



Property Owners' Association
P. O. Box 7328 Chestnut Mountain, GA 30502
www.royallakespoa.com/

Royal Lakes Residential Change Application 2018

Ben Furqueron - Architectural Standards Committee Chairman; **Joan Wilson** - Vice-Chairman; and **Oz Armour** - Director. If you have any questions concerning this process, please email your questions to board@royallakespoa.com

Please mail this completed form to the address shown above or attach in an email to board@royallakespoa.com

We look forward to working with you.

Property Owner: _____ Phone # _____

Street Address: _____ email address: _____

Date Submitted: _____ Description of Addition, change or improvement: _____

(Please attach additional sheets and drawings as needed)

Structural change and/or landscape alteration documentation:

1. Please include a "concept" drawing showing changes you wish to make. May be an actual engineering drawing (from your contractor) or hand sketches drawn to the best of your ability for projects you plan to complete yourself. Please show current features as reference points (house/walls/pools/drive/trees/etc.) and the changes as you envision them.
2. **Photos, Brochures, Colors** are required for all building improvements that use different materials from the original construction. This includes: paint chip samples; brochures of brick, stone, stucco, roof shingles, garage doors, doors, windows, awnings, etc.; photos of play equipment or yard ornamentation.

Name of Contractor(s) who will do the work _____

Dates you plan to: Start work _____ Finish work _____

Change application must be submitted for approval a minimum of 30 days before work is scheduled to begin. Location of requested change must be defined and ready for inspection before work begins.

NO WORK IS TO BEGIN UNTIL WRITTEN APPROVAL IS RECEIVED BY APPLICANT. All post approval changes must be resubmitted for re-approval.

IMPORTANT NOTE: Please refer to the *Declaration of Covenants, Conditions, Restrictions and Easements for Royal Lakes* and "Design Standards" for complete information.

No Vendor/Company signs are allowed on your property for advertisement at any time.

Initial ASC Review and Approval

Ben Furqueron _____	Date: _____	Comments Attached - Y/N
Joan Wilson _____	Date: _____	Comments Attached - Y/N
Oz Armour _____	Date: _____	Comments Attached - Y/N

ASC mid project review conducted by _____ Date _____ Comments _____

ASC post project review conducted by _____ Date _____ Comments _____