

PEMBROOKE PROPERTY OWNERS ASSOCIATION

ARCHITECTURAL CONTROL COMMITTEE IMPROVEMENT REQUEST FORM

EMAIL: pembrokepoa@att.net

By completion of this request form, I confirm that I have partnered with the City of Powder Springs and Cobb County to ensure that I am in compliance with code. I understand that all construction will meet the City and County Codes and that the ACC approvals does not override the City or County Codes. ____

In accordance with the recorded covenants, conditions, and restriction of the association, and in order to protect each individual owner's right and values it is required that any owner who is considering improvement of his/her deeded property to include, but not limited to patios covers, decks, outside building, fencing, building add-ons, etc., submit a request to the Architectural Control Committee (ACC) prior to initiating work on the planned improvements:

DATE: _____ **ADDRESS:** _____
OWNER'S NAME: _____ **HOME PHONE:** _____
EMAIL ADDRESS: _____ **CELL PHONE:** _____

Check the Proposed Improvement: (Check all that apply):

<input type="checkbox"/> Home Addition	<input type="checkbox"/> Shed	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Pool / Spa
<input type="checkbox"/> Roof	<input type="checkbox"/> Shutters	<input type="checkbox"/> Rear Patio/Deck	<input type="checkbox"/> Recreational Equipment
<input type="checkbox"/> Fence	<input type="checkbox"/> Exterior Paint	<input type="checkbox"/> Tree Removal	
<input type="checkbox"/> Other (Describe): _____			

Briefly Describe the Proposed Improvements:

Location of Improvement(s) (Check all that apply):

<input type="checkbox"/> Front of Dwelling	<input type="checkbox"/> Back of Dwelling	<input type="checkbox"/> Side of Dwelling
<input type="checkbox"/> Roof	<input type="checkbox"/> Garage	<input type="checkbox"/> Patio
<input type="checkbox"/> Other (Describe): _____		

Plans and Specifications (All Color Changes Require Sample Color):

<input type="checkbox"/> Paint	_____	<input type="checkbox"/> Roof	_____
<input type="checkbox"/> Stucco	_____	<input type="checkbox"/> Shingles	_____
<input type="checkbox"/> Other (Describe): _____			

I understand that the Architectural Control Committee (ACC) will act on this request within 10 days of the receipt and contact me in writing regarding the POA Board's decision. I agree not to begin property improvements without written approval from the ACC or the POA Board.

OWNER'S NAME: _____ **SIGNATURE:** _____ **DATE:** _____
PROPOSED START DATE: _____ **ESTIMATED COMPLETION DATE:** _____

ARCHITECTURAL CONTROL COMMITTEE USE ONLY

BOARD/ACC SIGNATURE: _____ **DATE:** _____ ☐ Approved ☐ Disapproved
CONDITIONS / OTHER INFORMATION REQUIRED: _____

PEMBROOKE PROPERTY OWNERS ASSOCIATION

ARCHITECTURAL CONTROL COMMITTEE IMPROVEMENT REQUEST GUIDELINES

These guidelines are established to work for you and your contractor. The goal of the guidelines is not to restrict the homeowner's choices, but rather to encourage a continuity of style, colors and quality throughout the Pembroke Subdivision, which will help to strengthen and maintain property values.

In addition to these guidelines, all homeowners must adhere to the "Declaration of Covenants, Conditions and Restrictions for Pembroke" ("Declaration"). In the event of any conflict between the Declaration and these ACC Guidelines, the Declaration shall be the controlling document. The Declaration provides that all homeowners are automatically members of the Pembroke Property Owners Association (POA).

The Declaration also establishes the "Architectural Control Committee" (ACC). The Board of Directors of the Pembroke POA appoints the members of the Architectural Control Committee. The purpose of the ACC is to review, approve and reach agreement on each of the items included in this document before any homesite or landscaping changes can begin.

These ACC Guidelines can be changed and amended by the board. The Board and the ACC has the authority to deny new Architectural Review requests that are not consistent with current Guidelines.

DESIGN REVIEW PROCEDURES

The Board and ACC must review all plans, materials, paint colors, roof colors for every proposed property improvement (architectural or landscape) project before work can commence.

Application forms will be emailed to residents or a printed copy will be provided when requested. The application forms serve as a checklist for the homeowner and the ACC to ensure that all major elements have been considered in the design of the proposed new project.

ARCHITECTURAL REVIEW PROCESS:

1. Owner plans a change/addition to their Lot and request the Architectural Improvement Request Form.
2. Owner sends required documents (design specs, drawings, details, etc.) to the Board or ACC by completing the Architectural Improvement Request Form, the form must be dropped off to a Board Member or ACC Member; all supporting documents can be emailed to pembrokepoa@att.net.
3. The ACC reviews application forms and all related documents to assure plans agree with the ACC Guidelines and Pembroke's Covenants and Restrictions. Allow initial review to take up to 10 days. If additional documentation or clarification is needed, the homeowner will submit them directly to the Board.
4. The ACC forwards their recommendation to the Board for final review and approval.
5. The POA Board will notify the homeowner(s) if the Application is approved/disapproved.
6. Owners must complete project within 6 months of the approval. If not completed within 6 months the application process will start from the beginning to get approval. The ACC and/or the Board has the right to view the finished project.
7. If an application is rejected by the Board or ACC, the Owner may appeal the ruling by submitting an email stating they would like to appeal the POA Board and ACC decision.

ACKNOWLEDGEMENT OF ABOVE GUIDELINES: _____