

# Towne Lake Homeowners Association

205 Towne Lake Way  
Pooler, Georgia 31322

## Architectural Change Application

Please know it is the goal of the committee to respond to submissions in a timely manner. Copies of the ARB guidelines and covenants are on the website at [www.townelakehoa.org](http://www.townelakehoa.org)

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

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

City/State/Zip: \_\_\_\_\_

Lot #: \_\_\_\_\_

Email: \_\_\_\_\_

Phone(s) (H): \_\_\_\_\_ (C): \_\_\_\_\_

Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Name of contractor/person performing the project work:  
\_\_\_\_\_

In accordance with all Association governing documents, covenants, easements, charges, liens and the Association's rules and regulations, I request consent to make the following changes, alterations, renovations, additions and/or removals to my unit/lot.

Project Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this an amendment to a previous request? \_\_\_\_\_

### **CHECKLIST OF REQUIRED DOCUMENTATION FOR PROJECT SUBMISSION**

1. Written description of project if further explanation is needed apart from application.
2. Survey location report marking location of the project in relation to the property lines, easements and existing structures.
3. Construction plans, blue prints and/or landscape designs if applicable.
4. Specific information regarding materials, colors, style and dimensions.
5. Any additional details relevant to the project.

**I understand that according to the declaration and the rules and regulations, the committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:**

1. No work or commitment of work will be made by me until I have received written approval from the Association. Failure to comply with the documents or starting work prior to receiving written approval may result in suspension of the project and/or alteration or removal of such project.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by a contractor or myself. Failure to complete the project within ninety (90) days of approval may result in required application resubmittal to the committee.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other homeowners.
5. I assume all liability and will be responsible for all damage and/or injury, which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Association governing the unit/lot, its board of directors, its agent and the committee have no responsibility with respect to such compliance and that the board of directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
8. If my unit/lot adjoins Association common area or contains any easements, I understand the obligations and risks and certify to abide by all restrictions in association governing documents, plat covenants and restrictions, and any local or county laws, codes or regulations.

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

<b>FOR COMMITTEE USE ONLY:</b>	
Date Submission Received: _____	Rec'd By: _____
Submission Packet Complete: Yes or No	
If No, action taken: _____	
<b>Committee Decision: Approved</b> _____	<b>Denied</b> _____
If denied, reasons for denial: _____	
<b>Approved/Denied by:</b>	
Signature: _____	Date: _____
Printed Name: _____	

**All submission packets should be mailed to:**

Towne Lake Homeowners Association | 205 Towne Lake Way | Pooler, GA 31322