

VBBR INSTRUCTIONS FOR MODIFICATION REQUEST

Please read instructions on this page carefully before completing the application

Modification Requests are to be submitted to the Villas at Blackberry Run (VBR) by placing the completed form in the bronze box on post at Clubhouse. If you prefer, you may contact the respective committee chairperson (ARC or L&I) to drop it off at their home. To streamline the application process, the Villas Architectural Review Board or Landscape Committee chairperson will hand deliver to Seven Hills Neighborhood Association. All-In-One will send you written notification when your modification request is approved or denied. **DO NOT BEGIN ANY WORK UNTIL YOU ARE NOTIFIED OF APPROVAL.** Seven Hills Neighborhood Association utilizes a **complete package** application procedure. The application is considered when all required documentation has been received. If your application is incomplete, **your application will be returned unprocessed.**

1. PLEASE PRINT LEGIBLY IN BLACK INK

2. Give your complete legal name
3. Give the address where your evaluation should be mailed if different from house address
4. Complete the entire application; please sign and date the form
5. For **HOA Review and Minor** modifications, submit a drawing, product brochure, or description of the planned addition with location clearly marked on diagram or survey
6. For Landscape modification request, please provide name of shrub(s), perennials, trees you desire to plant outside of your courtyard. Only courtyard plantings that would now or in future show over fence line will need approval.
7. For **Major modifications**, 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). Please show exact location of modification(s) being requested in relation your property lines. Existing fences, decks, walkways, driveways, etc., should also be indicated.
 - b. A brief description of the modification, drawings, exterior elevations, floor plan, detail of materials to be used, pictures, catalog pages, brochures, or color samples must be included
8. Review fees are payable to Seven Hills HOA
9. It is recommended that the homeowners check with the Paulding County Building and Inspections Department to obtain necessary permits and building code information.
10. **Place the modification form in the clubhouse bronze drop box**

All-in-One Community Management
5200 Dallas Hwy., Ste.200 #266 Powder Springs, GA 30127 FAX: 678-363-6481
www.allinonemgmt.com modifications@allinonemgmt.com