improvement work may not commence without written approval of Hillbrooke POA Board of Directors. Please submit plans anticipating up to 30 days for review and comment by the Architectural Committee. Unauthorized improvements are subject to removal.