



## Highlands Property Owners Association Home Improvement/Modification Submission Form

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Home PH: \_\_\_\_\_

Secondary PH: \_\_\_\_\_

### Improvement or Modification Requested

- |   |  |
|---|--|
| <input type="checkbox"/> A. Fences<br>(Specify materials, style, & provide sketch)    | <input type="checkbox"/> G. Landscaping<br>(Specific Description & Sketch) |
| <input type="checkbox"/> B. Pools & Spas<br>(Plans – 2 sets)                          | <input type="checkbox"/> H. Recreation Equipment<br>(Type & Location)      |
| <input type="checkbox"/> C. Repainting (outdoors)<br>(Painting Mfg, Company, & Color) | <input type="checkbox"/> I. Roof<br>(Mfg, Company, Type, & Color)          |
| <input type="checkbox"/> D. Screening<br>(Specify materials, style, & dimensions)     | <input type="checkbox"/> J. Tree Removal<br>(Sketch of tree locations)     |
| <input type="checkbox"/> E. Structure Addition<br>(Plans – 2 Sets)                    | <input type="checkbox"/> K. Structure Modification<br>(Plans – 2 Sets)     |
| <input type="checkbox"/> F. Waterfront Land<br>(Type of change & Sketch)              | <input type="checkbox"/> L. Other<br>(Appropriate Description Below)       |

### Modification Description

Attach additional information such as nature of project, dimensions, locations, & materials

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**Architectural Review Committee Action**

Date Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

ARC Review(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Responded: \_\_\_\_\_

☐ Approved

☐ Conditional (Explained below)

☐ Denied

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**Return Form To:**

Highlands POA  
P.O. Box 2301  
Rome, Ga 30164-2301