



Submit to:
Addie Pond ACC Committee Chairman
3004 Addie Pond Way SW
Marietta, GA 30064
Or Email to: addiespondhoa@gmail.com

ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FORM

Submit **ONLY** pages 1 & 2. (To fill out form as PDF - Go to "Tools", "Fill & Sign", and use fill-in tools on top/side of page.)

Date Submitted:

Est. Start Date:

Est. Finish Date:

Preferred method of contact:

Email

Phone

Fax

Mail

Applicant Name and Address

Name

Street

City/State

Zip Code

Phone (Best Contact Number)

Best Time to Contact

Email Address:

Project Description

Maximum 500 characters. Describe the type of alterations you propose to make, including a description of the work, types of materials, colors (must include, paint chips), and contractor name and contact information (if applicable). A scale drawing(s) of all improvements must be submitted (separately) with the request to show the exact location on the plot plan, elevation (side view), and dimensions. Photos of project concept are also helpful.

Adjacent Property Owner Signatures

Require preliminary approval signature from adjacent neighbors and others who will see the exterior modifications. Their signature does not indicate their approval of the planned project, just their acknowledgment of it. If they have any questions regarding this application or disapproval of any of its components, they are encouraged to discuss their concerns directly with the applicant. Otherwise, they should contact the Architectural Control Committee or the HOA Board (preferably in writing) to explain their concerns.

Property Owner 1			
Name			
Address			
City/State	Marietta, GA	Zip Code	30064
Signature		Date	

Property Owner 2			
Name			
Address			
City/State	Marietta, GA	Zip Code	30064
Signature		Date	

Property Owner 3			
Name			
Address			
City/State	Marietta, GA	Zip Code	30064
Signature		Date	

NOTICE TO APPLICANT

The authority of the Architectural Control Committee (ACC) is derived from the Declaration of Covenants, Conditions and Restrictions ("CCRs"). No work should commence until written approval is received from the ACC.

Applicant acknowledges that all improvements must be constructed in accordance with the design guidelines contained in the CCRs in addition to any guidelines or rules adopted by the Association or ACC from time to time. All improvements must be constructed in accordance with the lawn, rules, regulations, and building codes of government authorities having jurisdiction. Approval of this application does not constitute approval by any government authority, nor does it constitute a building permit.

Approval of this application does not give Applicant the right to enter upon the property of any other owner or the common area in order to perform the construction contemplated by this application.

Applicant Signature

Date



DECISION NOTICE & PROJECT STATUS FORM

(ACC USE ONLY)

Application Form Date		
General Project Description		
Applicant Name		
Applicant Street Address		
Applicant City		
Applicant State	Zip Code	
Applicant Email Address		

Date Application Received

Date Decision Rendered

Decision Rendered

Application Approved

Application Approved With Following Conditions

Application Disapproved With The Following Comments

PROJECT COMPLETION STATUS

Completed Satisfactorily

Completed Unsatisfactorily

No Additional Action Taken

Additional Action Taken - See Attachments

Completion Date:

Primary ACC Member

Secondary ACC Member

Contact Email Address

Contact Email Address

FREQUENTLY ASKED QUESTIONS

WHEN DO YOU FILE A REQUEST FOR APPROVAL?

An application must be submitted for any painting, construction, modification, or addition to the exterior of your building or grounds, be it front or rear of your house.

WHAT IS THE OBJECTIVE OF THIS FORM?

The objective of requiring a Homeowner to file a request form with the Architectural Control Committee (ACC) is two-fold: 1) To insure that your planned improvement conforms to the Association's Covenants, maintains the architectural harmony of the Community and in no way inconvenience your fellow homeowners. 2) To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement.

WHAT IS ARCHITECTURAL CONTROL COMMITTEE (ACC)?

Article II Section 1. Purpose, Powers and Duties of the Architectural Control Committee

(a) The purpose of the Architectural Control Committee is to assure that the installation, construction, or alteration of any Structure on any Lot is in accordance with the standards determined by the Architectural Control Committee. To the extent necessary to carry out such purpose, the Architectural Control Committee shall have all of the powers and duties to do each and every thing necessary, suitable, convenient or proper for, or in connection with or incidental to, the accomplishment of purpose, including, without being limited to, the power and duty to approve or disapprove plans and specifications for any installation, construction or alteration of any Structure on any Lot.

The Architectural Control Committee shall have the authority to institute fees for the costs associated with approving plans and specifications.

(b) To preserve the architectural appearance of the neighborhood, no construction or placement of improvements of any nature whatsoever shall be commenced or maintained by any owner, his family, tenants, visitors, guests, servants, and agents with respect to the exterior of any house or with respect to any other portion of any lot or other parcel of land, including without limitation, the construction or installation of sidewalks, driveways, decks, patios, swimming pools, tennis courts, greenhouses, playhouses, garages, guests or servants' quarters, or other outbuildings, nor shall any exterior addition to change or alteration therein be made, unless and until the plans and inspections showing the nature, color, type, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to the harmony of external design, location, and appearance in relation to surrounding structures and topography by the Architectural Control Committee. The Architectural Control Committee shall have the sole discretion to determine whether the plans and specifications submitted for approval are acceptable and in compliance with the total scheme of the neighborhood. If same are not approved or disapproved within thirty (30) days from the date submitted, then same shall be approved by default.

(c) The Architectural Control Committee shall have the right to promulgate design standards setting forth more specific requirements than are set forth in this Declaration; provide, however, that the promulgation of design standards, or lack thereof, shall in no way waive the discretion of the Architectural Control Committee to approve or deny all plans and specifications.

Amendment dated 04/22/2003

(d) At no time shall any Builder of residences on Lots in Addie's Pond be subject to the Architectural Control Committee.

WHAT ACTIONS CAN ACC TAKE IF COVENANTS ARE NOT MET?

Article IX Section 1. Enforcement.

(a) The Association, the Architectural Control Committee, the Developer or any Owner shall have the right to enforce, by a proceeding at law or in equity, all restrictions, conditions, covenants, reservations, easements, liens, and charges now or hereafter imposed by the provisions in this Declaration. Failure by the Association or by any Owner to enforce any covenant or restrictions herein contained shall in no event be deemed a waiver of the right to do so thereafter.

(b) The Architectural Control Committee shall have the right of abatement in all cases where the Owner of a Lot shall fail to take reasonable steps to remedy a violation or breach of any restriction contained in this Declaration within twenty (20) days after the mailing of written notice of such violation or breach. The right of abatement means the right of the Architectural Control Committee, through its agents and employees, to enter at all reasonable times upon any Lot or Structure as to which violations or breach exists, and to take such action or actions specified in the notice to the Owner to abate, extinguish, remove or repair such violation or breach, all without being deemed to have committed a trespass or wrongful act by reason of such entry and such action.

WHERE DO I FIND REQUIREMENTS AND RESTRICTIONS FOR MY PROJECT?

The Addie Pond Covenants and Amendments outline the authorized specifications and/or restrictions for maintenance and improvements of homeowner lots and dwellings. It is the sole responsibility of the homeowner to understand and abide by these covenants and amendments. The HOA covenants are available through your HOA Board Members and/or Committee Members. Your primary request to attain a copy of the Addie Pond Covenants is Michelle Epley at michelle.a.epley@gmail or you may mail in a written request to 3004 Addie Pond Way SW Marietta, GA 30064.