

# Loch Highland Homeowners' Association

## 2012 Request for Architectural/Landscaping Change/Addition 2012

The proposed **start date** for your project must allow adequate time for the ARC committee to review your request. To avoid approval delays on an extensive/complicated project, additional explanatory materials such as architectural drawings, sketches, pictures, contractor's specifications, site/ landscape plans, lists of materials, paint samples, etc. must be included with the request. The time cycle allowed by the covenants for your request to be processed does not begin until the ARC request is considered complete.



Date Submitted _____
<b>Proposed:</b>
Start Date _____
Completion Date _____

**Any work done outside the four walls of your home is considered a change, including any landscaping and repainting of the same color to house, deck, etc., in the same color.**

- **Painting/staining projects require the paint/stain code number and/or a painted sample for each color on the material to be painted.**
- Gutters, down spouts, corner boards, garage doors, soffits, and window/door trim must be in the same color family, preferably the SAME COLOR, as the entire house.
- **White will not be approved.**
- **Tree removal** includes any debris caused by tree removal, i.e. stumps, chips, bark, etc.

Owner Name(s) \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Detailed description and location on the property of the proposed project.  
**(One project per ARC request is advisable as multiples will extend approval time cycle):**

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*I acknowledge that if this request is approved, **any revision after the initial approval must also be approved prior to the onsite change.** I understand that starting a project before approval is received could result in LHHA requiring that the property be restored to its condition prior to commencing the project. In addition, fines may be assessed by LHHA. **I understand that all work must be completed within 180 days of receipt of project approval.***

Homeowner Signature(s) \_\_\_\_\_

**Please email:** orobinson@heritageproperty.com  
**or mail this completed form with all necessary attachments to:**

Loch Highland Homeowners Assoc., Inc.  
 c/o **OLEN ROBINSON**  
 Heritage Property Management Services, Inc.  
 500 Sugar Mill Rd, Building B, Suite 200  
 Atlanta, GA 30350

<b>2012 ARC Control Number</b>	Date Received _____
	Date Reviewed _____
	Request to Board _____
	APP/ DENIED _____
	Notified Heritage _____
	Notified Homeowner _____