

APPENDIX A

ARC REVIEW REQUEST

Request Number _____

Instructions:

Please complete this form for all ARC Review Requests. Provide the ARC with all information necessary to evaluate the proposed Modification thoroughly and quickly. Include the following information: site plan (including all dimensions), color chips (if applicable), detailed description of proposed Modification, materials list, photos (if applicable), and any other information specifically required by the Guidelines, together with all supporting information as appropriate to explain the proposed Modification. **Reminder: Maintenance or Repair as defined in the Guidelines does NOT require submittal of a Review Request.**

1. Review Request Identification**Applicant Identification Data**

Name _____ Date Request Submitted _____

Address _____ Collier Place, Smyrna, Georgia 30080-4400

Telephone (Home) _____ (Office) _____ Email _____

Neighbor Opinions

The opinions of all adjacent Owners who will be impacted by the Modification. These opinions will be considered by, but shall not be binding upon, the ARC. **No Review Request will be considered unless this Section is completed.**

Approve Disapprove

Signature _____	Printed Name _____	☐	☐
Signature _____	Printed Name _____	☐	☐
Signature _____	Printed Name _____	☐	☐

2. ModificationDescription of Modification Requested: Front door replacement (See Attached) Color Black AlderModification Schedule: Estimated Start Date: 04/15/2026 Estimated Completion Date: 04/15/2026**3. Submittal Checklist****Modification Category, Scope and Submittal Requirements**

Under each category below to which the proposed Modification applies, submit all applicable items listed. Check on applicable line to indicate submittal of requested information. Please refer to the Guidelines for other requested information. All drawings must be to scale, with dimensions, and show existing Structures, proposed Structures, and context.

- _____ 1. **Primary Structures: Exterior Building Modifications**
Building Additions and Alterations; Windows/Skylights/Solar Collection Devices
 _____ Location of addition/alteration and size of Lot
 _____ Size, color, and detailed architectural drawing of addition/alteration
 _____ Materials (which must be in Conformity with existing materials of Residence)
 _____ Building permit (if required)
- _____ **Paint Color Change (only if other than original paint color)**
 _____ Color and address of home with desired color used in or approved for this or another community in Cobb County
 _____ Area of Residence to be repainted
 _____ Photo of Residence and adjacent Residences (in most cases adjacent residences cannot be painted the same colors)

ARC REVIEW REQUEST (CONTINUED)

- _____ 2. **Secondary Structures: Gazebos, Trellises, Decks, Porches, Etc.**
 _____ Photo, drawing or sketch, indicating dimensions
 _____ Color and materials (in most cases, materials must be in Conformity with existing materials of Residence)
 _____ Site plan denoting Location (in most cases, may not extend past sides of Residence)
- _____ 3. **Fencing, Walls and Gates**
 _____ Photo or drawing of fence, wall or gate type
 _____ Color and materials
 _____ Site plan denoting Location. Please use copy of survey from your closing package, if available.
- _____ 4. **Hardscape**
 _____ **Paving, Patios, Walkways, Curbs, Drives, Paths**
 _____ Lot survey denoting Location
 _____ List of colors and materials to be used
- _____ **Private Pools, Spas and Water Features**
 _____ Photo or drawing of pool type
 _____ Dimensions (maximum size = 1,000 sq. ft.)
 _____ Color and materials
 _____ Site plan denoting Location and landscape plan
 _____ Type of lighting source
- _____ 5. **Landscape and Gardens**
 _____ Landscape plan denoting specific type of plant material and Location
 _____ Location and size of proposed Modification
- _____ 6. **Play and Recreational Equipment and/or Functional Equipment**
 _____ Site plan denoting Location of proposed Modification and list of materials and details
- _____ 7. **Exterior Décor: Objects, Front Decorations (Non-Seasonal), Furniture, Statuary, Lighting, Etc.**
 _____ Description of object: _____
 _____ Photo or sketch and Location of object
- _____ 8. **Signs**
 _____ Description of sign: _____
 _____ Photo or sketch and Location of sign
- _____ 9. **Erosion Control**
 _____ Description of project: _____
 _____ Photo or sketch and Location of erosion control method

Applicant Acknowledgments

I understand and agree that no work on the proposed Modification that is the subject of this Review Request shall commence until I have received written ARC approval. I represent and warrant that the proposed Modification described above conforms to the Collier Place Design Standards, also known as the Guidelines, and that the construction and/or installation of the Modification shall also so conform. I understand and agree that I am also responsible for complying with all City of Smyrna, Cobb County, neighborhood and other applicable rules and regulations for construction, quality of workmanship, safety and design and construction issues relating to the above Modification.

Limitation of Liability and General Release

Neither the CPHOA, the Board, the ARC, nor any officers, members, employees or agents of any of them (the "Reviewers") shall be liable to the Applicant or to any other Owner petitioning for ARC Review of the above Modification for damages or otherwise by reason of a mistake in judgment, negligence or nonfeasance arising out of any action by any of the Reviewers in connection with such Modification. ARC Review is directed toward evaluation and approval of site planning, appearance and aesthetics. None of the Reviewers assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and hold harmless the Reviewers for any and all claims or damages in connection with this Review Request and/or its approval or denial.

Applicant's Signature _____

Date _____

FOR ARC USE ONLY:

Comments: On back of this page

Reviewed By: _____

Date Received: _____

ARC Member(s)

ARC Action:

ARC Action Date: _____

☐ Approval Not Required☐ Incomplete/Resubmit

Conditions: _____

☐ Approved☐ Denied

APPENDIX B

NOTICE OF APPEAL OF ARC DECISION

Review Request Number: _____

Residence: _____

Pursuant to **Section 5.05** of the Collier Place Homeowners Association, Inc. (CPHOA) Design Standards and **Section 5.10** of the CPHOA Declaration, the undersigned Applicant hereby gives notice to the CPHOA Board of Directors that the Applicant wishes to appeal to the Board the decision of the CPHOA Architectural Review Committee (ARC) in connection with the above Review Request. Relevant information is as follows:

- Date of ARC Decision: _____ (copy of ARC Decision enclosed)
- ARC Decision: Conditional Approval ☐ Denial ☐
- A copy of the above identified Review Request, together with all supporting documentation, is enclosed with this Notice of Appeal.
- A written explanation as to why the ARC's decision should be overturned is enclosed with this Notice of Appeal.
- The fee for the Board's consideration of this Appeal, in the amount of One Hundred Fifty Dollars (US\$150.00) and payable to Collier Place Homeowners Association, Inc., is enclosed with this Notice of Appeal.

DATE: _____ *(must be within 10 days of the date of the ARC Decision to be eligible for Board review)*

APPLICANT / OWNER_____
Signature_____
Printed Name

APPENDIX C

VIOLATION NOTICE

Number: _____ Date: _____

All Collier Place Owners are required to comply with the Declaration. As of September 8, 2008, the ARC adopted the Collier Place Design Standards, also known as the Guidelines, as a supplement to the Declaration, and have provided, by hand delivery, copies of the Guidelines to each Residence. Possession of, knowledge of, and compliance with, the Guidelines and the information and procedures contained therein are required of all Owners.

Violation Identification:

Property Address: _____ Collier Place

Current Owners: _____

Phone (Home): _____ (Work): _____ (Cell): _____

Violation Type:You are in violation of the Guidelines for the following reason(s): *(check all that apply)*

- ☐ 1. No Review Request / ARC Approval
Modification work appears to have begun without submittal of a Review Request and ARC approval. ***Please refer to Guidelines, page 11 et seq.***
- ☐ 2. Non-Compliant Modifications
Modifications have been completed or physical work is in place on your property that does not comply with the Guidelines.
- ☐ 3. Other

Violation Description: (Describe specific Violation(s) here)

Required Owner Action:

Within ten (10) calendar days after receipt of this Violation Notice, please contact the ARC to discuss correction of the condition(s) described above, in order to avoid further action by the ARC and the CPHOA Board. Thank you.

TO BE COMPLETED BY ARC: Date of Delivery (per Return Receipt): _____ (staple Return Receipt to CPHOA copy of this Notice)

APPENDIX D

MAINTENANCE REMINDER

Number: _____ Date: _____

All Collier Place Owners are required to comply with the Declaration. As of September 8, 2008, the ARC adopted the Collier Place Design Standards, also known as the Guidelines, as a supplement to the Declaration, and have provided, by hand delivery, copies of the Guidelines to each Residence. Possession of, knowledge of, and compliance with, the Guidelines and the information and procedures contained therein are required of all Owners.

Maintenance Reminder Identification:

Property Address: _____ Collier Place

Current Owners: _____

Notice Delivered by ARC Member: _____ Date Delivered: _____

Phone (Home): _____ (Work): _____ (Cell): _____

Maintenance Reminder:

Per the Guidelines, each Owner is required to maintain his or her Residence. Upon a recent neighborhood review, the ARC noticed the following condition on your property: *(Describe condition(s) here)*

☐ Shutters ☐ Siding ☐ Trim ☐ Other

Are in need of:

☐ Repair ☐ Replacement ☐ Repainting**Description:** (Describe specific area(s), Location(s) here, as required)

Required Owner Action:

Please contact the ARC within ten (10) calendar days after receipt of this Maintenance Reminder Notice to discuss correction of the condition(s) described above. Thank you.

TO BE COMPLETED BY ARC: Date of Delivery (per Return Receipt): _____ (staple Return Receipt to ARC copy of this Notice)

APPENDIX E

THE COLLIER PLACE HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE

CERTIFICATE OF COMPLIANCE

Review Request Number: _____

Residence: _____

Pursuant to **Section 5.06(a)** of the Collier Place Homeowners Association, Inc. (CPHOA) Design Standards, the CPHOA Architectural Control Committee, also known as the Architectural Review Committee (ARC), hereby declares that the Owner of the above named Residence has received ARC approval for each Modification subject to the above named Review Request, and that each such Modification has been completed in accordance with the plans and specifications approved by the ARC and is in compliance with the CPHOA Declaration and the Design Standards.

DATE: _____

COLLIER PLACE HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEEBy: _____
Chair