

BROOKSHIRE HOA
ARCHITECTURAL CONTROL
MODIFICATION APPROVAL
GENERAL MODIFICATION FORM

NAME _____ DATE SUBMITTED _____

ADDRESS _____ PHONE _____

EMAIL _____

START DATE: _____ COMPLETION DATE: _____

MODIFICATION(S) REQUESTED

Upon receipt of all of the required information, the Architectural Review Committee and the HOA Board have 30 days to return a written response to you. Any work completed prior to obtaining approval may be reversed at the expense of the homeowner if necessary and determined by the HOA board. Start and completion dates can be estimates only. If this request is not completed within 90 days of the mail date of your approval letter from Community Management Associates, your modification may be revoked and considered unapproved. You may appeal for additional time if necessary; this must be done so before the 90 days have expired and requested by mail to Community Management Associates.

MODIFICATION(S) DESCRIPTION (attach additional information if necessary)

Generic Modification Form

Attach the following information:

- Plat (if for fence, depict fence location on plat)**
- Description of work**
- Estimate from Contractor**
- All pertinent information, i.e. for a roof provide the manufacturer sample and description.**

Description of work (attach additional pages if more room is needed):

Return Form to: 1465 Northside Drive * Suite 128 * Atlanta, Georgia 30318
Attn: Sally Mooney
smooney@cma-atlanta.com
Telephone: (404) 835-9174
Fax (404) 835-9200

ARCHITECTURAL CONTROL ACTION

Date Received _____ () in person () by mail () email () fax

Date Reviewed _____ Date Responded _____

Reviewer(s) _____ () Approved () Disapproved * () Conditional Approval*
(* Requires Explanation)

**RETAIN COPY OF APPROVAL FORM,
LETTER AND ATTACHMENTS FOR YOUR FILES**