Twin Brooks Homeowners Association

911 Duluth Hwy, C-1B, #220 Lawrenceville GA 30043 (UPS Store)
Email: tbha@twinbrooks.org Phone: 678. 701.6903, Cell: 678.682.4946

Property / Structure Modification Request Form

Name: Date: Phone:

Address: E-Mail:

All New Modification Requests must be approved **BEFORE** any work can be started. 5.05 of Twin Brook Covenants.

Make your request clear and describe what you plan on doing on/to the property. Approval of your request grants permission to Twin Brooks Association and Association Management Advisory Group, Inc., to make a reasonable inspection of project in process and completed modifications.

Neither the Board, the Architectural Review Committee, nor the management company shall bear any responsibility for ensuring the design, quality, structural integrity or soundness of the approved construction or modification, nor for ensuring compliance with building codes, zoning regulations and other conditions that may be required by local governing agencies. Association Management Advisory Group, Inc., and its agents shall not be held liable for any injury, damages or losses arising out of the manner, design or quality of any approved construction or modification.

Return this completed form to the Association at tbha@twinbrooks.org your request will be reviewed and you will be sent a written response within thirty (30) days. If information is missing from your submittal or if the Association requests more information, you will be contacted within 30 days to provide the additional information on the request as needed.

Is the Modification Structural or Cosmetic? Cosmetic Do you have/need building permit? Yes

Is the work to be completed by Homeowner or Contractor? Contractor

Projected Start Date: Projected Finish Date:

Provide a description of the modification including the location on the property:

Provide the purpose/need/want for the modification:

I have read and agree to the above. All the information provided by me is true and accurate.

Signature of Homeowner:

Do not write below this line. For Twin Brooks HOA Board only.

Date received: Modification Request results: Denied

Twin Brooks HOA Board representative: Date: