

**MIRROR LAKE**  
**COMMUNITY ASSOCIATION, INC.**

ARC Notes:

**REQUEST FOR ARCHITECTURAL / LANDSCAPE REVIEW**

DATE: \_\_\_\_\_ Lot #: \_\_\_\_\_

Homeowners are required to submit property improvement plans to the Association for review and approval prior to beginning their improvements. Each Mirror Lake homeowner is subject to these restrictions.

**CONTACT**  
**PHONE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
(Please Print)

**ADDRESS:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Finish Date:** \_\_\_\_\_

**CHECK ALL THE FOLLOWING IMPROVEMENT TYPES THAT APPLY TO YOUR REQUEST**

**HOME IMPROVEMENTS:**

- Deck/Patio       Fountains       Play structure       Retaining Walls       Trellis
- Gazebo/Arbor       Painting       Pool/spa       Solar panels       Windows/Doors
- Fence – type \_\_\_\_\_       Structural Addition

**LANDSCAPE IMPROVEMENTS:**       **FRONT YARD**       **BACK YARD**       **SIDE YARD**

- Arbors/vines       Hardscape       Landscape lights       Tree removal
- Drainage       New Landscape       Tree addition       Water features
- Other (specify) \_\_\_\_\_

**IF YOU ARE ONLY SUBMITTING A REQUEST TO CHANGE THE COLOR OF YOUR HOME:**

1. Enclose paint manufacturer color samples with this application.
2. Identify which paint samples apply to body of the house, trim/fascia and trim accent colors.
3. Be prepared to paint good-sized sample of intended color(s) on house next to brick or trim for inspection by ARC.

**ALL OTHER IMPROVEMENTS:**

1. Submit your scale drawings or photos and plot plans to: mirrorlake2985@comcast.net or Mirror Lake HOA dropbox at 1000 Shoreline Parkway, Villa Rica, GA., 30180.
2. Plans which include pre-assembled structures or kits must include cut sheets or product specifications, colors, dimensions, materials and all other collateral material necessary for proper review.
3. The committee must be informed of all materials used in your improvements in sufficient detail for proper review. Where appropriate, submit samples or color photos of the material (brick, slate, wrought iron, lighting standards, etc.) In its sole discretion the Association may ask for more information regarding your improvement during the review process. While waiting for a response from the owner the 30-day approval time frame will suspend and then resume with receipt of additional information.
4. Though neighbor approval is not required, depending on the improvement, the Association may solicit input from your neighbors regarding your submission and consider their input as part of the review process. It is prudent that you discuss proposed changes to your home with your surrounding neighbors.
5. PLEASE NOTE: The County may require approval of certain types of improvements. You may be required to get permits and other conditions may apply. The owner is solely responsible for fulfilling any municipal requirements.
6. The basis for this architectural requirement is your recorded covenants. Improvements made without architectural approval are subject to removal by the owner at the sole discretion of the Architectural Review Committee or designated agent.

NOTE: IF THE APPLICATION YOU SUBMIT IS INCOMPLETE OR INDECIPHERABLE IN ANY WAY THE 30 DAY TIME FRAME IN WHICH THE ASSOCIATION HAS TO REPLY IS SUSPENDED UNTIL YOU COMPLETE THE APPLICATION PROPERLY AND RESUBMIT IT FOR REVIEW.

\_\_\_\_\_  
**Owner Signature**

\_\_\_\_\_  
**Date**

**NOTE: Improvement work may not commence without written committee approval. Please submit plans anticipating up to 30 days for review and comment by the Architectural Committee. Unauthorized Improvements are subject to removal.**

**MIRROR LAKE HOA IMPROVEMENT APPLICATION (continued)**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_  
(Please Print)

**DESCRIBE YOUR IMPROVEMENT IN DETAIL:**

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**WHO IS YOUR CONTRACTOR?**

- I'm performing the work myself.  
 My general contractor is: \_\_\_\_\_  
 My landscape contractor is: \_\_\_\_\_

The homeowner is the "person responsible" for damage to Mirror Lake common areas caused by homeowner or by its contractor while completing these improvements. By submitting this application I acknowledge responsibility for damage to the common areas by contractors entering Mirror Lake property at my invitation.

The basis for this architectural requirement is our recorded covenants. Improvements made without architectural approval are subject to removal at the sole discretion of the Architectural Review Committee or designated agent.

**For Association Use Only**

**Committee Member Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Recommend Approval as submitted:  Recommend Approval with following conditions:  Recommend Denial:

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**Committee Member Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Recommend Approval as submitted:  Recommend Approval with following conditions:  Recommend Denial:

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**Committee Member Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Recommend Approval as submitted:  Recommend Approval with following conditions:  Recommend Denial:

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**Architectural Review Committee Instructions:**

- Contact Owner if more information is needed.  
 Send letter regarding unauthorized installation.  
 Contact Owner of approval.

**NOTE:** Improvement work may not commence without written committee approval. Please submit plans anticipating up to 30 days for review and comment by the Architectural Committee. Unauthorized Improvements are subject to removal.