

SPHOANews@gmail.com Visit www.ShepherdsPond.com for current Covenants and Restrictions

Requestor's Information:

Name		Preferred Phone	
Address		Email	

INDICATE REQUEST TYPE:

- Fence (*note - fences are not to be painted per Association's current CCRs*)
- Landscaping
- Recreational Equipment
- Roof
- Repainting
- Spa
- Structure Modification
- Tree Removal
- Other - List:

Include Supporting Documents Needed For Any Of The Above:

- Description of the change
- Location Drawings
- Plans
- Materials (type, manufacturer, style, colors, etc.)

Requests will be returned for any missing information, and the approval process will go on hold until the supporting information is received.

All approvals are subject to city, county, and state regulations. It is the responsibility of the homeowner to acquire the necessary permits and to follow all governmental regulations and building codes.

Submit request to Shepherds Pond Association email at SPHOANews@gmail.com (make the subject line of the email: ACC APPROVAL REQUEST) with all necessary documents attached to the email. An emailed response will be provided after board approval within 30 days of submission. You may also mail the form to:

Shepherds Pond HOA, 5665 Atlanta Hwy, Suite 102B, PMB 339, Alpharetta, GA 30004

Approved requests must commence within six months of approval date, as stated in HOA CCRs. If work does not commence within six months, a new application must be submitted by the homeowner.

To be completed by Architectural Committee:

Date Received: _____ Date Approved: _____
 Date Reviewed: _____ Conditional Approval - See Attached Letter
 ACC Review: _____ Denied Date: _____
 Acc Inspection Date: _____ Final Inspection Date: _____