

**Covered Bridge at Barnes Mill Condominium Association Inc.**

**ARCHITECTURE**

**Modification Request Form**

**Current as of 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](mailto:hoamagnoliasbarnesmill@gmail.com)**

**Additional Modification Information (use space below for additional information)**