

Exhibit A - Request Form

Cobblestone Farms Homeowners Association ARCHITECTURAL REVIEW COMMITTEE CHANGE (ARC) REQUEST FORM

Owner Name: _____ Date: _____
Street Address: _____ Lot # _____ City: _____ Zip: _____
Daytime Phone: _____ Evening Phone: _____
Email: _____
Proposed Start Date: _____ Proposed Finish Date: _____

Project Type: (Please check all applicable categories) Guidelines and other governing documents are located at: <https://www.cobblestonefarmshoa.com>

- | | | |
|--|---|---|
| <input type="checkbox"/> Landscape (1.2, 3.16, 3.17) | <input type="checkbox"/> Tree Removal (3.35) | <input type="checkbox"/> Paint House (3.8, 3.28) |
| <input type="checkbox"/> Retaining Wall (3.23) | <input type="checkbox"/> Arbor (3.36) | <input type="checkbox"/> Play Equipment (3.21) |
| <input type="checkbox"/> Room Addition (3.1, 3.22) | <input type="checkbox"/> Porch/Patio (3.20, 3.22) | <input type="checkbox"/> Swimming Pool (3.13, 3.33) |
| <input type="checkbox"/> Gazebo (3.36) | <input type="checkbox"/> Fence (3.13, 3.33; Requires Exhibit C) | <input type="checkbox"/> Deck (3.10) |
| <input type="checkbox"/> Rec. Equip. (3.6, 3.21, 3.31, 3.33) | <input type="checkbox"/> Other – see guidelines | <input type="checkbox"/> Expedited (\$100 fee) |

Description of work:

Is this request in response to a violation letter we sent you? Yes No

Contractor Information: _____

Applicant will provide a detailed description of planned additions, modifications, projects to include color, materials, photos, and/or dealer brochure of items to be added to the property. All community guidelines governing the project are to be followed. Any guideline variances not approved in advance by the ARC will result in required rework of the project by the homeowner and will not incur any responsibility or expense to the HOA or ARC. Additionally, any project not performed in accordance with (IAW) the approved request, ARC guidelines, and/or any other community governing documents which are not corrected within the

timeframe stated in the violation notice from the ARC, will result in fines IAW the community governing documents.

Please attach the following:

- Sketch, Drawing or Top-Down Plot Plan [REQUIRED]
- Elevation, height of house (front, side and/or back) and height of the project [REQUIRED]
- City/County Permits [IF APPLICABLE]
- Material Samples, Pictures, or Brochures [IF APPLICABLE]
- Color Samples, Pictures, or Brochures [IF APPLICABLE]
- Exhibit C – Signature Page; Only required for fences [IF APPLICABLE]
- Other [DESCRIBE]

The Homeowner is responsible for any building permits that are required by state/county code, building code compliance, survey of property lines, and arranging for required inspections/approvals. The Homeowner hereby grants permission to the ARC Committee to enter the property to make reasonable observations and inspections associated with the modification request and completion of the project.

Initial that you have read and agree to the following:

- The Homeowner is in good standing with the HOA with all dues and fines paid in full.
- The Applicant hereby agrees to comply with all applicable local, county, state, and federal laws and to obtain all necessary permits for the work described in this Application.
- Approval of this Application by the Committee shall not be deemed a warranty or representation as to the quality of such work or that the work conforms to any applicable building codes or federal, state, county or local laws, statutes, ordinances, rules or regulations.
- This Application will be reviewed by the Committee and approved, denied, or returned for additional information within thirty (30) days after the Committee receives the Application.
- If this Application is approved, the Applicant agrees to promptly perform the work contemplated in the Application. If the work involves the construction of an Improvement, the Applicant also agrees to maintain the Improvement in accordance with any applicable terms of the Association Documents.
- Any construction equipment to include material, dumpsters, and/or trailers will **NOT** be parked or left on the street. Construction vehicles such as trucks, vans, trailers attached to a tow vehicle may be on the street during the day light hours only or while work is in progress on the requester's property.
- Expedited ARC Change requests will be processed by the ARC when accompanied by a \$100.00 fee.
- Attached Exhibit C - Signature Page; Only required for fences
- I have reviewed guidelines and other governing documents and the requested additions/changes are IAW these governing documents.

Signature of Applicant

Date Signed

Submit this form via:

Mail to: Cobblestone Farms HOA 6220 Birchfield Trail, Cumming GA 30041 or

Email to: arc@cobblestonefarmshoa.com

If Applicant chooses to mail their submission to the physical address, they are encouraged to email the ARC at the above email address to ensure receipt.

Signatures of Adjoining Lot Owners if requesting Owner wishes to attach to existing fence(s):

I acknowledge that the requesting Owner has shown (me/us) the architectural request form for the proposed improvements(s) described on this form. (I/we) acknowledge that by signing this form, (I/we) are granting permission for the requesting Owner to attach their new fence to our existing fence in the manner that has been described.

DATE	NAME	SIGNATURE	ADDRESS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The Applicant hereby agrees to comply with all applicable local, county, state and federal laws and to obtain all necessary permits for the work described in this Application.

Approval of this Application by the Committee shall not be deemed a warranty or representation as to the quality of such work or that the work conforms to any applicable building codes or federal, state, county or local laws, statutes, ordinances, rules or regulations.

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By signing below, Applicant verifies that they have read and understood the Cobblestone Farms Architectural Guidelines and Design Standards.

Signature of Applicant

Date Signed

For Architectural Review Committee Use

Date Received by ARC HOA Committee: _____

Date Scanned to ARC: _____

Approved Approved w/Stipulations Denied Denied – Insufficient Information

Notification Via: US MAIL EMAIL

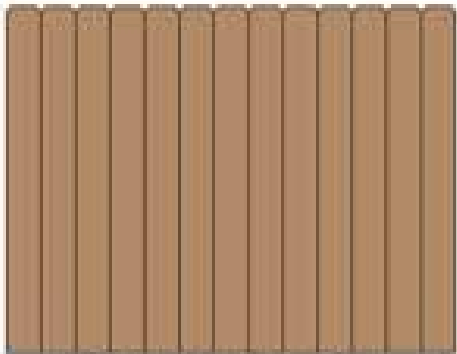
Comments: _____



Exhibit B - Example Approved Fences

Transparent or Semi-Transparent natural wood tones stains are permitted but must be submitted to the ARC on an Architectural Change (ACC) Request Form. Desired color must be submitted to and approved by the ARC before staining commences.

Vertical Fences - Wood



Solid Board Dog Ear



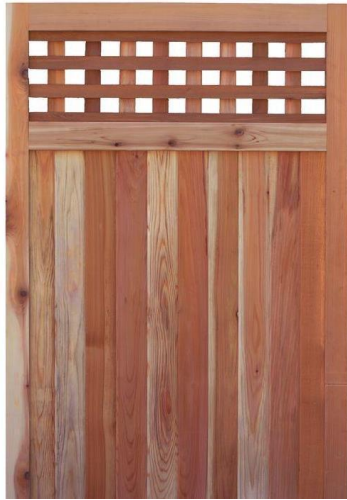
Shadowbox



Framed

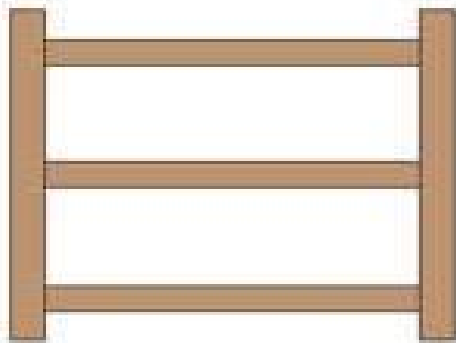


Decorative fence tops are permitted but may not extend beyond the total allowed fence height.

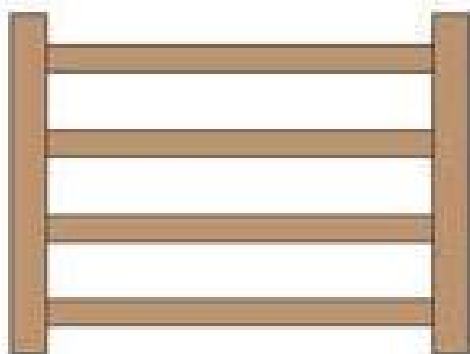


Horizontal Fences - Wood

Please note: For Estate Fences utilizing wire / wire mesh insert, the insert must be attached to the inside of the fence (the side facing into the applicant's yard.)



Estate Fence (3 rail)



Estate Fence (4 rail)



Vertical Fences - Wrought Iron / Aluminum



