

**EXECUTIVE ESTATES AT CHATEAU ELAN OWNERS ASSOCIATION APPLICATION
FOR MODIFICATION(S)**

DATE:
NAME:
ADDRESS:
PHONE:
EMAIL:

ALL APPLICATION REQUESTS MUST BE RECEIVED BY EXECUTIVE ESTATES HOA AT LEAST 30 DAYS BEFORE THE PROJECTED PROJECT STARTS. YOU DO NOT HAVE PERMISSION TO BEGIN YOUR REQUEST UNTIL YOU RECEIVE WRITTEN ARCHITECTURAL/DESIGN REVIEW BOARD (ADRB) APPROVAL. PLEASE REFER TO YOUR COPY OF THE COVENANTS AND RESTRICTIONS BEFORE COMPLETING. Upon receipt of the complete signed application and supporting documents will be forwarded to the ADRB for review. Please allow thirty (30) days as outlined in the covenants for a decision to be granted on your request. A handwritten letter will be mailed notifying you of a decision. An application may be RUSHED only if you have damaged or this is a cause for a potential damage to your home or your neighbor's property

(Please mark selection with an X)

- FENCES:** Please include all of the following supporting documentation: 1- A survey showing property lines 2- A photo of the fence that you wish to install. 3- A drawing showing where the fence will be built in relation to the house and include any gate placement. 4- If you are tying into an existing fence please supply signatures of the neighbors granting permission to do so. 5- A plan to stain or paint the fence including manufacturer name, color number and color swatch.
- LANDSCAPING(Landscape beds/yard art):** Please include photos and/or drawings of the landscape area. Please provide plant/bush type if you are installing new materials. If you are placing statuary, fountains or other decorative items in existing landscape beds photos must accompany each landscape item showing placement.
- POOLS & SPAS:** Please provide all of the following supporting documentation 1- A photo of manufacturer style and number of pool/spa. 2- A detailed drawing (artist rendering) showing placement of pool/spa in relation to the house. 3- Detailed landscaping plan showing plant matter and placement. 4- Survey of lot showing property lines if you are installing fencing a separate fence application must be submitted. 5- If you are installing decking please provide an artist rendering and be sure to include the dimensions of deck, material type and stain color and number. 6- If you are installing railing you must provide a photo of the railing, and include a detailed drawing with the dimensions.
- Recreational Equipment:** Please include all of the following supporting documentation: 1-A photo of the equipment 2- Specific manufacturer name, number and type of equipment. 3-A drawing or photo showing where the equipment will be placed in relation to the home.
- Repainting:** Please include paint manufacturer, type and color along with the color paint samples marked with where the color will be placed. (Ex: body, trim, shutters, front door, siding, garage door, gutters, etc.)

- ❑ Roof: Please include the manufacturer type and color of the roofing material. Please supply a photo of the shingle color you wish to use. (Please do not remit actual roofing shingles. Email color scans of shingles or links to the manufacturer's website will suffice)
- ❑ Screening & Lattice: Please include material, style, color and elevation along with drawing of where this will be placed in relation to the home.
- ❑ Structural Addition/Modification: Please include the following supporting documentation 1-Survey showing property line 2-Detailed drawing/plans showing dimensions and the final look of the project. 3-City/County building permits. 4-Detailed information on material used, paint manufacturer, color numbers, and paint chip sample. 5-Information on roofing shingles manufacturer, number and sample. (Please do not remit actual roofing shingles. Email color scans of shingles or links to the manufacturer's website will suffice)
- ❑ Tree Removal: Please either include a photo or sketch showing where the tree(s) is currently located. If you are planning to replace the tree(s) please note on the application the type of tree/plant matter that will be replacing the removed tree(s) and the time frame of the new installation.
- ❑ Other: Please contact the Architectural Processor at 770-891-0432 to discuss supporting documentation to be submitted.

Additional Comments

DATE TO START PROJECT:

ESTIMATED COMPLETION DATE:

If you have any questions on completing this application please contact

Kerry Smith at 770-891-0432 or Kklj1909@gmail.com

Architectural Modification Request (please read before submitting request)

All Modification request must be submitted directly to the Executive Estates HOA for processing. Once the modification request is received, it is forwarded to the Architectural/Design Review Board (ADRB) for approval. Please allow the ADRB the amount of time given as per the Covenants for review of the application request. You will be notified by mail once a decision has been granted. You must have a written approval before commencing work.

You may return your signed completed request either by mail, fax or US mail. The return information is listed on the application. Please remember to include any additional information such as plats, artist rendering, color samples, photos, manufacturers photos, etc that will be helpful for the ADRB to review your request. Incomplete applications will be returned and unsigned application will not be processed

FAQ's

Q-When will I hear back on my application?

A-Most applications are approved within 7-10 business days. The bigger the delay in the review process is incomplete applications.

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

A-The ADRB need to meet and approve your application. Timing and complete applications are important when sending in applications.

Q-My neighbors have the same (fencing swing set, etc) modification why do I have to submit one?

A-Regardless of what you 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 change.

Q-What if I have had this change to my property existing for over a year now, and now I get a letter requesting the approval?

A-If a member failed to follow the governing documents and did not get approval it does not make it right. A member could still be in violation, although the statute of limitation might play a role in the approval process. Remember the approval processes are to protect the values and look of the community

Some Common Delays:

- Missing survey or sketch on fence requests
- Landscaping design- Missing dimensions on art statues, Flags etc. and or location, plant sizes types
- Recreational Equipment- missing location on survey or site plan, type or equipment and photo.
- Painting-specifics on what you are painting. Missing samples
- Structural Additions- Missing Sketches or plans. Plans not to scale or no dimensions or location • Tree Removal- Type, size and location. Is it dead or alive?

Application of Modification Continued

For your protection inquire with the proper authority, wither 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, heating, water, gas or sanitary plumbing will most likely require a permit.

Incomplete applications will cause delays in the processing

I further understand and agree that no work on the modification request shall commence until written approval of the ADRB has been received by the property owner. I represent and warrant that the requested modifications strictly conform to the Declaration of the Covenants, conditions, restrictions and guidelines for the Executive Estates at Château Élan Owners Association. I further

understand and agree that as the property owner, I am responsible for complying with all city and/or county building and zoning regulations.

I understand, per the Covenants; Article 9 Architectural Standards. Approval by the ADRB shall be effective for a period of one (1) year from the date the approval is given. If work has not commenced with one (1) year period the approval shall expire and no work shall thereafter commenced without resubmitting plans to the appropriate reviewing body.

This Request must be signed or it will not be processed

Signature of Property Owner: Date:

Please Return Completed applications and supporting documentation to:

Executive Estates HOA
1909 Troon Way
Braselton, GA. 30517
Email: Kklj1909@gmail.com

TO BE COMPLETED BY ARCHITECTURAL/DESIGN REVIEW BOARD

DATE RECEIVED: DATE REVIEWED:

SIGNATURE:

COMMITTEE ACTION:

APPROVED AS SUBMITTED Conditionally Approved Disapproved Deferred Until Withdrawn Returned

COMMENTS: