

Highland Manor Homeowners Association, Inc.

Application for Approval of Modification

- Please read the instructions before completing this application
- Return completed form below to:

Highland Manor HOA

c/o Sixes Management Group
1007 Towne Lake Hills East
Woodstock, GA 30189
modifications@sixesmanagement.com

Date: _____

Property Owner Name: _____

Street Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Estimated Start Date for Work: _____ Estimated Completion Date for Work: _____

MINOR Modifications (circle one):

For Minor Modifications, please see #1 in attached Instructions for Modifications

Deck/Screened Porch (replace existing only) Landscaping (not visible from street) Painting (exterior) Roof
Statuary Other: _____

MODERATE Modifications (circle one):

For Moderate Modifications, please see #2 in attached Instructions for Modifications

Deck/Screened Porch (new or modified) Fence Landscaping (visible from street) Play Equipment
Stairs Tree Removal (fewer than 10) Other: _____

MAJOR Modifications (circle one):

For Major Modifications, please see #2 in attached Instructions for Modifications. All Major Modifications require Board approval.

Gazebo/Out Building Retaining Wall (over 3 feet) Room Addition Swimming Pool
Tree Removal (10 or more) Other: _____

The Highland Manor HOA Architectural Control Committee ("ACC") and Association representatives are authorized to enter onto my lot in connection with the review and/or approval of the requested modification and completed project. By submitting this application, Applicant covenants that all representatives of Applicant, including, but not limited to, Applicant's architect, engineer, contractors, subcontractors, and their agents and employees, shall be made aware of, by the Applicant, and shall comply with applicable Association and ACC requirements, including the Declaration of Covenants, Conditions, and Restrictions ("Covenants") and of these procedures and guidelines. I understand that any deviation from plans approved by the ACC shall be in violation of the Covenants and subject to removal at my expense upon direction from the Association, in addition to other sanctions.

I have discussed this modification with my neighbors who will be directly impacted by the proposed modification.

Homeowner Signature: _____

Neighbor(s) Address and Signature(s) (if required) _____

Neighbor(s) Address and Signature(s) (if required) _____

Neighbor(s) Address and Signature(s) (if required) _____

Instructions for Request for Modification

- Requests will be answered within ten (10) days unless investigation or additional information is required. Involved or non-routine requests may take up to thirty (30) days for a response.
 - The review process begins only once COMPLETED applications are submitted. Applications that are not complete or do not include the required information will not be deemed as Received per the review process.
 - All approved work must be started within six (6) months of the approval date and completed within one year or the Request for Modification must be resubmitted for approval.
 - All Applicants are responsible for any required State or County permits or variances
1. For **MINOR Modifications** submit the following if applicable:
 - a. Description of the planned addition or change with any drawings or product brochures that are applicable
 - b. Painting requests must complete the Paint Modification Information Form below
 - c. Tree removal requests should state the number, approximate size, and type of tree(s) (pine, hardwood, etc). Tree removal requests require Neighbor signatures.
 2. For **MODERATE or MAJOR Modifications** submit a copy of the following if applicable:
 - a. A site plan, to scale, illustrating the exact location of modification being requested in relation to your property lines. The preferred document is a State of Georgia registered survey plat clearly showing property lines, existing improvements, and proposed modification(s). Please show exact location of dimensions of modification(s) being requested in relation to your property lines. Existing fences on your property or adjacent properties, decks, walkways, driveways, any structure or improvement on adjacent properties in close proximity to the property line, etc., should also be indicated.
 - b. A brief description of the modification, drawings, exterior elevations, floor plan, detail of material to be used, pictures, catalog pages, brochures, or color samples **MUST** be included,
 - c. It is recommended that homeowners check with the City of Milton to obtain necessary permits and building code information. More information may be found at:
 - City of Milton Building Department:
 - <https://www.cityofmiltonga.us/services/forms-permits/building-forms>
 - (678) 242-2545
 - City of Milton Tree Removal
 - <https://www.cityofmiltonga.us/services/forms-permits/tree-removal>
 - d. Please print legibly in black ink
 - e. Give your complete name
 - f. Give the address, e-mail, or fax number to which your response should be sent
 - g. Complete the entire application; please note the section regarding discussion with neighbors. Sign and date the form and forward to Highland Manor HOA c/o Sixes Management Group or email to modifications@sixesmanagement.com
 - h. Neighbor signatures are required for all Moderate and Major Modifications. Signatures indicate notification only, not approval of project. In the event neighbor signatures are not able to be obtained, please note the name and address of neighbor in question

Paint Modification Information Form

Complete the Modification Request form and include the following information along with the application. Paint chips must be submitted for each color. Please provide the committee with the address of a nearby home with the exact color(s) requested if you are making a significant change to the exterior colors. If not, the committee may request larger samples of the color painted on the house.

Please indicate the color you are requesting to paint for all of the following features on the exterior of the home:

Stucco (# of sides): _____

Stucco Trim Features: _____

Keystones (must match house or trim): _____

Siding (# of sides): _____

Trim (i.e. Fascia, brick mould): _____

Window Sashes: _____

Window Trim: _____

Gutters and downspouts: _____

Shutters: _____

Entry door: _____

Garage Doors (body color): _____

Railings: _____

Columns: _____

Metal Roofing: _____

Applicant must paint 2'x2' samples of the colors on the front of the home for the committee to see before approval, if required.

Attach paint chips here:

Highland Manor Homeowners Association, Inc.

ACC: Notification of Project Completion

- Please return this form once the approved project is completed
- Return completed form below to:

Highland Manor HOA
 c/o Sixes Management Group
 1007 Towne Lake Hills East
 Woodstock, GA 30189
modifications@sixesmanagement.com

Date: _____

Property Owner Name: _____

Street Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Start Date of Work: _____ Completion Date of Work: _____

Brief Description of Project: _____

I certify that this project was completed in accordance with the previously submitted and approved Exterior Modification Request form. I understand that any material deviation in the scope, nature or specifics of this project from the information and plans submitted to and approved by the Highland Manor HOA Architectural Control Committee shall be in violation of the Covenants and subject to removal at my expense upon direction from the Association, in addition to other sanctions.

Homeowner Signature: _____ Date: _____