



### Wild Timber HOA, Inc.

#### Architectural Control Committee (ACC) Change Request / Notification of Exterior Work Form

No application for changes will be reviewed without complete information and/or plans. Please read the attached instructions to avoid un-necessary processing delays. For additional information on exterior alterations of structures and grounds in Wild Timber, refer to the Declaration of Covenants and current Architectural Guidelines. **Note that the review process may take up to thirty (30) as allowed in the Declarations.** Please complete with blue or black pen.

Completed Request form and all pertinent information should be emailed or sent to:

[gregg@shabenandassociates.com](mailto:gregg@shabenandassociates.com)

c/o Wild Timber

PO Box 3189

Suwanee, GA 30024-0989

Owner(s) Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Owner's address if other than property:

\_\_\_\_\_

Primary Email: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

**Type of alteration:**

Deck  Fence/screen  Door/Storm door  Window  Exterior Painting  Landscape  Roof

Heating/Cooling  Other:

\_\_\_\_\_

- Is the project within an easement or does it impact any utility line?  Yes  No  Don't Know
- Does the project require a permit from Gwinnett County or other permitting body?  Yes  No  Don't Know

Proposed start date: \_\_\_\_\_ Proposed date of completion: \_\_\_\_\_

Brief description of proposed change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**ACKNOWLEDGEMENT:**

I/we have read the Wild Timber HOA, Inc. Declaration of Covenants sections that apply to exterior changes to structures or landscape and hereby agree to comply with the Guidelines in the implementation of this proposed architectural change or improvement.

The alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within six months or has not been substantially completed within twelve months of approval. As per Article VI of the Declaration of Covenants, Members of the ACC or its agents may enter my Lot to make reasonable inspection of the proposed changes and ensure changes are in compliance with application.

Owner(s) signature: \_\_\_\_\_

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

**FOR ASSOCIATION USE:**

**WT ARCHITECTURAL CONTROL COMMITTEE (ACC)**

Date received: \_\_\_\_\_ Date posted for comment: \_\_\_\_\_ Date reviewed: \_\_\_\_\_

Ruling Approved     Denied (requires explanation)     Contingent Approval     Deferred

Date reply to applicant: \_\_\_\_\_

Comments: \_\_\_\_\_

Exterior modifications require the approval of the WT Architectural Control Committee (ACC). ACC approvals are forwarded to the WT Board for review, ratification and placement in the Homeowner’s permanent file.

**PROPOSAL REQUIREMENTS**

1. **Reason** for proposed change (for example: repair damage, improve existing material, expand structure) ;
2. **Name of Builder/Contractor if applicable.**
3. **Site plan or plat** with location of change drawn to scale. Note distance from property lines and relationship to neighboring homes and structures. Mark existing easements and utilities. For fence or screen applications, application must show relationship of fence or screen to property line. (No site plan required for color change, window, door or roof modifications);
4. **Drawing, image, photo or illustration** of proposed change drawn to scale. Images should be clearly identifiable when compared to site plan or street view of property;



5. **Type of material** to be used (eg. Wood, Vinyl, Aluminum)
6. **Color or finish** (for example stain, paint or natural). Submit color sample for stain or paint;
  - a. **Painting Requirement** – Color samples must be painted on home. A 3 x 3 paint sample of every color requested. (siding, trim, windows, shutters, etc.)
7. **Grading or drainage plan** if changes are to be made to grade are expected to impact drainage (for example concrete and brick patios, ponds or irrigation systems). Any change to storm water runoff patterns or existing drainage requires notification of owners of properties that may be impacted;
8. **Landscape plan** showing trees and shrubs over 12' in height or with a trunk diameter exceeding 6" at the height of 2'. Required only for modification of structure footprint, deck or patio change, drainage or landscape modification request.
9. **No work can begin on said request until such time as written approval is provided to applicant from Shaben & Associates after the ACC/BOD has provided a decision on said request to CMA.**

#### **OTHER CONDITIONS**

Some projects require permits from Gwinnett County or other enforcement entities. Applications to the ACC or ACC approval or denial does not affect or alter County, City, State or Federal legal requirements.

Any construction activity or modification prior to final written approval or subsequent to denial is not allowed as per Article VI of the Declaration of Covenants. The Association may require that such modifications be remediated to the original status at any time at the owner's expense.

Storage of construction materials, maintenance of worksite and parking of vehicles must be in compliance with the WT Declaration of Covenants.