

**BROOKSHIRE HOA**  
ARCHITECTURAL CONTROL – MODIFICATION APPROVAL

**GENERAL MODIFICATION FORM**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE SUBMITTED (mm/dd/yy) / / START DATE / / COMPLETION DATE / /

**MODIFICATION(S) REQUESTED**

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 Homeside Properties.

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

Use this form for pools, spas, and recreational modifications/additions to your yard or home. Landscaping (including tree removal), Fencing, Painting, and Roof modification requests should use the specific forms found on the HOA website

POOL & SPAS (2 sets of plans)       RECREATIONAL (Kind and location)       OTHER

GENERAL MODIFICATION FORM

**Attach the following information**

- Plat (showing location and/or layout)
- Description of work
- Estimate from Contractor

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**DESCRIPTION OF WORK (ATTACH ADDITIONAL PAGES IF MORE ROOM IS NEEDED)**

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**RETURN FORM TO**

Nicky Chance Homeside Properties 2555 Westside Pkwy, Suite 600 Alpharetta, GA 30004  
O: 678-297-9566  
nicky.chance@homesideproperties.com

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ARCHITECTURAL CONTROL ACTION

Date Received \_\_\_\_\_ ( ) in person ( ) mail ( ) email ( ) Fax ( ) portal

Date Reviewed \_\_\_\_\_ Date responded \_\_\_\_\_

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

\*Requires explanation