

*MILL GROVE Homeowners' Association*

**COMMUNITY  
ARCHITECTURAL  
APPEARANCE GUIDELINES AND RULES**

**Revised January 2021**

# INTRODUCTION

The Amended and Restated Declaration of Protective Covenants, Conditions and Restrictions for Mill Grove Subdivision (Declaration of Protective Covenants or Covenants) provides for a design review process through which property improvements must be approved by an Architectural Control Committee (ACC). This provision applies to both new construction as well as any exterior modification of existing homes/properties and was created for the sole purpose of achieving harmony, balance, and a high standard of quality within the community.

As an administrative arm of the Board of Directors, the ACC's role is to *preserve, protect and enhance* the value of the properties in Mill Grove by enforcing the Declaration of Protective Covenants. The ACC is chartered to assist the Board and ensure uniform and equitable compliance with these covenants.

The following *Community Architectural Guidelines* are provided to amplify and supplement our community's Covenants. **Homeowners are encouraged to study these Guidelines as well as the Covenants.** Note that in the event of a conflict, the Declaration of Protective Covenants will control.

As a final introductory comment, please remember – **REQUEST APPROVAL BEFORE BEGINNING ANY IMPROVEMENTS OR MODIFICATIONS!** **The vast majority of problems occur when a homeowner begins a project without written approval from the ACC. As a general rule, if in doubt, submit an application for modification or contact a member of the ACC or the Board.**

Each request for project approval is unique to the lot to which it pertains. Each request will be evaluated on the individual and unique elements of the project. *Unauthorized actions by a homeowner and/or prior ACC action on requests of a similar nature will not serve as a precedent for any subsequent request for project approval. The ACC will make a recommendation to the Board and all decisions of the Board will be final.*

*The contents of these guidelines, and any actions of the ACC or its agents, are not intended to be, and should not be construed to be an approval of the adequacy, reasonableness, safety, structural integrity, or fitness for intended use of submitted plans, materials, or construction, nor ensuring compliance with building codes, zoning regulations or other governmental requirements. Neither the Association, the Board, the ACC, nor members thereof shall be held liable for injury, damages or loss arising out of any approval or disapproval, construction or through such modification to a lot.*

## APPLICATION INFORMATION

An *Application for Modification*, hereinafter called “Form” is provided for use in requesting review/approval of an exterior modification. This Form should be submitted to the ACC **at least 60 days** prior to the anticipated time that you intend to begin work. Modification requests must be approved in writing before any work begins.

There are, however, modifications that may be completed without ACC and Board approval. These modifications, *and only these modifications*, as outlined in this document do not require a Form to be submitted as long as the specific conditions as described in the following Guidelines are met.

A completed Form must be submitted through the ACC for all other types of improvements or modifications, including, without limitation, painting the exterior of your home. **The verbal approval of any sales agent, developer, builder, or association representative is not sufficient.** All modification approvals must be in writing.

During the scheduled neighborhood walk throughs, or pursuant to reasonable requests for on-site inspections, the ACC will perform a review of the recent modifications to confirm that the work was completed as approved.

# GUIDELINE #1: Exterior Building Alterations

## General Guidelines

A Form **must be submitted for all** exterior-building alterations. Building alterations include, but are not limited to, storm doors and windows, awnings, construction of driveways, garages, sheds, porches, and room additions to the home. (Carports are not permitted.)

The original architectural character or theme of any home must be consistent for all exterior components of the home. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character.

If County authorities make changes to the plans as approved by the ACC, the owner must submit such changes for approval prior to commencing construction.

***Homeowners are advised that a County building permit may be required for certain exterior building alterations. Please note that neither the ACC nor Board review any application for permitting requirements or approval.***

## Painting

Your application to paint your home must specify the colors to be used on siding, trim, doors, shutters, etc., which colors must be part of the Benjamin Moore Historical Collection or the Benjamin Moore Williamsburg Collection, unless as otherwise approved by the ACC during submission of your Form. While the colors have been created by Benjamin Moore, homeowners can have the color matched at another paint manufactures (e.g., Sherwin Williams, Home Depot, Lowe's, etc.). You are not required to purchase paint from Benjamin Moore.

In addition to painting the siding of the house, when the home has brick sides, the homeowner may submit an application for prior written approval, to have the brick on the home painted.

Any changes to existing paint colors requires prior written approval; repainting using the existing approved paint colors does not require approval. With each application submitted, the following information is required:

1. Paint sample(s),
2. Description of area(s) of home to be painted, and
3. Specific color each area of the home will be painted

The Benjamin Moore color palettes referenced herein can be found online at:

- Historical Collection: <https://www.benjaminmoore.com/en-us/color-overview/find-your-color/color-collections/hc/historical-colors>)
- Williamsburg Collection: <https://www.benjaminmoore.com/en-us/color-overview/find-your-color/color-collections/cw/williamsburg-color-collection>)

## Shutters

Shutters should be harmonious with the architecture of the existing house regarding the style, size, material, and color of the shutters. Shutters must be equal or approximately equal by standard manufacturer's standards in length to the height of the window.

No application is required for the replacement of existing approved shutters with shutters that are the same in style and color.

Removal of existing shutters without replacements requires ACC review and HOA Board approval. The permanent removal of shutters and their associated 'S' hooks must be harmonious with the elevation and façade of the home and accompanied by a change in the façade and/or color.

## Garage Doors

Garage doors are to be maintained in such a manner that their appearance is not compromised. Replacement garage doors must maintain the architectural harmony and historic nature of the community. A change in garage door style from that which was originally installed requires ACC approval. Painting the garage door requires ACC approval.

## Mailboxes

When modifying or changing your mailbox, homeowners must submit an application for approval of the ACC which specifies which one of the acceptable styles of mailbox you intend to erect. The following styles which can be found at Addresses of Distinction in Atlanta or online (<https://www.addressesofdistinction.com/>) are deemed acceptable by the Board:

1. Avenues
2. Charleston Estate
3. Charleston

While the mailboxes are available at Addresses of Distinction, homeowners can submit an application with a mailbox of similar style which is sold at another store. You are not required to purchase them from Addresses of Distinction. Any variation to the above styles listed requires ACC approval.

Mailboxes should be periodically cleaned and repainted. Missing numbers, flags, broken mailboxes, etc. are to be promptly repaired or replaced.

## Awnings

A Form **must be submitted** for all awnings. Awnings or coverings must be either canvas or a structural extension of the home's existing roof. Colors or finish must be compatible with the home's primary and trim colors. Addition of awnings or coverings requires the following information:

1. picture or drawing of all windows/doors on which awnings will be installed and their location (back or side – generally, awnings are not allowed on the front of the home);
2. picture depicting style of awning to be installed; and
3. color samples and materials list.

### **Windows – Mullions and Muntins**

All street-facing windows must either (1) have mullions (vertical) and muntins (horizontal) in each window or (2) must not have any mullions and muntins in any window (i.e., “all or nothing”). A failure to have the street-facing window mullions and muntins in harmony with each other shall be considered a maintenance violation and will need to be remedied by removing all mullions and muntins or replacing the missing mullions and muntins.

The only exception to this guideline is if there is a window with permanent mullions and muntins (typically the window over the front door). If the homeowner wants to remove the mullions and muntins, it is permissible to keep the one remaining over the front door.

### **Windows – Screens**

All street-facing windows must either (1) have matching screens in each window or (2) must not have any screens in any window (i.e., “all or nothing”). A failure to have the street-facing window screens in harmony with each other shall be considered a maintenance violation and will need to be remedied by removing all or replacing the missing screens.

If the homeowner chooses to change the color of the screens, it must be harmonious with the façade of the home and requires ACC approval.

### **Detached Buildings**

A Form **must be submitted** for all detached buildings. Detached buildings are discouraged but will be considered subject to the following guidelines:

1. size shall be limited to 600 square feet total;
2. the building should be located in the rear of the home with primary emphasis being that placement on the lot and the judicious use of landscaping will minimize the visual impact on adjacent properties or from the street;
3. building may not be used for any purpose that may be deemed by the Board to cause disorderly, unsightly, or unkempt conditions; and
4. detached building exterior materials must match the exterior materials and colors used on the original home.

5. No more than one detached building is permitted per property.

### **Dog Houses**

A Form **must be submitted** for all doghouses. All doghouses must be located where they will have minimal visual impact on adjacent properties or from the street. Construction type, size, and exterior colors/materials will be specific criteria governing approval. Chain link dog-runs, “tethered” line dog runs, or wire pens are prohibited.

### **GUIDELINE #2: Decks and Retaining Walls**

A Form **must be submitted** for all decks and retaining walls. The following, without limitation, will be reviewed: location, size, conformity with design of the house, and relationship to neighboring dwellings. A site plan denoting location, dimensions, materials, and color is required.

The following guidelines have been adopted for decks in the community:

1. the deck may not extend past the sides of the home;
2. materials must be cedar, cypress, No. 2 grade or better, pressure-treated wood, or composite material;
3. color must coordinate with the exterior color of home;
4. brick or stucco columns matching the home are also acceptable.

*Homeowners are advised that a building permit may be required for a deck.*

The following guidelines have been adopted for retaining walls in the community:

1. all exposed concrete block or poured concrete foundations and/or retaining walls must be veneered with natural stone, brick, or stucco to complement the existing structure and;
2. retaining walls constructed of landscape timbers or crossties, if visible from the street, must be shielded or softened by an approved vegetative landscape method.

### **GUIDELINE #3: Patios/Walkways/Driveways/Parking Areas/Fire Pits**

A Form **must be submitted** for patio covers, trellises, permanent seating, railing, and fire pits and must be paved or stained with materials that are in harmony with the community and as approved by the ACC.

## **GUIDELINE #4: Exterior Decorative Objects**

### **General Guidelines**

If any decorative objects are placed in the front or side yards or visible from the street, a Form **must be submitted** for exterior decorative objects, both natural and manmade (i.e., pink flamingos, statues, etc.) Objects will be evaluated on criteria such as location, proportion, color, and appropriateness to surrounding environment.

### **Exterior Landscape, Security and Seasonal Lighting**

Except as provided below, a Form **must be submitted** for all exterior lights or lighting fixtures included as part of the original structure. A Form **is not** required if the lights meet the following criteria:

1. lighting does not exceed 12 inches in height;
2. the number of lights does not exceed 6; and

### **Seasonal Lighting**

Seasonal lighting does not require a Form but should be tastefully employed. In no instance can the residence or other structure be outlined in its entirety with lights. Seasonal lighting should be disassembled within a reasonable time period after the holiday.

### **Flagpoles**

A Form **is not** required to be submitted for a single flagpole staff attached to the front portion of a house. The size of any flag displayed may not be greater than 3X5 feet. Freestanding poles require ACC approval.

### **Plants and Flower Pots**

Front doors and entry area decorations must be tasteful and in keeping with the style and colors of the house. Plants and flowerpots must always be neat and healthy. Neatly maintained front porch flower pots that coordinate with exterior home colors and containing evergreens/flowers **do not** require submission of a Form.

## **GUIDELINE #5: Exterior Landscaping and Maintenance**

### **General Guidelines**

Landscaping should relate to the existing terrain and natural features of the lot. ACC approval of a landscaping project is required when the activity will result in changes to existing landscaping or when grading or contour modifications are required. **THE APPLICATION FOR ANY LANDSCAPE PROJECT MUST SPECIFY A FIRM COMPLETION DATE.**

The general appearance of each lot and the residence thereon, including landscaping, must conform to the level of upkeep that is accepted as community standard. Failure to maintain property to this standard will subject the owner to the imposition of fines and/or liens on the property. This standard includes, but is not limited to:

1. repairing and painting and other appropriate external care of all structures;
2. over-seeding and restoring lawn grasses;
3. watering, fertilizing, mowing and edging lawn grasses;
4. pruning and trimming trees, shrubbery, hedges, and other vegetation so that the yard presents a manicured appearance and the visibility of motorists and pedestrians is not obstructed;
5. removal of all “volunteer” or “wild” growth of weeds or non-landscape quality vegetation;
6. prompt repair of any barren lawn areas to reduce erosion potential; and
7. **renewal of pine straw or bark mulch used in islands or naturalized areas is required at least annually** - sooner if the covering has deteriorated and the appearance of the bedding looks poor.

### **Trees and Shrubberty**

A Form **is not** required to be submitted for ornamental trees and shrubberty. However, a Form **must be submitted** for screen planting (row or cluster style) and property line plantings. Forms must include a description of the sizes and types of trees or shrubs to be planted and site plan showing the relationship of plantings to the house, adjacent dwellings and existing trees and shrubberty.

Removal of living specimen native trees is discouraged.

If trees are removed, then stumps must be removed and area landscaped.

A Form **is not** required to remove a dead or diseased tree. A Form **is not** required if the tree causes a safety issue or could damage the home or yard (e.g., roots damaging foundation or wrapping around pipes, or hanging too close to the roof).

Groundcover or planting shrubberty is encouraged along foundations to prevent red clay from staining brick and siding.

### **Vegetable Garden Plots**

A Form **is not** required for garden plots if **all** the following guidelines are met:

1. the plot is located behind the rear line of the house so as to minimize the visual impact on adjacent properties or from the street; and
2. the size of the plot limited to 150 square feet.

All garden plots must be cleared at the completion of the growing season.

## **Firewood**

The following guidelines apply to the storage of firewood.

1. firewood piles are to be maintained in good order and must generally be located within the sidelines of the house and in the rear yard; and
2. wood pile coverings are allowed only if the cover is an earth tone color and the wood pile is screened from the view of the street. For example, a tarp covered wood pile may be located under a deck with shrubs planted around it.

## **GUIDELINE #6: Play Equipment**

### **General Guidelines**

A Form **must be submitted** for all play equipment. The following guidelines apply:

1. the play equipment shall be located in the rear yard and within the extended sidelines of the house;
2. the play equipment shall be sized and located such that it will have minimal visual impact on adjacent properties; and
3. trampolines shall be screened by adequate planting or approved fencing so as to be concealed from view by neighboring residences and from the street. In most cases trampolines will require approved fencing to adequately shield from view.

Play equipment (except basketball goals) are strongly suggested to be of wood construction, environmentally and aesthetically compatible. Metal or plastic play equipment will generally require more fencing and landscaping to shield from view. It may also be required to be painted in order to blend into the surrounding environment (earth tones).

*NOTE: A (permanent) baseball backstop or similar item is not play equipment and must comply with the fence guidelines.*

### **Play Houses/Tree Houses**

A Form **must be submitted** for all play houses and tree houses. The following guidelines apply:

1. play houses and tree houses must be located where they will have minimal visual impact on adjacent properties;
2. in most cases, materials used must match or complement existing materials of the home; and

3. play houses or tree houses may not be larger than 100 square feet or 12 feet in total height.

*NOTE: Playhouses and tree houses, once approved must be maintained.*

### **Basketball Goals**

A Form **must be submitted**. General guidelines are as follows and should be considered in your application:

1. goal is located toward the rear of the house with the least possible view from the street and neighbors;
2. backboard is white, beige, clear or light gray. Other colors will be considered if muted;
3. post is painted black;
4. if freestanding or portable, one rectangular guideline surrounding the hoop is permissible; and
5. may not be attached to the house.

Free standing or portable units must be stored when not in use.

*NOTE: Negative impact related to time of use, lighting and noise on adjacent properties should be avoided. As with all improvements, once installed, basketball goals must be maintained to the condition as originally installed.*

## **GUIDELINE #7: Private Pools**

### **Children's Portable Wading Pools**

A Form **is not** required to be submitted for children's portable wading pools (those that can be emptied at night) as long as they do not exceed 18 inches in depth and whose surface area does not exceed 36 square feet. Portable wading pools must be stored when not in use.

### **Above-Ground Pools**

Above-Ground Pools are prohibited.

### **In-Ground Pools**

A Form **must be submitted** for all in-ground pools. The following information is required:

1. appearance, height, and detailing of all retaining walls must be consistent with the architectural character of the house – some terracing may be acceptable;
2. privacy fencing must meet fence guidelines;

3. maximum pool area is 1,000 square feet;
4. glaring light sources which can be seen from neighboring lots may not be used; and
5. landscaping enhancement of the pool area and screening with landscaping is required.

*Homeowners are advised that a building permit may be required for a pool.*

### **Hot Tubs**

A Form **must be submitted** for exterior hot tubs and spas if visible from the street or adjacent properties. Hot tubs or spas must be screened from adjacent properties and streets.

## **GUIDELINE #8: Private Tennis Courts**

Personal tennis courts are prohibited.

## **GUIDELINE #9: Fences**

A Form **must be submitted** to the ACC for prior approval to erect or modify a fence. A request for fencing must include the following information:

1. picture or drawing of fence type listing all materials being used;
2. dimensions including height, span between posts, post size, and crossbeam size and number of rails;
3. type of wood or wood composite; and,
4. a site plan denoting the location of the fence together with information as to existing fences erected on adjacent properties.

The following guidelines have been adopted for fences in the community:

1. no chain link or wire fencing is allowed;
2. only wood fencing is permitted;
3. the maximum height must not exceed 6 feet;
4. the maximum span between posts shall be 10 feet;
5. the minimum post size shall be 4X4 inches;
6. the crossbeam structure (rails) shall not be visible from any street (e.g. finished sides of the fence must be turned to the outside);
7. the rails must consist of two 2x6 inch or three 2x4 inch per section;
8. the fence must be left natural or finished with wood sealer or preservative; and
9. fences shall not be located closer to any street than the rear edge of the home (On corner lots, the application is evaluated on a case by case basis due to lot configurations and house placement. Fence approval for corner

lots will require more landscaping and set back distances to avoid a “stockade” appearance).

Other items to be considered by the ACC include:

- The initial finish and maintenance aspects of the fence in relation to weathering and deterioration over time;
- The ability to maintain property between fences;
- Landscaping is required to soften the view from the street;
- The minimum height requirement established by the county for a private pool fence;
- Compatibility (style and finish) of proposed fence to any existing fence on adjacent properties;
- The chosen fence style should be proportionate to the home and lot;
- The space between the fence and the ground in areas where water needs to pass underneath should be sufficient for proper drainage;
- Consideration should be given to provide access to electric and gas meters, and utility easements (i.e. sewer).

It is the responsibility of the homeowner to maintain the appearance of the fence on both sides. Mill Grove’s fence guideline is intended to establish a standard that is appropriate to the aesthetics and value of the community.

## **GUIDELINE #10: Vehicles and Parking**

The following guidelines apply:

1. all vehicles parked in open view and not in a garage must be operable and sightly;
2. vehicles may not be parked in the driveway with a covering unless the cover is specifically designed for a vehicle (a common tarp does not meet the requirement). The covering must be maintained in good condition and secured to the vehicle.

## **GUIDELINE #11: Antennas and Satellite Dishes**

A Form **must be submitted** to the ACC for prior approval before installation or attachment of any Satellite Dish including ground mounted dishes in the subdivision. The ACC must approve the satellite dish installation location.

## **GUIDELINE #12: Miscellaneous Exterior Installations**

1. Clotheslines of any sort are not permitted;
2. Storage: All lawn and garden equipment, ride-on lawnmowers, portable recreation equipment, canoes, garbage cans, and wood piles shall be kept

- in a garage or screened by adequate planting or approved fencing so as to be concealed from view by neighboring residences and from the street;
3. Garbage: Containerized household trash and/or garbage cans and any landscape trash are to be placed at the curb no earlier than 6PM on the day prior to collection. Garbage cans are to be removed from the curb no later than 9PM on collection day;
  4. Air Conditioner Units: visible from the street must be screened by an approved method (shrubby). Window air conditioners are not approved for use;
  5. Solar Energy Collector: installations must be approved by the ACC.

## ACC GUIDELINE ENFORCEMENT PROCEDURES

Apparent covenant violations – as reported by any source – may be submitted to the ACC to be referred for appropriate action. Should a management company be hired, they too would be a point of contact. The first action will be confirmation that a violation exists. If substantiated, the homeowner in violation will be contacted, the violation explained, and be requested to provide corrective action in a reasonable time period according to the following policy:

1. Upon recognition of an initial violation, a courtesy letter will be sent to the homeowner notifying them of the violation stating the time period in which the violation must be remedied.
2. Upon recognition of a subsequent violation, a violation letter (first notice) will be forwarded to the homeowner advising of the violation, stating the time period in which either the homeowner should respond (in writing) and/or remedy the violation.
3. Upon recognition of a third occurrence of a violation, a second violation letter (second notice) will be forwarded to the homeowner advising of the violation, stating the time period in which either the homeowner should respond (in writing) and/or remedy the violation before a fine is imposed.
4. As a final step, if the violation has not been resolved by the homeowner, a third violation letter (final notice) will be forwarded to the homeowner with a fine imposed. If this fine is not paid in the timeframe provided, a reminder will be sent to the homeowner. If again, the fine is not paid in the timeframe provided, the Board may take corrective action as outlined below:
  - Suspension of the right to vote in Association matters;
  - Suspension of the right to use the recreational facilities and/or common areas;
  - Recordation of notice of covenant violation with the superior court;
  - Imposition of a fine on a per violation and/or per day basis; see schedule;
  - Correction of the violation by association with all costs charged to the homeowner; and/or,
  - Filing of a lien for all fines and costs, including but not limited to legal fees, to correct the violation.
5. As a last resort, if the action is still outstanding, then it may be necessary for the Association to file a lawsuit in order to enforce the covenants.

6. **When a determination has been established that a property is in violation of the Guidelines, and the homeowner has been properly advised, that violation will remain active until it is resolved. Transfer of ownership of a property WILL NOT erase an outstanding violation since a violation follows the property, not the homeowner.**
7. **Please remember that the Board of Directors has discretion to deviate from the procedure above if, in its sole discretion, the nature of the alleged violation requires the same.**

**Penalties**

Any resident who is found to be in violation of the Declaration of Covenants, Conditions and Restrictions and these Architectural Guidelines, Appearance and Design Standards is subject to penalties according to the following schedule:

a) Failure to apply for ACC approval of a project	Up to \$50
b) Courtesy, First Notice, and Second Notice [except as provided in (a) above] including cease and desist	Warning Letter
c) Final notice of the same violation	Up to \$50 per violation per instance [Issued when corrective action is not completed within 30 days; Notification of Hearing before the Board]
d) Failure to pay assessed penalty and/or costs	Property Lien attributed to Right of Abatement

**These Architectural Guidelines, Appearance and Design Standards  
Supersede Any Previous Standards.**

## **SUMMARY**

It is hoped that these guidelines serve their intended purpose of providing help in understanding our community standards. If you are unsure of the need to submit a Form for a project not specifically referenced by these guidelines, please call any member of the ACC or any Board Member for assistance.

Also, please remember that these are GUIDELINES. If you feel you have a unique situation that bears consideration, submit a request. The ACC will make every attempt to approve the request given there is neither direct violation of the covenants, nor any negative impact on the community as a whole.



**I understand and agree that no work on this request shall commence until written approval of the Mill Grove ACC has been received by me.** I represent and warrant that the requested improvements and/or modifications strictly conform to the *Community Design Guidelines* and that these changes shall be made in strict conformance to those guidelines. I understand that I am responsible with all city, county and state regulations.

Permission is hereby granted for members of the ACC and appropriate Mill Grove Homeowners Association representatives to enter the property to make reasonable observation and inspection of the requested modification and completed project.

Mill Grove Homeowners Association, the Association Board of Directors, the ACC nor their respective members, officers, successors, assigns, agents, representatives or employees shall not be liable for damages or otherwise to anyone requesting approval of any action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing 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 covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(All owners must sign)

I have discussed this modification with my neighbor(s) if the proposed modification will directly impact them.

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

If Applicable:  
Neighbor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Neighbor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please allow a maximum of 14 days for an improvement or modification review and approval decision.

**FOR ACC USE ONLY:**

Date Received \_\_\_\_\_

Approved  Denied  By (ACC Chair/Date) \_\_\_\_\_

Conditions: <input type="checkbox"/> This approval is valid until _____. If the project has not been completed by then, then the homeowner must resubmit the request.

CONDITIONAL APPROVAL: The Application for Modification will be approved within 15 days after resubmission provided that the following modifications are made. Comments:

Final Inspection Date \_\_\_\_\_

Approved  Rejected\*  By (ACC/Property Manager) \_\_\_\_\_

\* If rejected, please attach separate sheet explaining reason, corrective action required, and completion date.