SPC ARCHITECTURAL MODIFICATION REQUEST

As stated in the Master Declaration of Covenants for SWEETPINE CREEK SUBDIVISION, the Architectural Review Committee (ARC) ***must approve any modifications*** *to the exterior of your home, including exterior paint color). Requests for modifications (including a drawing of the proposed modification) should be submitted to the active chairperson of the ARC within the Sweet Pine Creek Subdivision. Once the committee has reviewed your requests, we will send you a letter confirming their approval or denial.* ***Please allow the ARC up to 30 days to process a modification form.***

NOTE: Improvement work may not commence without written approval of your community HOA Board and/or ACC. Unauthorized improvements are subject to removal at the expense of the homeowner.

Name:	*Street Address:*
Email:	*Phone:*
Start date:	*Complete date:*

BRIEFLY DESCRIBE THE PROPOSED MODIFICATION:

PERSON/COMPANY TO PERFORM ACTUAL WORK:

Company Name		***Company Phone***	
Company Address		***Contact Person***	

CHECK LOCATION OF PROPOSED MODIFICATION:

☐ ***Back of House*** ☐ ***Side of House*** ☐ ***Patio*** ☐ ***Garage*** ☐ ***Other****

***If "Other" is checked, please describe:**

PLEASE ATTACH THE FOLLOWING:

☐ **Sketch or copy of the project including materials and colors to be used**

☐ **Plot Plan to show house location, lot lines and easement lines**

RETURN TWO COPIES OF DOCUMENTATION TO Sweet Pine Creek HOA – ARC

Riverside Property Management, PO Box 2484 Kennesaw, GA 30156
Phone 470-377-4100
x1006 ***Fax: 770-444-3376*** ***e-mail:vpdolan@riversidepropertymgt.com***

Homeowner's Signature _____ **Date** _____

****** DO NOT WRITE BELOW THIS LINE - FOR ARC APPROVAL ONLY ******

☐ ***Accepted*** ☐ ***Denied*** ***Date:*** _____

COMMENTS

SIGNATURES _____