

Ruby Forest

Exterior Improvement Application

Please read the attached instructions for this form before completing the application.

Allow a maximum of 21 days for a modification review.

Make copies of this form for future requests.

Date: _____ Homeowner's Name: _____

Address: _____

Home Phone: _____ Daytime Phone: _____

Email address: _____

Estimated Project Start Date: _____ Estimated Project Completion: _____

TYPE OF MODIFICATION BEING REQUESTED

*FAILURE TO SUBMIT ALL DETAILS WILL DELAY APPROVAL *

NOTE: SAME COLOR PAINTING REQUIRES COLOR SAMPLE SUBMISSION

___ **House painting** (complete for each location, trim, siding/including garage doors, shutters, front door and any other features)

Paint Brand-_____, Paint Code-_____ Paint Name-_____, Paint Location-_____

Paint Brand-_____, Paint Code-_____ Paint Name-_____, Paint Location-_____

Paint Brand-_____, Paint Code-_____ Paint Name-_____, Paint Location-_____

ALL OF THE FOLLOWING REQUIRE A DRAWING WITH LOCATION MARKED, PROJECT DETAILS AND A COMPLETE MATERIALS LIST:

___ Basketball Goal ___ Play Equipment ___ Landscaping or Tree removal

___ Deck ___ Gazebo ___ Screened Porch ___ Retaining Wall ___ Fence

___ Room Addition ___ Swimming Pool ___ Spa ___ Other

Description of Modification: (INCLUDE ADDITIONAL PAGES IF NEEDED) _____

Permission is hereby granted for members of the Architectural Control Committee and appropriate Ruby Forest Homeowners Association representatives to enter the property to make reasonable observations and inspections of the modification request and completed project.

I have discussed this modification with any neighbors who will be directly impacted by the proposed modification.

Homeowner Signature: _____

Ruby Forest Homeowners' Association, Inc.

Received: _____ Reviewed: _____ Submitted for Vote: _____

Application Approved: _____ Application Denied: _____ ACC Signature: _____

Conditions for Approval/Reason(s) for denial (if applicable): _____

INSTRUCTIONS FOR REQUEST FOR MODIFICATION

Please read the instructions on this page carefully before completing the application.

The Ruby Forest Homeowners' Association, Inc. utilizes a complete package application procedure. The application will not be considered until all required documentation has been received. If your application is not complete, your application will not be processed and will be returned.

FAILURE TO SUBMIT FOR PRIOR APPROVAL WILL RESULT IN AN IMMEDIATE FINE OF \$250.00 APPLIED TO YOUR ACCOUNT.

1. PLEASE PRINT LEGIBLY IN BLACK INK.
2. Provide your complete legal name and property address.
3. Provide the address where your approval letter should be mailed.
4. Complete the entire application; sign and date the form.
5. FOR ALL PAINTING REQUESTS- A CHANGE IN COLOR OR THE SAME COLOR REQUIRE THAT YOU SUBMIT THE PAINT BRAND, PAINT NAME AND COLOR CODE FOR REVIEW. IF NOT INCLUDED IN THE APPLICATION, IT WILL BE RETURNED TO YOU FOR FURTHER INFORMATION AND COULD DELAY PROCESSING OF YOUR REQUEST.
6. For minor modifications (landscaping, basketball goals, etc.) submit a drawing, product brochure, or description of the planned addition with location clearly marked on diagram or survey.
7. For moderate or major modifications (fences, retaining walls, play equipment, etc.) please enclose the following with your request:
 - A) A site plan, to scale, showing exact location of modification being requested in relation to your property lines. A State of Georgia registered survey plat clearly showing property lines, existing improvements, and proposed modification(s). Existing fences, decks, walkway, driveways, etc., should also be indicated.
 - B) A brief description of the modification, drawings, exterior elevations, floor plan, detail of materials to be used, catalog pages, brochures, or color samples must be included.
8. It is recommended that homeowners check with the Gwinnett County Building and Inspections Department and the City of Suwanee to obtain necessary permits and building code information.
9. Please return the completed application by using the method most convenient for you:

1) Mail to: Ruby Forest Homeowners' Association, Inc.
c/o Atlanta Community Services
Attn: Rhonda Moles
2144 Buford Highway, Suite 110
Buford, GA 30518

2) Email to: covenants@rubyforest.net