

BROOKSHIRE HOA  
ARCHITECTURAL CONTROL  
MODIFICATION APPROVAL  
**LANDSCAPING FORM**

NAME \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

**MODIFICATION(S) REQUESTED**

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Upon receipt of all of the required information, the Architectural Review Committee and the HOA Board have 30 days to return a written response to you. Any work completed prior to obtaining approval may be reversed at the expense of the homeowner if necessary and determined by the HOA board. Start and completion dates can be estimates only. If this request is not completed within 90 days of the mail date of your approval letter from Community Management Associates, your modification may be revoked and considered unapproved. You may appeal for additional time if necessary; this must be done so before the 90 days have expired and requested by mail to Community Management Associates.

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**MODIFICATION(S) DESCRIPTION (attach additional information if necessary)**

**Landscaping Plans**

**Attach the following information:**

- Plat**
- Artist Rendering (if applicable)**
- Description of work**
- Hardscape drawing on plat (Patio, Curbing, Landscape walls)**
- Estimate from Contractor**
- Tree Permit (if trees are being removed)**

**Description of work (attach additional pages if more room is needed):**

Return Form to: 1465 Northside Drive \* Suite 128 \* Atlanta, Georgia 30318  
Attn: Sally Mooney  
smooney@cma-atlanta.com  
Telephone: (404) 835-9174  
Fax (404) 835-9200

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**ARCHITECTURAL CONTROL ACTION**

Date Received \_\_\_\_\_ ( ) in person ( ) by mail ( ) email ( ) fax

Date Reviewed \_\_\_\_\_ Date Responded \_\_\_\_\_

Reviewer(s) \_\_\_\_\_ ( ) Approved ( ) Disapproved \* ( ) Conditional Approval\*

(\* Requires Explanation)

**RETAIN COPY OF APPROVAL FORM,  
LETTER AND ATTACHMENTS FOR YOUR FILES**