

Form for Requests for Improvement/Modification Review – Page 1

Note: This form must be completed and returned prior to commencing any work. Documentation submitted for review becomes the property of the Laurel Ridge Community Association.

Name:		Date:	
Address:		Home Phone:	
City State/Zip:		Office Phone:	

Description of modification (be sure to review relevant guidelines(s) before submission):

☐ Deck ☐ Fence ☐ Landscaping ☐ Hot Tub ☐ Tree Removal
☐ Retaining Wall ☐ Screened Porch ☐ Exterior Addition ☐ Swimming Pool
 Other _____

Please provide the Board with all the information necessary to evaluate your request thoroughly and quickly. Request must include, without limitation, the following information: A site plan (including all dimensions), color chips (if applicable), detailed description of the request, list of materials, colored pictures, brochures (if applicable) and any other information as specifically required below.

Description of Improvements or Modification Request (attach separate sheets if necessary);

Estimated Start Date:		Completion Date:	

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Altered or incomplete forms, including missing information, will be returned without review.

I understand and agree that no work on this request shall commence until written approval of the Laurel Ridge Board of Directors has been received by me. I understand that I am responsible with all city, county and state regulations.

Permission is hereby granted for members of the Board and any appropriate Laurel Ridge Community Association representatives to enter the property/lot to make reasonable observation and inspection of the requested modification and completed project.

Neither the Laurel Ridge Community Association, the Association Board of Directors, nor their respective members, officers, successors, assigns, agents, representatives and/or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of any action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

I have ☐, or have not ☐; **(Check Appropriate Box)** discussed this modification with my neighbors who will be directly impacted by the proposed modification.

Homeowner's Signature: _____ Date _____

Homeowner's Signature _____ Date _____
(All owners must sign)

Please allow up to 30 days for a modification review.

It is the homeowner's responsibility to monitor construction and enforce the items of this approval. No alterations in the approval plan are allowed. Failure to follow the items of this approval will result in an unapproved exterior modification. The homeowner then accepts full responsibility, at their own expense, for removing the unapproved structure or altering the structure in order to bring it into compliance with the approval plan.

You may mail or email your completed application along with supporting documentation to Laurel Ridge Community Association, c/o TPMS, LLC., P.O. Box 251, Canton, GA 30169. Email is: tpms.mgmt@juno.com