

**HIGHLANDS VIEW
HOMEOWNERS ASSOCIATION, INC.**

*C/O Community Management Associates
1465 Northside Drive, Suite 128
Atlanta, GA 30318
Phone: 404-352-5470 Fax: 404-355-9561*

**ARCHITECTURAL CONTROL COMMITTEE
REQUEST FOR MODIFICATION FORM**

Instructions: Please complete this entire form and submit it to the Homeowners Association at the above address. As per the Declaration of Covenants and Deed Restrictions, the Architectural Control Committee and/or Board of Directors must approve any and all exterior modifications (including any landscaping around the town home).

(Please provide as much contact information as possible to expedite your request without delay)

Owner name: _____ Unit address: _____ Smyrna, GA 30082
Home Phone: _____ Business Phone: _____ Mobile: _____
E-mail Address: _____

PLEASE NOTE:

1. Only the legal owner of said unit can request any unit modification(s) (if you are a tenant you must have written and notarized documentation to act on behalf of the legal owner).
2. An incomplete request form will be returned to you and must be resubmitted

Nature of desired Modification: (be specific; you may also enclose photographs and/or drawings to assist in describing desired modifications)

PLEASE NOTE: approval, denial or an ACC request for addition documentation or information will be given within 14 days of receipt by the Chairperson of the Architectural Control Committee of an accepted request form (one that is accurate and complete). Modification approval certificates run with your unit. Therefore, they must be given to a buyer, along with a copy of the Declaration of Covenants and Deed Restrictions, if or when you sell your home. Please keep the certificate, and a copy of this form, in a safe place along with the deed for your property.

Signature of owner(s): _____ Date _____

_____ Date _____

Date received by the ACC Chairperson: _____ Initials: _____

Committee Action: Approved _____ Denied _____ Date _____

Comments:

Please keep a copy of this document for future reference as you will need it if you choose to appeal this notice.