

Woodlands at Chateau Elan Owners Association, Inc.
Modification Request Form

“An Architectural Design Standards Community”

Subject to the Woodlands BOD, Modification Committee, and the Community Design Review Board

Name: _____ Date: _____
Home Address: _____ Lot#: _____
*Cell Phone No: _____ *Home Phone No: _____
*Email Address:(must match your portal settings) _____

The Association utilizes the CMA Owners Portal to conduct all association business therefore, you must have a registered account with the association on the CMA Owners Portal. If you update your Communication Preferences from Paper to Email you will start receiving all communications from the association much more quickly. Please ensure that your email is not sending the association communications to your Spam folder. All Modification Requests must be uploaded to the CMA Owners Portal for Modification Committee (MC) consideration at https://portal.cmacommunities.com/home_v2/Login. If you are not able to upload your Modification Request to the CMA Owners Portal, please contact Jenny Guess, the Community Association Manager at (404) 474-7465 or send her an email to jguess@cmacommunities.com. Please be advised that any Modification Request submitted via email or postal mail may delay the MC process.

Please be advised that there is a Modification Process in place in the community that we must follow, and the Modification Committee (hereinafter referred to as MC) has up to thirty (30) business days from the day a complete request is submitted to the MC Committee for review to provide an answer. The 30-day rule starts on the day that the MC receives a complete request from you. A complete request includes the fully executed Modification Request Form with the correct project selected, all details are added to the comment section of the form, and all other detailed information regarding your project (Quotes, Plats, Pictures, Samples, etc.) is attached in the CMA Owner’s Portal and provided to the MC for your project. The more details that you provide the better. Any missing information will delay the MC review process. Once the MC grants you written approval for your specific project, you can begin your project. Any work started on any project before receiving written approval from the association will be subject to a \$500.00 fine, written denial, and/or the removal of the modification.

Please provide the Modification Committee with all information necessary to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: **a fully executed modification form**, site plan (including all dimensions, easements, and buffers), detailed description of the request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Covenants/Guidelines approved for the community. Any incomplete requests will be closed and requested to be resubmitted following the MC Process.

*The contact information must be for the homeowner and must match what is in your portal profile. Please do not put contractor information.

DESCRIPTION OF MODIFICATION REQUESTED:

Estimated Start Date: _____ Estimated Completion Date: _____

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Owners Portal: https://portal.cmacommunities.com/home_v2/Login
Professionally Managed by
Community Management Associates (CMA)
Mailing address 1465 Northside Drive NW, Suite 128, Atlanta, GA 30318
Office number: 404-474-7465
CMA website: <https://cmacommunities.com/>

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Under each of the most common headings below, all the items listed must be submitted. Please refer to the Guidelines for other necessary information required for modification such as detached structures, outdoor play equipment, pools, etc.:

- PATIO / WALKWAY / DRIVEWAY - Must provide all of the following:
 - A. Lot survey or plot plan denoting location,
 - B. List of materials to be used,
 - C. A picture example of the patio or walkway.

- EXTERIOR DECORATIVE OBJECTS, LIGHTING, ETC. - Must provide all of the following:
 - A. Description of object
 - B. The location of where the object will be placed,
 - C. A picture or sketch of an object.

- LANDSCAPE INSTALL / REMOVAL / REPLACEMENT - Must provide all of the following:
 - FRONT LEFT RIGHT REAR – Must check all that apply.
 - o Note for landscape-included homes, community landscapers may not be able to maintain certain landscaping.
 - A. Survey or plat of the property that shows setbacks, easements, buffers, and property lines.
 - B. Picture(s) of the area(s) marked up to indicate the installation/removal or replacement.
 - C. Landscaper/contractor's sketch or site plan
 - D. Detailed plant list and location drawing
 - E. Pictures of stone, rock, or mulch if included.

- GARDEN PLOT - Must provide all of the following:
 - A. Location of the garden plot,
 - B. The size of the garden,
 - C. The type of plants to be grown.

- PLAYHOUSE / TREE HOUSE - Must provide all of the following:
 - A. the Location (Must be screened to minimize visual impact on adjacent properties),
 - B. the Size,
 - C. the sketch, or photo,
 - D. and the Materials used (In most cases, the material used must match the existing materials of the home).

- HOT TUBS - Must provide all of the following:
 - A. the Location (Must be screened to minimize visual impact on adjacent properties),
 - B. the Size, the sketch, or the photo.

- PRIVATE POOL Must provide all of the following:
 - o Note: The HOA strictly adheres to the pool barrier policy at all times when any water is in the pool.
 - A. The Picture or drawing of the pool,
 - B. The Dimensions of the pool,
 - C. The Site plan denoting the location of pool, patio, and pool equipment,
 - D. The equipment must be screened from view.
 - a. See guidelines for materials, the Improvements may not extend past sides (boundary lines) of the home,

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- E. The Type of lighting source if applicable,
- F. The Landscape Plan
 - a. The pool must be screened from view of neighboring yards and/or streets,
- G. The Fence plan if there is no existing fence.
 - a. See below "Fence Section" for items needed for fence approval.

- ROOF - Must provide all of the following:
 - o Note: Roof "patches" are allowed in the community.
 - A. Shingle sample to be included or weblink designating the color/type/manufacturer of the shingles.
 - B. Color and type of shingles to be used. Shingles must be architectural.
 - C. Please include a picture of your home.

- FENCES - Must provide all of the following:
 - o Note: Only black metal fences are allowed in the community. Fences over easements are "at your own risk" and may be removed if the owner of the easement needs access.
 - A. Picture or drawing of the fence.
 - B. Dimensions
 - C. Top Design
 - D. Must include a site plan or survey showing property lines and the location of the proposed fence.
 - a. If the neighboring property has a fence, you should tie it into the neighbor's fence.
 - b. It is the homeowner's responsibility to obtain a letter with the signatures of any neighbor who owns the fence you intend to attach to and supply a copy of this letter to the association to be added to the modification request project file.

- REMOVAL OF TREES (greater than 4" trunk diameter) - Must provide all of the following:
 - A. Site plan denoting location
 - B. List of how many and what types of trees are to be removed.
 - C. Explanation of why you wish to remove the trees.

- STRUCTURE –DECK / PORCH Must provide all of the following:
 - A. Picture or Architectural Drawing
 - B. Dimensions
 - C. Site plan denoting location.
 - a. Improvements may not extend past the sides (boundary lines) of the home.
 - D. Materials and colors.
 - a. (Must be materials specified in governing documents – and must match the existing style of the home).
 - E. Railing - Must include a photo or product sheet with materials and dimensions.
 - F. Town Permit Requirements - Some structure Modification Requests require a Town Permit. It is the homeowner's responsibility to obtain such a permit and supply a copy of the permit to the association to be added to the modification request project file.

- EXTERIOR PAINTING - Must provide all of the following:
 - A. A paint color sample is required. (Please include color name/code with sample i.e., Universal Khaki/SW 6150)
 - B. In some cases, you may be asked to paint samples on the wall for members of the MC to review.

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C. Fill Blanks below with the paint color/code for each area to be painted

Siding: _____ Trim: _____
Window Mullions: _____ Shake: _____
Shutters: _____ Garage Doors: _____
Front Door: _____ Gutters: _____
Brick: _____ Stone _____ (discouraged)

D. Photograph of your home plus homes on either side (In most cases, adjacent homes cannot be painted in the same colors)

WINDOWS / DOORS / STORM WINDOWS STORM DOORS - Must provide all of the following:

- A. Picture depicting the type of window/door to be installed.
- B. Picture indicating which windows/doors will be replaced.
- C. Color (window/door trim must be baked enamel and color must be compatible with primary and trim colors)

STRUCTURE/ BUILDING ADDITIONS - Must provide all of the following:

- A. Location of additional on-site plan
- B. Size, color, and detailed architectural drawing of addition showing elevations.
- C. Materials (Material used must match the existing materials in the home)
- D. Building Permit (If required)
 - a. Town Permit Requirements - Some structure Modification Requests require a Town Permit. It is the homeowner's responsibility to obtain such a permit and supply a copy of the permit to the association to be added to the modification request project file.
- E. Standing Garage Additions
 - a. Must be integrated with the existing structure and must match existing materials in the home.
 - b. The roof must be attached.

HOMEOWNER ACKNOWLEDGMENT AND CONSENT: I understand and agree that no work on this request shall commence until written approval of the MC has been received. Any work started before approval by the MC will be subject to a \$500.00 fine. I represent and warrant that the requested changes strictly conform to the community Covenants/Guidelines and that these changes shall be made in strict conformance with the Covenants/Guidelines. I understand that I am responsible for complying with all city and county regulations and obtaining all permits that might be required. I understand that I am responsible for my vendors and any damage caused to HOA property including, but not limited to cracked sidewalks, damaged grass & trees, and dumped trash. Neither the Association Board of Directors, the Association MC, nor their respective members, successors, assigns, agents, representatives, or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration because of a mistake in judgment, negligence or non-feasance arising out of any action concerning any submission. The modification review is directed toward the review and approval of site planning, appearance, and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

HOMEOWNER SIGNATURE: _____ DATE _____

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IF CONSTRUCTION DOES NOT COMMENCE ON A PROJECT THAT HAS BEEN APPROVED WITHIN 12 MONTHS OF APPROVAL, THE APPROVAL SHALL BE DEEMED WITHDRAWN

UPLOAD INSTRUCTIONS TO THE OWNERS PORTAL:

All Modification Requests must be uploaded to the CMA Owners Portal for Modification Committee (MC) consideration at https://portal.cmacommunities.com/home_v2/Login

If you are not able to upload your Modification Request to the CMA Owners Portal, please contact Jenny Guess, the Community Association Manager at (404) 474-7465.

INSTRUCTIONS TO MAIL IN THE PHYSICAL MODIFICATION REQUEST FORM AND DETAILS IN AN EMERGENCY SITUATION WHERE THE OWNER PORTAL IS NOT WORKING:

Please be advised that any request submitted by postal mail may be delayed for Modification Committee consideration. Incomplete requests will be returned, and the Modification Request approval process will be delayed!

Woodlands Owners Association
P.O. Box 892 Braselton, GA 30517

FOR MODIFICATION COMMITTEE USE ONLY

DATE RECEIVED: _____

REVIEWED BY: _____

APPROVED: _____ DATE: _____

APPROVED WITH CONDITIONS: _____ DATE: _____
CONDITIONS:

DENIED: _____ DATE: _____

FINAL INSPECTION BY:

WORK DONE AS SUBMITTED: YES: _____ NO: _____