

THE LEGENDS AT CHATEAU ELAN ARCHITECTURAL CONTROL COMMITTEE - IMPROVEMENT REQUEST FORM

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvement of his deeded property that may in any way affect the exterior appearance of the home or lot, submit the following to the Architectural Control Committee prior to initiating work on the planned improvements:

- _____ (1) A completed Improvement Request Form
- _____ (2) Complete and detailed improvement plans, material listing and specifications
- _____ (3) A property plat/footprint showing the location of the proposed improvement.

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2 & 3) MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his property. Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name _____

Address _____

Phone #: _____ Email Address: _____

Briefly describe the improvement which you propose? _____

Who will do the actual work on this improvement? _____

Location of improvement (check actual areas that apply):

_____ Exterior of dwelling (Color, shutters, gutters, etc) _____ Lot of dwelling (garden, fence, playscape etc)
_____ Others (Describe) _____

List all specifications of the improvement (please describe and include colors, sizes, locations, etc):

I understand that the Architectural Control Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction need to meet with City codes and that the Architectural Control Committee approvals do not override the City codes but rather, are intended to work with them. I understand that any changes I would like to make that differs from what was approved, must be submitted for approval before making those changes. I also understand that any work or changes that were not approved by the DRB/ACC could result in a significant fine. If work has not commenced within six (6) months from approval, the approval will expire and no work shall be allowed thereafter without resubmitting the entire application for approval again.

_____	_____
Owner Signature	Date
_____	_____
Estimated Construction Start Date	Estimated Completion Date
_____	_____
ACC Member Signature / Date	Approved or Disapproved or Approved with Conditions
_____	_____
ACC Member Signature / Date	Approved or Disapproved or Approved with Conditions
_____	_____
ACC Member Signature / Date	Approved or Disapproved or Approved with Conditions

RETURN THIS COMPLETED FORM AND ATTACHMENTS TO:
THE LEGENDS AT CHATEAU ELAN, 2095 HWY211 NW, STE 2-230, BRASELTON, GA 30517
OR EMAIL: CE.LEGENDS.HOA@GMAIL.COM

IF YOU HAVE ANY QUESTIONS REGARDING THIS REQUEST PLEASE CONTACT US AT 470-238-3542 OR CE.LEGENDS.HOA@GMAIL.COM

Architectural Modification Request (Please read before submitting request)

All modification requests must be submitted directly to the Legends HOA for processing. Once the modification request is received, it is forwarded to the Design Review Board (DRB) / Architectural Control Committee (ACC) for approval/denial. Please allow the DRB/ACC the amount of time given as per the Covenants for review of the application request. You will be notified in writing once a decision has been made. **You must have written approval before commencing work.** If unapproved work commences, the homeowner is subject to fines.

You may return your signed completed request, and supporting documentation, by either email or US mail. The return information is listed on the application. Please remember to include any additional information such as plats, renderings, color samples, photos, manufactures specifications, etc that will be helpful for the DRB/ACC to review your request.

For your protection, inquire with the proper authorities, whether it's the city or county, regarding the permit requirements before starting any work on your property. Projects involving new construction, additions, alterations, or any modification to structural, electrical, water, gas or sanitary plumbing will most likely require a permit. It is not the responsibility of the ACC/DRB or Legends HOA to ensure that your project (even if approved) is in need of a permit and/or meets the requirements of the local and state authorities.

Incomplete applications will be returned and/or or denied and not processed until all items needed to make are decision are received.

FAQ's

Q – When will I hear back on my application?

A – Most decisions are given in 7-10 business days if all information is given. The biggest delay in the review process is incomplete applications. Extensive projects (those with structural changes or additions, for example) may take the full 30 days.

Q – I have a simple request so why does it take more than a day or two to get approval?

A – Th ACC needs to meet and approve your application. Timing and complete applications are important when sending in applications.

Q – My neighbors have the same (fencing, lighting, etc) as I am requesting, so why do I have to submit a Modification request?

A – Regardless of what your neighbor has, it clearly states in your governing documents that any member/owner making a change to their lot/property must submit or seek approval for such changes. Also, just because your neighbor was approved for a modification, does not mean that you are guaranteed approval for the same thing.