Covered Bridge at Barnes Mill Condominium Association Inc.
ARCHITECTURE
Modification Request Form
Revised 3-31-18

Date of Application: _____

Homeowner Information

Name: _____ Unit #: _____

Phone numbers – Home _____ Cell _____ Work _____

Email Address: _____

Modification Information (Use second page if additional space is needed)

Description of Modification: _____

Location of Modification: _____

Name of Contractor (or indicate "Homeowner installed"): _____

Modification requests must be accompanied by the following documents:　　　Check if Attached

Architectural drawing, if modification involves structural, electrical, or plumbing changes; otherwise, a sketch or picture showing location and dimensions	
Copy of Contractor's proposal (or list of materials if Homeowner installed)	
Brochure or picture describing the finish (visible) materials to be used	
Sample copy of Contractor's Certificate of Insurance (Liability and Workers Compensation) and contact information. If the modification is approved, an updated Certificate must be submitted which lists the Association as an Additional Insured.	

This request will be considered only if all required documentation has been submitted. Requests are reviewed by the Board and/or the Architecture Committee. Review and approval may take up to 15 days, depending on the modification request.

If this modification involves structural, electrical, or plumbing changes, the Association may assess a professional Architectural Design Review fee of up to $500 depending on the complexity of the modification and, if such a modification is approved, a building permit from Cobb County must be submitted to the Board and displayed on the home.

If approved, this modification must be performed within one year of approval, otherwise the approval is void.

I ACCEPT FULL RESPONSIBILITY FOR THE UPKEEP OF THE MODIFIED AREA AND AGREE TO MAINTAIN IT IN A SAFE AND AESTHETIC CONDITION.

Homeowner Signature: _____ Date: _____
(Required for processing)

Please send completed forms with required attachments to:
MAIL: Covered Bridge at Barnes Mill Association Inc.
4480 South Cobb Drive Ste H, # 114
Smyrna, Ga 30080
- or -
EMAIL: hoamagnoliasbarnesmill@gmail.com

For office use only

Received by: _____ Date: _____

Board approval: _____Yes _____No

Reason if disapproved: _____

Response sent by: _____ Date: _____

Contact the Board of Directors if you have any questions:
EMAIL: hoamagnoliasbarnesmill@gmail.com

Additional Modification Information (use space below for additional information)