

Covered Bridge at Barnes Mill Condominium Association Inc.
LANDSCAPING
Modification Request Form
Current: 3-25-20

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

Picture, brochure or architectural blueprint required for modifications	
Copy of contractor's proposal or if 'Homeowner Install', list materials on page 2	
Drawing of modification showing location and dimensions	
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 Landscape Committee and approved by the Board of Directors. Review and approval may take up to 14 days, depending on the modification request. Missing or incorrect documentation may delay or nullify the approval process.

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 form 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)