

Guidelines for Submitting a Modification Request

All property owners are responsible for obtaining the necessary review and approvals to comply with the terms of the Covenants. There are NO exceptions or automatic approvals. Each application is reviewed on an individual basis. Any exterior addition or alteration to your home or property requires written approval from the ACC prior to installation and in some cases, final inspection once the project is completed. The authority for administration for the approval process lies with the ACC.

Requests for additions or alterations to your property should be submitted at least thirty (30) days in advance of start of work. Requests must be submitted using the Gran Forest Modification Request Form. All requests must be submitted directly to Access Management Company with the following: a site plan of your property indicating the location, dimensions, shape, color and materials to be used for your project. Include other pertinent information as you deem necessary. Your request will be forwarded to the ACC for their review and you will receive a written response within 30 days of the receipt of request. Please refer to the Gran Forest Website (www.granforest.com) to review the design standards

If the above procedure is not followed, your home will be considered in violation of the Covenants.

Your completed modification request form can be submitted by one of the following methods:

- 1) **Email to:** lmalone@accessmgt.com
- 2) **Mail to:** Lindsey Malone, 1100 Northmeadow Parkway, Suite 114, Roswell, GA 30076
- 3) **Fax to:** Lindsey Malone fax# 770-777-6916

Make sure to attach/include your supporting documents and keep a copy for your records

The Architectural Control Committee intends to be fair and objective in the design review process. The ACC's decisions are based on a simple majority and shall not be arbitrary or capricious. The Committee may, at its discretion, assist the applicant by suggesting an alternative solution.

Once plans are formally approved by the ACC, you can begin working on the improvement or alteration. All work must be done in accordance with the plans, as approved by the ACC. All changes or modifications to the original plans must be submitted in writing and approved by the ACC.

After additions or alterations to your home are complete, the ACC must be notified. The ACC reserves the right to conduct an on-site review to verify that the finished project conforms to the approved alterations. The responsibility for the notification of the ACC of the completion of the project and subsequent scheduling for the time for the final inspection will be the sole responsibility of the applicant.

IF YOU HAVE ANY QUESTIONS CALL: Lindsey Malone 678-710-6214

Gran Forest HOA
Modification Request Form

Homeowner's Name: _____ Date: _____

Address: _____ Lot #: _____

Email _____ Proposed Start _____ Completion _____

Phone #s- Home: _____ Cell: _____ Work: _____

Type of Modification Being Requested		
<u>Minor</u>		
<input type="radio"/> Play Equipment	<input type="radio"/> Change of House Color	<input type="radio"/> Statuary
<input type="radio"/> Landscaping	<input type="radio"/> Tree Removal	<input type="radio"/> Other
<u>Moderate</u>		
<input type="radio"/> Deck/Screened Porch	<input type="radio"/> Retaining Wall	<input type="radio"/> Gazebo/Arbor
<input type="radio"/> Fence	<input type="radio"/> Steps	<input type="radio"/> Other
<u>Major</u>		
<input type="radio"/> Room Addition	<input type="radio"/> Swimming Pool	<input type="radio"/> Other

Homeowners are responsible for being aware of the neighborhood guidelines as set forth in the CC&Rs and the Design Standards. These documents may be found at www.granforest.com.

Requests for additions or alterations to your property should be submitted at least thirty (30) days in advance of start of work. Requests must be submitted using the Gran Forest Modification Request Form. All requests must be submitted directly to the current management company with the following: a site plan of your property (survey plat) indicating the location, dimensions, shape, color and materials to be used for your project. Include any additional information as you deem necessary. Your request will be forwarded to the ACC for review and you will receive a written response within 30 days of the receipt of request.

If the above procedure is not followed, your home will be considered in violation of the Covenants.

Permission is hereby granted for members of the Gran Forest Architectural Control Committee and Homeowners' Association representatives to enter the property to make reasonable observations and inspections of the requested modification and completed project. The Applicant represents by the act of entering into the review process with the Gran Forest Architectural Control Committee that all representative of Applicant, including, but not limited to, Applicant's architect, engineer, contractors, subcontractors, and their agents and employees shall be made aware by the Applicant of all applicable requirements of the ACC and shall abide by these Procedures, the Guidelines and the Covenants, Conditions and Restrictions with respect to approval of development plans and specifications.

Homeowner's Signature _____

FOR MANAGEMENT COMPANY USE ONLY			
Request received via () In Person () By Mail () By Email () FAX _____			
Signature: _____		Date: _____	
() Approved	() Conditional Approval *	() Disapproved *	* Explanation on Back