

Guidelines for Architectural Modifications

Revised 1/19/22

Process:

1. In general, an Architecture Modification Request Form must be submitted if
 - a. the modification will change a Common Element or a Limited Common Element, or
 - b. the modification will change the structure or plumbing or electrical systems of a Unit, or
 - c. the modification will change the exterior of a Unit, including changes to the interior of a porch.
2. Some examples of modifications for which a homeowner must submit the Form include
 - a. install or replace storm doors
 - b. install or replace screening or doors on a porch
 - c. create additional finished space, typically on the second floor of a Unit
 - d. make a permanent connection to the Unit's electrical system, such as a vehicle charging station or whole-house surge protector
 - e. make a permanent connection to the Unit's plumbing system, such as adding a hot water recirculating pump
 - f. install hand railings on steps and/or walkways outside the Unit
 - g. install satellite dishes
 - h. attach anything to the outside of a Unit, such as a hose reel or security light
 - i. install a permanent structure in a Common Element, such as a wall
 - j. replace a window, such as a more energy efficient or soundproof window
3. A completed Architecture Modification Request Form must be submitted with any required documentation as stated on the form. The homeowner may also provide documentation of other Units in the Association with which the requested modification is intended to be consistent.
4. If the Request is approved and the modification involves structural, electrical, or plumbing changes, a Cobb County Building Permit must be obtained, by the home owner or contractor, and must be displayed in front window of the Unit before work is begun.
5. If the Request is approved, an updated copy of the contractor's Certificate of Insurance, showing the Association as an Additional Insured, must be given to the Board before work is begun.
6. Note that, if an electrical or plumbing change is to be made inside a unit but not inside its walls, then neither a Request Form nor Building Permit is required. Examples may include replacing ceiling lights/fans and garbage disposers.

Materials and Methods:

7. All modifications must be compliant with Cobb County building code.
8. Siding will be cement siding (e.g. Hardy-Plank), sized to match existing siding.
9. Exterior siding paint will be Sherwin-Williams (originally Duron) Ultra Deluxe Exterior Flat color SW2841 "Weathered Shingle"
10. Exterior trim paint will be Sherwin-Williams (originally Duron) Weather-Shield Semi-Gloss color SW2829 "Classical White"
11. Exterior shutters/front-door paint will be Sherwin-Williams (originally Duron) Weather-Shield Semi-Gloss color SW6258 "Tricorn Black"

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12. Interior wall paint was originally Sherwin-Williams (originally Duron) Flat color SW6142 "Macadamia"
13. Interior trim paint was originally Sherwin-Williams (originally Duron) Semi-Gloss color SW6119 "Antique White"
14. Storm doors
 - a. Front storm doors will be "full view" glass or screen, without designs or etching or tinting on the glass. Frame color will be black.
 - b. Rear storm doors may be "full view", "split view", or "self-storing" glass and/or screen. Frame color will be almond/beige/cream, matching the exterior trim color as closely as possible.
 - c. Door handle and lock hardware exterior finish will be brushed nickel or satin.
15. Cement patio size may be extended up to a 10' by 21'; the covered portion may be extended up to 10' by 16'; any remaining patio may be used as uncovered space.
16. Roofing material will, be consistent with the current style and design of the Unit's roofing. Roofing will be equal to or higher in quality and durability. The color and texture will be as close to the current roofing as possible.
17. The porch wall opening height, from cement patio to crossbeam should be as close to 8' feet as possible.
18. The lower exterior wall (knee wall) should match the design of one of the existing porch walls in the Association.
19. Porch screens will be made of white-painted aluminum with charcoal fiberglass screening. Screens will be attached within each structural opening, not overlapping the structure.
20. The porch interior will have a closed ceiling of bead board with screen moldings on any seam.
21. No hose bib may be located inside an enclosed porch.