

ALCOVY RIDGE HOMEOWNERS ASSOCIATION, INC.
PO BOX 2006
DACULA, GA 30019

www.alcovyridgehoa.org
info@alcovyridgehoa.org
Phone: 678.667.3312

Dear Property Owner,

Attached is an "Application for Architectural Review Committee (ARC) Approval". Any addition or change to the exterior of your home or property requires approval by the Homeowners Association. The "Application for ARC Approval" form must be filled out, and written approval given, prior to any work being started. This includes fences, screen enclosures, satellite dishes, major landscaping additions, exterior paint color changes, etc.

Please refer to your Alcovy Ridge HOA Governing Documents for explicit details. You may send e-mail to info@alcovyridgehoa.org or write to the above letterhead mailing address for more information. This required policy should ensure that the community maintains certain standards and an overall desirable appearance.

The attached application and any supporting documents should be submitted to The Alcovy Ridge Homeowners Association, Inc. at the address below to the Attention of the ARC. The Alcovy Ridge ARC is bound by our Governing Documents to send you a decision within 45 days.

Sincerely,

Board of Directors

Alcovy Ridge Homeowners Association, Inc
P.O. Box 2006
Dacula, Georgia 30019

Email: info@alcovyridgehoa.org - Website: www.alcovyrdigehoa.org

Attachments:

Pages 1 & 2 - Application for ARC Approval

Page 3 - Disposition of Application for ARC Approval (To be filled in by HOA/ARC)

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Request for Architectural Change

The proposed start date for your project must allow adequate time for the ARC committee to review your request. To avoid approval delays on an extensive/complicated projects, additional explanatory materials such as architectural drawings, sketches, pictures, contractor's specifications, lists of materials, paint samples, etc. must be included with the request. The time cycle allowed by the covenants for your request to be processed does not begin until the ARC request is considered complete.

Date Submitted _____ Proposed Start Date _____ Proposed Completion Date _____

Owner Name(s) _____

Street Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail address: _____

Detailed description and location on the property of the proposed project (Attach additional sheet if necessary): _____

I acknowledge that if this request is approved, any change from what has been approved must also be approved prior to making the change. I understand that starting a project before approval is received could result in the Association requiring that the property be restored to its condition prior to commencing the project. I understand that all work must be completed within 180 days of receipt of project approval.

Applicant Signature: _____ Date _____

Co-Applicant Signature: _____ Date _____

CHECKLIST OF REQUIREMENTS FOR THE SUBMISSION OF APPLICATION

_____ **Copy of Survey:** (or plot plan) showing the proposed improvement added and drawn to scale, show all dimensions including distances from other structures and lot lines.

_____ **Copy of Permits:** Proof of Permits to preform the listed projects, to ensure that all projects are to all specifications and guidelines.

_____ **Specifications:** Shape (describe: include length, width and elevations), materials (nature and type), Location: (front, rear, side, etc.) Finish: (type, color, and texture) Landscaping: (material, placement, etc). Professional plans are preferable, however, all specification submissions must be accurate, understandable, and must adhere to generally accepted drafting and construction practices (see "Submissions" below for new or rebuild construction projects).

_____ **Access:** (How will builder, contractor, or party doing the work gain access to the work site).

Schedule: (planned start and completion dates). There is no retroactive ARC approval process, therefore, no construction shall begin prior to receiving written approval for the ARC.

Caution: failure to adhere to this requirement may result in you having to remove or replace, at your own expense, any improvements made without such prior approval and possibly incur fines. The ARC will complete their review within a maximum of 45 days after receipt of all information required. It is your responsibility to ensure the ARC receives all necessary information in its entirety.

Submissions: Grading Plan: (including drainage, and tree removal) House Plan – Landscape Plan.

You will be notified of the disposition of your application. In some cases approval will be contingent upon "conditions" that must be met. When an application cannot be approved as submitted, the ARC will then, when requested, make every effort to assist and advise you in order that an acceptable proposal may be submitted. When approval cannot be given, you will be notified on the grounds upon which the denial is based.

Signature of Applicant: _____ Date: _____

Signature of Co-Applicant: _____ Date: _____

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To Be Completed By the ARC / Board of Directors

Date Received: _____

Date Reviewed: _____

Disposition:

Approved

**Approved with
Conditions:** _____

Please Provide the following Additional Information: _____

Remarks: _____

Not Approved: _____

Board Member Signature/Title: _____

Board Member Signature/Title: _____

Board Member Signature/Title: _____