



APPLICATION FOR ARCHITECTURAL or LANDSCAPE MODIFICATIONS

Homeowners are required to submit property improvement plans to the Board of Directors for review and approval prior to beginning their improvements (Declarations, para. 13a). These requirements are outlined in Paragraph 13 of the Declaration of Covenants and Restrictions of The Villas at Downing Creek Condominium, recorded at Book 5683, Page 385, as Amended at Book 6046, Page 031, of the Cherokee County Land Records. Each Villas homeowner is subject to these restrictions.

NAME: _____ DATE: _____
(Please Print)
ADDRESS: _____ LOT NO. _____
PHONE: _____ Proposed Start Date: _____ Proposed Finish Date: _____
(Home) _____ (Work) _____

CHECK ALL THE FOLLOWING MODIFICATION TYPES THAT APPLY TO YOUR REQUEST FOR:

HOME MODIFICATIONS:

☐ Structural Addition ☐ Gazebo/Arbor ☐ Deck/Patio ☐ Trellis ☐ Lighting Additions
☐ Satellite Dish ☐ Windows/Doors ☐ Gates ☐ Garage doors ☐ Spa
☐ Other (specify) _____

LANDSCAPE MODIFICATIONS:

☐ New Landscape ☐ Tree addition ☐ Landscape lights ☐ Water features
☐ Other (specify) _____

ALL OTHER MODIFICATIONS:

1. Submit your scale drawings and plot plans to: The Villas at Downing Creek Condominium Association, Chairperson of the Architectural Control Committee (ACC).
2. Plans which include pre-assembled structures or kits must include cut sheets or product specifications, colors, dimensions, materials and all other collateral material necessary for proper review.
3. For proper review, you must provide sufficient detail of all materials used in your modifications. Where appropriate, submit samples or color photos of the material (e.g., brick, slate, wrought iron, lighting standards, etc.). If the Board requires more information regarding your modification, the 45 day approval time will be suspended until such additional information is received.
4. Although neighbor approval is not required, the Board, in its sole discretion, may request and consider the input of your neighbors as part of the review process. It is recommended that you discuss proposed changes to your home with your surrounding neighbors.
5. The City of Canton or Cherokee County may require approval of certain types of improvements. The owner is solely responsible for obtaining building permits or otherwise complying with local regulations.

If the application you submit is incomplete or unreadable in any way, the 45 day time frame in which the Board has to reply is suspended until you complete the application properly and resubmit it for review.

Owner Signature: _____ Date: _____

NOTE: Improvement work may not commence without written approval by the Villas at Downing Creek Condominium Association. Please submit plans anticipating up to 45 days for review. Unauthorized improvements are subject to removal.

Application for Architectural or Landscape Modifications (continued)

DESCRIBE YOUR PROPOSED MODIFICATION IN DETAIL:

WHO IS YOUR CONTRACTOR?

☐ I will perform the work myself.

☐ My general contractor is:

☐ My landscape contractor is:

[x] The homeowner is the “person responsible” for damage to The Villas at Downing Creek Condominium common areas caused by himself or by his contractor while completing these improvements. By submitting this application I acknowledge responsibility for damage to the common areas caused by contractors entering The Villas at Downing Creek Condominium property at my invitation.

For ACC Use Only:

Property Address: _____ INITIALS: _____

Date Rec'd by ACC: _____/_____/_____

Date Add'l Info Requested: _____/_____/_____

Date Add'l Info Rec'd: _____/_____/_____

Legal Review: _____/_____/_____

CIRCLE ONE:

Approved _____/_____/_____

Denied _____/_____/_____

Work must commence within six months following approval date, and must be completed within 90 days of commencement. If work does not commence within six months of approval date, this approval shall be deemed REVOKED unless the homeowner receives a written extension of time from the Board. (Declarations, para. 13k).

ACC Committee Instructions:

☐ Send response to owner based on input noted above.

☐ Send hearing letter regarding unauthorized installation.

☐ Notify owner to cease work.

☐ Send notice of completion

☐ Other _____

NOTE: Improvement work may not commence without written approval by the Villas at Downing Creek Condominium Association. Please submit plans anticipating up to 45 days for review. Unauthorized improvements are subject to removal.