

**Berkeley Commons Homeowners Association
Architectural Control Committee Change Request (FY2018-2019 Version)**

The Berkeley Commons Covenants and By Laws, require that the Homeowners Association and Architectural Control Committee ("ACC") carry out the duties specified in the Declaration of Protective Covenants and Restrictions for the Fairways and The Lake at Berkeley Hills. The covenants require that anytime a renovation or modification is performed on the property such as changes affecting landscaping, siding, painting, building additions, etc., the ACC must be contacted and written approval for the specific improvements must be obtained in advance of any changes. Please fill out this form, attach any related color charts, architectural drawings, considerations, etc. and provide it to the chairman of the ACC for approval. The ACC will respond as soon as possible but may take up to 30 days. Therefore, please submit your request prior to your project start date with sufficient time to allow the ACC to process your request. Failure to obtain approval from the ACC in advance of your changes may result in a BCHOA fine.

(This section to be completed by homeowner)

Name: _____ Request Date: _____

Daytime Phone: _____ Evening Phone: _____

Address: _____

Description of Changes/Modifications to Property *(Attach additional pages for drawings and detail info)*

Colors (Please provide actual color samples)

Body: _____ Trim: _____ Doors/Shutters: _____

(This section to be completed by Architectural Control Committee)

Response Date: _____ ACC Member Signature: _____

Approved

Denied

Response/Reason

We appreciate your cooperation by following the proper approval process. A copy of this form will be maintained with the BCHOA. In the event that your request is not approved, feel free to contact one of the members of the ACC and they will be glad to provide additional details as to why the project was not approved or provide guidance in making the necessary adjustments to your project to gain approval.

Berkeley Commons Homeowners Association - Architectural Control Committee - Members

Chairman:	Nathan Clodfelter	770-416-9550	clodfeltern@att.net
	Richard Brimfield	770-316-7676	Richard.Brimfield@na.crh.com
	Matthew Broyles	770-441-1566	MBroyles@floramart.com
	Brandon Ealy	770-846-4845	BrandonDEaly@comcast.net