

Important: Provide application form and any and all documentation to:

Lathem's Mill HOA
c/o ManagementPlus
12460 Crabapple Rd. Suite 202-305
Alpharetta, GA 30004

Ph. 678.936.0045
Fax 678.669.2067
email: managementplus1@aol.com

Date

Name

Address

City State

INSTRUCTIONS FOR COMPLETING APPLICATION AND CONSENT FORM FOR LATHEM'S MILL HOA'S ACC REVIEW

Please read the instructions on this page carefully before completing the application.

The Lathem's Mill Homeowners' Architectural Control Committee requests that ***all*** required documentation be submitted at one time. Any application received that does not contain all required documentation will be returned to the homeowner unprocessed.

- 1.) Please PRINT legibly. Complete the entire application and consent agreement. Sign and date form.
- 2.) Give the complete address of the home for which the modifications are being requested. *Please make note if the owners mailing address is different from the home address where the modifications are being requested.*
- 3.) Paint Requests:
 - a. Attach paint color chip sample (s)
 - b. Provide paint manufacturer's name and color number(s)
 - c. Indicate the paint color for: siding (front, rear, and side elevations), shutters, front door, trim/accent, garage door, deck, etc.
- 4.) For other modifications include the following:

Two copies of a completed site plan, to scale, showing exact location of modification being requested in relation to the property lines. A survey plat clearly showing property lines, existing improvements, and proposed modification(s). Please show exact location of modification(s) being requested in relation to your property lines. Existing fences, decks, walkways, driveways, etc. should also be indicated.

A brief description of the modification, height, style, dimensions, drawings, exterior elevations, floor plan, detail or materials to be used, pictures, catalog pages, brochures, or color samples must be included.

Two complete sets of plans (building, landscaping, etc)

Two copies of a completed Application for Architectural Control

- 5.) It is the homeowner's responsibility to comply with all federal, state, and local laws, codes, regulations, etc. and obtain necessary permits and building code information.
- 6.) No advertising signs allowed on property.

LATHEM'S MILL APPLICATION FOR ACC REVIEW

| | | | |
|--|-----|----------------------------|--------|
| Name: | | Date: | Lot #: |
| Address: | | | |
| Phone: (H) | (W) | (C) | |
| Email address: | | | |
| <p>In accordance with the Lathem's Mill Declaration of Covenants, Restrictions and Easement and the Association's Architectural Control rules and regulations, I request your consent for the following modifications to my home (required documentation attached per instructions):</p> | | | |
| <p>Permission is hereby granted for members of the Lathem's Mill Homeowners' Association to enter the property to make reasonable inspections of the requested improvements/changes. In the event any of my neighbors are directly impacted due to this modification, by signing below I acknowledge that I have discussed said modification with impacted neighbors, i.e. fence abutment, landscaping, etc.</p> | | | |
| Estimated Start Date: | | Estimated Completion Date: | |
| Homeowner's Signature | | Date: | |

This approval is limited to the aesthetics of style, colors, materials, texture, and general streetscape appearance. Therefore, this approval is not a certification that the structure has been built in accordance with any governmental rule or regulation or that the structure complies with sound building practice or design. Proper location of a structure or any appurtenances (fences, pools, etc.), with regard to property lines, setbacks, easements, or any other restriction, is the sole responsibility of the property owner. Furthermore, neither the association, ACC, nor any member, employee or agent shall be liable to anyone submitting plans for approval or to any owner, member or any other person in connection with any submission of plans, or the approval or disapproval thereof, including, without limitation, mistakes in judgment, negligence or misfeasance. Any person submitting plans to the Architectural Control Committee agrees, merely by submission of such plans, that no action or suit will be brought against the association or the ACC or any member, employee or agent thereof in connection with such submission.

| | |
|------------------------------|----------------------------|
| Date received by ACC: | |
| Date approved: Signature: | Date denied: Signature: |
| Conditions/Reasons/Comments: | |

**LATHEM'S MILL HOA
ACC REVIEW REQUEST CONSENT AGREEMENT**

Is this an amendment to a previous request? _____ If yes, date of previous request: _____
I understand that under the Declaration and the rules and regulations, the Committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. I will make no commitment for work nor start work until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a quality workman-like manner by a contractor or myself.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to neighboring homes/lots.
5. I assume all liability and will be responsible for all damage and/or injury that may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, regulations and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Lathem's Mill HOA, its Board of Directors, its agent and the Committee have no responsibility with respect to such compliance and that the Board of Directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or governmental requirement.
8. I understand that the decision by the Committee is not final and that the Board of Directors may reverse or modify a decision by the Committee upon the written application of any homeowner made to the Board of Directors within 30-60 days after the Committee makes its decision.
9. Provide contractor/company name, address, phone number: _____
10. In accordance with Lathem's Mill Declaration of Covenants, Restrictions and Easements, and the Association's Architectural Control rules and regulations, I will ensure that before, during and after the contracted work that no advertising signs are posted on my property.

Print Name and Address _____

Signature of Homeowner _____

Date _____