

WEST HIGHLANDS HOMEOWNER ASSOCIATION

Architectural Control Committee

Painting Request Form

Name _____ Date _____

Property Address _____

Contractor Information:

Contractor Name/Company _____

Contractor Phone: _____ Contractor Email: _____

Project Start Date: _____ Project End Date: _____

Contact information should the Committee wish to contact you for additional information (please circle one):

Phone: Home) _____ Work) _____ Cell) _____

Email Address: _____

Paint Brand: _____

Trim: _____

Siding: _____

Shutter: _____

Front Door: _____

Roof: _____

Rear/Garage/Other Doors: _____

Stain: _____

Window Frame/Sashes: _____

Brick: _____

Other: _____

PLEASE NOTE: This submittal is required for all painting, including repainting the home with the same/original paint colors. No painting or any other exterior modification may commence, unless and until the Owner has submitted all requested plans and specifications to and obtains the prior written approval of the ACC.

List each proposed paint color(s) on this form, as well as their proposed location on the home or structure. In order to assist the ACC and to expedite review, please submit a photograph of the home (front and back) and of any other structure to be painted, showing the current paint colors. Provide the brand name, color name, swatch number and a paint sample/swatch of each of the proposed paint colors to be considered. (Please note the above requirements apply even if you are repainting the home with the original colors or if the proposed paint colors have previously been used on another home within the Community.)

Each Owner is solely responsible for contacting Brock Built representatives to obtain the above required information for any paint color or materials previously used by the Declarant within the Development. Neither the Association, the ACC nor the management company is responsible for providing this information.

Owners wishing to use an exterior paint color which has not previously been used or approved for homes within West Highlands must first contact, consult with and obtain a written endorsement for said color(s) from a designer pre-approved or designated by the ACC (the "Designer")**. In order for any new proposed paint color to be considered, the Designer's written endorsement must be included and submitted to the ACC with the Painting Request Form.

** Ms. Janie K. Hirsch, ASID of J. Hirsch Interior Design, is currently designated as the pre-approved "Designer" by the ACC. Ms. Hirsch's services include reviewing and consulting on the proposed paint colors and the colors' location on the exterior of the home or structure. Ms. Hirsch' current negotiated rate is \$250.00 per hour. Consultation for these services typically runs about an hour. Please be advised that all consulting fees shall be the responsibility of and must be paid by the Owner directly to Ms. Hirsch. Ms. Hirsch may be reached at (404) 395-3711 or via email at janieh@jhirschinteriors.com.**

All Owners are advised that the ACC has the sole and final authority to review and approve or disapprove any proposed exterior modification, including paint colors. A written endorsement from the Designer does not guarantee, in any way, that the Owner's proposed paint colors will be approved, in whole or in part, by the ACC.

Email request to: westhighlands@sentrymgt.com Phone: 404-459-8951

_____ **ARCHITECTURAL REVIEW COMMITTEE ACTION** _____

Date Received: _____

() Approved

Date Reviewed: _____

() Conditional Approval*

ACC Reviewer: _____

() Disapproved

All ACC requests can take up to 30 days for a decision, whether approval or denial from the Committee. Make sure to sign and include the Owner Acknowledgement on the next page with your ACC request

WEST HIGHLANDS HOMEOWNER ASSOCIATION

Architectural Control Committee

Painting Request Form

Owners Acknowledgements:

I understand:

- That no work on this request shall commence until I have received approval of the Architectural Control Committee (ACC);
- Any construction or alteration to the subject property prior to approval of the Architectural Control Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors;
- All proposed improvements to the property must comply with city, county, state and local regulations. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval;
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions, Restrictions and Easements for the HOA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- The Lot Owner/Builder/Applicant acknowledges and agrees that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee's review, comments, and/or approvals do not relieve the Lot Owner/Builder/Applicant of their responsibility and obligation to comply with the Declaration of the Covenants, Conditions, Restriction and Easements or Design Guidelines, or Subdivision Rules and Regulations as applicable. The Lot Owner/Builder/Applicant agrees to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.
- It is the duty of the Lot Owner and the contractor employed by the lot Owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. The association, the ACC Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.
- That there are multiple recorded easements encumbering various Lots within West Highlands, including, without limitation, utility easements, water and sewer easements, storm water/drainage easements and access easements (the "Easements"). My Lot may be encumbered by one or more of these Easements. Approval for the installation of any fence within West Highlands shall be contingent on the following conditions: (1) I agree to and shall provide any benefited party pursuant to an Easement, reasonable access to your Lot, for the purpose of exercising or carrying out the benefited party's rights, duties or obligations under said Easement, including, without limitation, access to any areas enclosed by the proposed fence; (2) I agree to and shall be fully responsible and liable for any and all claims of a benefited or harmed party pursuant to any Easement, if the installation of the proposed fence changes, alters, impedes, or otherwise affects said Easement; (3) I agree to and shall have the sole duty and obligation to maintain the fence and keep it in good repair at all times; and (4) I agree to and shall indemnify, release, defend, and hold harmless the Association, its officers, board members, agents, and members, as well as any member of the Architectural Control Committee, from and against any and all liabilities, claims, and/or damages resulting from or arising out of the approval, installation, use, maintenance, repair or replacement of the proposed fence.

I certify that I completely understand the above requirements and the information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is NOT to begin until approval has been received from the Architectural Control Committee. The Architectural Control Committee has permission to enter the property to make inspections, as they deem necessary.

Lot Owner/Applicant Signature _____

Date _____

All ACC requests can take up to **30 days** for a decision, whether approval or denial from the Committee.