

ARCHITECTURAL MODIFICATION REQUEST FORM

EMAIL, MAIL, FAX OR HAND DELIVER THIS REQUEST TO:

Wetherbrooke Townhome Association
 c/o Community Management Associates, Inc.
 Attn: Thomas Perry
 1465 Northside Drive, Suite 128
 Atlanta, Georgia 30318
 404.835.9271 Phone
 404.835.9271 Fax
 tperry@cmacommunities.com

*****IMPORTANT*****

Please always include pictures and other supporting documents when submitting your request.

*****INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED*****

In order to expedite your request, include all pieces of supporting documentation relevant to your Architectural Change Request. If you have questions, please contact the HOA manager.

Submittal Information	
Homeowner:	
Address:	
Home Telephone:	Daytime Telephone:
E-mail:	
Details of Proposed Change/Repair/Maintenance ***Specify whether your request involves areas of exterior maintenance that are the responsibility of the HOA. Attach additional pages as necessary.***	Supporting Documentation ***Check each item submitted***
<div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); opacity: 0.1; font-size: 4em; pointer-events: none;">Wetherbrooke Townhome Association</div>	Site Plan showing size, shape, and location of improvement to residence and to adjoining properties
	Manufacturer's Brochure
	Color Samples
	Architectural Plans/Drawings
	Grading Plan
	Photographs of existing structure to be changed/repaired (Required for all submissions)

All fees incurred by HOA in reviewing an ACR will be the responsibility of the homeowner submitting the ACR.
 Initial _____

The homeowner is solely responsible for any damage to adjoining or common property that results from carrying out the work described in this request. Initial _____

**ACKNOWLEDGEMENT OF ADJOINING HOMEOWNERS VISUALLY IMPACTED BY
ARCHITECTURAL CHANGE REQUEST**

I have reviewed the attached Architectural Change Request to be submitted by _____ (Homeowner) and am aware that I may submit comments in support or against this proposal to the Architectural Change Committee for consideration.

Signature

Date

Signature

Date

Signature

Date

Signature

Date

For ACC/HOA Use Only			
ACR Submitted By:			
Date Received by CMA	Decision Due Date –	Date Discussed by ACC	Date Decision Sent to Homeowner
Decision – Circle One: Approved as Submitted Conditional Approval (See Notes) Rejected Rejected – Incomplete Application (See Notes)		Notes:	