

## Washington Square Homeowners Association Application for Modification(s) Form

Homeowners Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

*This request is in response to an ACC violation letter I received. The letter is dated \_\_\_\_\_.*

*This is a new modification request.*

All application requests must be received by the management company at least 60 (sixty) days before the projected start date. Homeowners DO NOT have permission to begin the project until a written approval is received. Please refer to your copy of the Covenants and Restrictions before completing.

If you do not have a copy of the Covenants for Washington Square, they are available through your Homeowner's account or is available under the Resources—HOA Forms link on [www.washingtonsquareatlanta.com](http://www.washingtonsquareatlanta.com).

Upon receipt the complete signed application and supporting documents will be forwarded to the ACC for review. Please allow up to 60 (sixty) days as outlined in the Covenants for a decision to be granted on your request. A written letter will be mailed notifying you of the decision. An application may be RUSHED only if you have damage or there is a cause for potential damage to your home or your neighbor's property.

If you have questions on this application, please write to [acc@washingtonsquareatlanta.com](mailto:acc@washingtonsquareatlanta.com).

**Homeowner must initial all lines with \*\*\* noted below to signify the process for the Modification Request in Washington Square HOA is agreed and understood:**

\_\_\_\_\_ \*\*\* (homeowner initials) I understand that each category request below contains supporting documentation that must be submitted along with the signed form for the Association's review. Failure to remit supporting documentation will cause a delay in the decision and it will be returned to the Homeowner in an 'Incomplete' status.

\_\_\_\_\_ \*\*\* (homeowner initials) I understand that each application is reviewed individually, and the Association has the right to request additional information as needed in order to decide on the requested submission.

Please mark the category(ies) below for this modification request with an X):

DOORS/WINDOWS: Please provide photos of the Door/Window you wish to install along with manufacturer information on make, model and dimensions.

\_\_\_\_\_ \*\*\* (homeowner initials) I understand that the work area must be cleaned daily and that the contractor MUST REMOVE ALL DEBRIS from the community. DeKalb County DOES NOT REMOVE work materials.

\_\_\_\_\_ \*\*\* (homeowner initials) I understand that if the work area is not cleaned daily OR if all work debris and materials are not removed by the contractor, a fine of \$25 per day OR the cost for the HOA to have the area cleaned will be assessed back to my Homeowner's account at the management company.

FENCES: Please include all of the following supporting documentation: 1-A photo of the fence style that you wish to install. 2-A drawing showing where the fence will be built in relation to the house. This should include height of fence, length and gate placement, as well as identification of fencing materials to be used. 3-A plan to stain or paint the fence including manufacturer name, color number and color swatch.

\_\_\_\_\_ \*\*\* (homeowner initials) I understand that the work area must be cleaned daily and that the contractor MUST REMOVE ALL DEBRIS from the community. DeKalb County DOES NOT REMOVE work materials and the homeowner is responsible for the debris removal in a timely manner.

\_\_\_\_\_ \*\*\* (homeowner initials) I understand that if the work area is not cleaned daily OR if all work debris and materials are not removed by the contractor, a fine of \$25 per day OR the cost for the HOA to have the area cleaned will be assessed back to my Homeowner's account at the management company.

- PAINTING and/or REPAINTING of TOWNHOME EXTERIOR: The approved color chart for Washington Square is available under the Resources—HOA Forms link on [www.washingtonsquareatlanta.com](http://www.washingtonsquareatlanta.com). Paint colors are available at the Sherwin Williams Store at 4184 Bancroft Circle, Tucker, Georgia.

Please include paint manufacturer, type and color along with color paint samples marked with where the color will be placed. (Ex: siding, chimney, trim, shutters, front door, gutters & downspouts, deck, fence, etc.). Painting may not commence until written approval is granted by HOA. **For exterior painting, you need to submit a photo showing the current house colors.** Complete the information below for painting:

Enter section to be painted and paint color here: \_\_\_\_\_ (Include before photo)

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Enter section to be painted and paint color here: \_\_\_\_\_ (Include before photo)

Enter section to be painted and paint color here: \_\_\_\_\_ (Include before photo)

\_\_\_\_\_ \*\*\* (homeowner initials) I understand my ENTIRE TOWNHOME (ALL EXPOSED SIDES) must be painted at the same time in order to maintain the color consistency on all sides of my house. (Ex. All siding must be painted, which includes around the exterior/outside walls of my home including the chimney; Ex. All trim must be painted which includes on front, on sides, on chimney and on the back of my home). If you are unsure of what must be painted please contact [acc@washingtonsquareatlanta.com](mailto:acc@washingtonsquareatlanta.com) before proceeding further.

- ROOF & STORAGE CLOSET: Please include the type (3-tab or architectural) and color of the shingles you wish to use. Note that shingles on the storage closets must also be replaced at the same time. The approved shingle colors are available on the [www.washingtonsquareatlanta.com](http://www.washingtonsquareatlanta.com) website. Also supply a photo of the shingle color with this request. Color scans of shingles or links to manufacturer's website will suffice. Read and initial below for awareness of procedures with regard to roof replacements or repairs in Washington Square:

- 1) I understand and will ensure that the roofers will use tarps to protect the common area landscaping and the landscaping of my neighbors when removing old roof or installing new roof; and
- 2) I understand and will ensure that the roofers will pick up all debris from the common area in and around the front and back of mine and my neighbors houses; and
- 3) I understand and will ensure that the roofers remove all shingles and any other materials/debris from the property when the new roof is completed. Shingles may not be left on site after the new roof is installed. If shingles or any other debris remains after the job is completed, I understand that a fine of \$25 per day OR the cost for the HOA to have the shingles or other debris removed will be assessed back to my Homeowner's account at the management company; and
- 4) I will ensure that if my contractor uses a dumpster/container/trailer/vessel, etc., any of which are referred to as a "receptacle" any damage caused by the receptacle will be assessed back to my Homeowner's account at the management company.

\_\_\_\_\_ \*\*\* (homeowner initials) I have read and understand items 1-4 above relating to the removal, replacement and installation of a roof at my home.

- SIDING REPLACEMENT ON EXTERIOR: The Washington Square townhouses were originally constructed with aluminum siding. At this time, aluminum siding is not available. Options for siding replacement are HardiePlank Lap siding or vinyl siding. Please list your material choice here \_\_\_\_\_, along with your paint color choice here \_\_\_\_\_. Note that new siding colors must match as close as possible to the approved color palette in order to avoid the need to be repainted. The approved siding colors are available on the [www.washingtonsquareatlanta.com](http://www.washingtonsquareatlanta.com) website. Also supply a photo of the material and color with this request. Links to manufacturer’s website will also suffice. Note it is not acceptable to mix siding materials.
  
- STRUCTURAL ADDITION/MODIFICATION: Please include the following supporting documentation: 1-Survey showing property lines; 2-Detailed drawing/plans showing the dimensions and final look of the project; 3-City/County building permits; 4-Detailed information on material used, paint manufacturer, color number and paint chip samples; 5-Include the type (3-tab or architectural) and color of the shingles you wish to use. Information on roofing shingles manufacturer, number and sample. The approved shingle colors are available on the [www.washingtonsquareatlanta.com](http://www.washingtonsquareatlanta.com) website. Also supply a photo of the shingle color with this request; links to manufacturer’s website will suffice.
  
- OTHER MODIFICATION WHICH DOES NOT FIT INTO THE CATEGORIES MENTIONED ABOVE: \_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For your protection, inquire with the proper authority, either city or county, regarding permit requirements before starting any work on your property. Projects involving new construction, additions, alterations, or any modification to structural, electrical, heating, water, gas or sanitary plumbing systems will most likely require a permit.

DATE TO START PROJECT: \_\_\_\_\_

ESTIMATED COMPLETION DATE: \_\_\_\_\_

Incomplete applications will cause delays in processing. Please read and initial the following statements to ensure this process and any fining or assessments associated with non-compliance is understood.

- A. I understand and agree that no work on this modification request shall commence until written approval of the ACC has been received by the property owner. I represent and warrant that the requested modifications strictly conform to the Declaration of Covenants, Conditions, Restrictions and Guidelines for the Washington Square Homeowners Association. I further understand and agree that as the property owner, I am responsible for complying with all city and/or county building and zoning regulations.

- B. I understand per the Covenants COMMENCEMENT AND COMPLETION OF CONSTRUCTION. All changes, modifications and improvements approved by the ACC hereunder must be commenced within six (6) months from the date of approval, unless prior written approval is obtained from the ACC. If not commenced within such time, then such approval shall be deemed revoked by the ACC, unless the ACC gives a written extension for commencing the work. All work approved by the ACC hereunder shall be completed in its entirety within ninety (90) days from the date of commencement, unless otherwise agreed in writing by the ACC. All approved changes, modifications, and improvements must be completed in their entirety. An Owner may not construct only a portion or part of an approved change, modification, or improvement. Failure to adhere to the plans and specification approved and/or failure to commence and complete the construction within the time frame required may result in the ACC's abatement of the violation in addition to all other remedies allowed herein.
- C. I understand that I will be held financially responsible for any damage done to the common area or to my neighbor's homes by the contractors that I hire.
- D. I understand (or will ensure) that the work area must be cleaned up on a daily basis. The work area in front or behind my home will be free of wood, siding, nails, and/or all other work materials and trash before the workers leave at the end of the day. The workers/contractors must remove all debris from Washington Square. They will not leave materials in or on Washington Square HOA property for garbage or trash pick-up.
- E. I understand that the failure to follow the guidelines listed above will result in fines of \$25 per day OR the cost for the Association to remove any garbage, debris, or other form the work site be assessed to my Homeowner's account.

This request must be signed, or it will not be processed.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed application and supporting documentation to:

Email: [acc@washingtonsquareatlanta.com](mailto:acc@washingtonsquareatlanta.com)

**TO BE COMPLETED BY ARCHITECTURAL CONTROL COMMITTEE:**

Date Received from Homeowner: \_\_\_\_\_

Approved as Submitted

Denied

Returned for Insufficient Information

Withdrawn by Owner on \_\_\_\_\_