

**ROXWOOD PARK-Architectural Control Committee
Architectural Change/Addition Application**

Prior to submission, please refer to the Declaration of Covenants and the ACC Guidelines. ***Please read carefully and fill out this form completely and submit 2 (two) signed copies to:***

**Roxwood Park Homeowners Association, Inc.
c/o Association Management Advisory Group
PO Box 491537
Lawrenceville, GA 30049-1537**

Note: Please allow 30 days for approval. Work may not begin until written approval is given!

Date Submitted: _____ Owner Name(s): _____

Property Address: _____

Email: _____ Telephone: _____ (Day) _____ (Evening)

Description of exterior change, improvement or alteration to be made (i.e., storage building, fence, pool, room addition, awnings, exterior lighting, athletic facilities, change in exterior façade: i.e.: paint color(s), etc.): (Attachments are accepted if additional space is needed)

Proposed start date: _____ **Proposed completion date:** _____

If work is not completed within six (6) months, another form must be submitted to the ACC Committee. Attach a Certificate of Insurance from contractor being used.

Plans and specifications should be submitted in duplicate and contain the size of the structure, dimensions, roof design and material, exterior wall material, exterior finish, estimated start and completion dates, height, quantity, utilities to be furnished (electricity, water, sewer, etc.) and drawings or diagram, and types and colors of materials to be used. **Please include professional building diagrams and drawings when possible.**

The ACC meets one time each month and has 30 (thirty) days to review your completed submission(s) and make their final decision. At such time as the plans meet their approval, one complete set of plans or drawings will be maintained by the Homeowners Association and the other shall be marked approved and returned to the owner or his or her designated representative.

If rejected, one set shall be marked "rejected" and shall be accompanied by a statement setting forth the reasons for disapproval. In no event shall the HOA give verbal approval or rejection of any plans. **Written approval must be obtained prior to commencement of work.**

By submitting your plan to the ACC, you hereby acknowledge and agree to the following conditions:

1. I understand that compliance with Roxwood Park Design Guidelines and approval by the ACC does not necessarily constitute compliance with the provisions or building and zoning codes of Gwinnett County or the City of Buford. Further, nothing herein contained shall be construed as a waiver or modification of any County or City restriction.
2. I understand and agree that no construction or exterior alteration shall commence until written approval from the ACC is given. I further understand, if alterations are made, I may be required to return the

property to its former condition at my own expense if this application is rejected wholly or in part, and that may be required to pay all legal expenses incurred.

3. I understand that a member of the Architectural Control Committee (ACC) will contact me in advance of entry to my property for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass. The Architectural Control Committee is permitted to enter my property at any reasonable time for this purpose.
4. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner.
5. I understand that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within 120 (one hundred twenty) days of the approval date, and all constructions must be completed within six (6) months or as approved in writing when an extension is approved by the ACC.
6. I understand if I disagree with this decision, the Roxwood Park HOA, provides an Appeals Procedure. A written request for an appeal must be submitted to the Board of Directors within 10 days of receipt of decision. Requests for appeals should be mailed to:

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7. The ACC has the right and option to inspect the project for compliance. If compliance is not met, then I agree to make the necessary changes. I hereby authorize the ACC to enter my property to inspect this project.

Signature of Owner(s): _____

ACC INTERNAL USE ONLY	
Inspection Date: _____	Inspection member(s): _____
Inspection Comments: _____ _____ _____	
<i>Select One:</i>	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Approved with Stipulation(s): _____ _____	
<input type="checkbox"/> Rejected Explanation: _____ _____	
<input type="checkbox"/> Return to owner for more information	
The ACC recommends the above. (Four (4) ACC members must initial):	
Date: _____ (1) _____ (2) _____ (3) _____ (4) _____	
Notification letter mailed to Homeowner on: _____	