

**BROOKSHIRE HOA**  
ARCHITECTURAL CONTROL – MODIFICATION APPROVAL

**LANDSCAPING 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)**

LANDSCAPING PLANS

**Attach the following information**

- **Plat, showing work drawn to scale**
- **Description of work**
- **Estimate from Contractor**
- **Hardscape drawing on plat (Patio, Curbing, Landscape walls)**
- **Artist rendering (for structural modifications)**
- **Tree permit (if trees are being removed)**

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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