

APPLICATION FOR MODIFICATION

Note: **This form must be completed and returned prior to commencing any work.** Incomplete Forms will be returned. Documentation submitted for review becomes the property of the Silver Ridge Homeowners Association.

Name:	Date:	
Address:	Home Phone:	
City/State/Zip:	Office Phone:	
	Fee Enclosed:	

MINOR MODIFICATION

Description of modification (be sure to review relevant guideline(s) before submission):	

MODERATE MODIFICATION

Deck	Gazebo	Screened Porch	Fence	
Dock	Retaining Wall	Other		

MAJOR MODIFICATION

Room Addition	Swimming Pool	Other

Please provide the AECC with all the information necessary to evaluate your request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of the request, list of materials, pictures, brochures (if applicable), and any other information as specifically required below or as required by the *Minimum Exterior Appearance Standards* for Silver Ridge.Description of Improvement or Modification Requested (attach separate sheets if necessary):

Estimated Start Date:	Completion Date:

Please refer to the guidelines for required information to be included with this form – incomplete forms, including missing information will be returned without review.

I understand and agree that no work on this request shall commence until written approval of the Silver Ridge AECC has been received by me. I represent and warrant that the requested improvements and/or modifications strictly conform to the *Minimum Exterior Appearance Standards* and that these changes shall be made in strict conformance to those guidelines. I understand that I am responsible with all city, county and state regulations.

Permission is hereby granted for members of the AECC and appropriate Silver Ridge Homeowners Association representatives to enter the property to make reasonable observation and inspection of the requested modification and completed project.

Neither the Silver Ridge Homeowners Association, the Association Board of Directors, the AECC nor their respective members, officers, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgement, negligence or non-feasance, arising out of any action with respect to any submission. The architectural review is directed toward 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 of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Neighbor Homeowner's Signature	Date
Neighbor Homeowner's Signature	Date
(all owners must sign)	

I have discussed this modification with my neighbors (signed and designated above) who will be directly impacted by the proposed modification.

Homeowner Signature:	Date:	
Homeowner Signature:	Date:	

Upon completion of this form, please return the completed form to your Association Administrator at HMS, Julie A. Kiep, by scan and email to <u>Julie.A.Kiep@hms-inc.net</u>, by fax to 770-667-6315, or by mail to:

Silver Ridge HOA, Inc. c/o HMS Inc. P.O. Box 2458 Alpharetta, GA 30023-2458

Please allow a maximum of 30 days for a modification review.

FOR AECC USE ONLY: Date Received _____

Approved o Denied o By (AECC Chair/Date)

Conditions:

• This approval is valid until ______. If the project has not been completed by then, then the homeowner must resubmit the request.

CONDITIONAL APPROVAL: The Application for Modification will be approved within 30 days after resubmission provided that the following modifications are made. Comments:

Final Inspection Date ______ Approved o Rejected* o By (AECC/Property Manager) _____

*If rejected, please attach separate sheet explaining reason, corrective action required, and completion date.