

LAKE WINDSONG HOMEOWNERS' ASSOCIATION, INC.

ARCHITECTURAL REVIEW PROCESS

Lake Windsong is developed and constructed as a community of quality homes that have tasteful and aesthetically pleasing architectural design, long lasting materials and high construction standards; that are harmonious with surrounding structures and topography; and that have landscaping and other site improvements consistent with the aesthetic quality of Lake Windsong as a whole.

The Declaration of Covenants, Conditions and Restrictions for Lake Windsong (Covenants) require a standing committee of the Lake Windsong Homeowners Association, Inc., ("Association").

The Association established the Architectural Review Committee ("ARC") whose function is to review (approve, conditionally approve or disapprove) plans for any proposed construction or alteration within Lake Windsong. The Covenants have granted the ARC discretionary powers and enforcement regarding the aesthetic impact of design, materials, landscaping, overall impact on surrounding property, and other aesthetic matters. It shall not be the intent of the ARC to impose a uniform appearance within Lake Windsong, nor to discourage creativity on behalf of the Builders and Homeowners.

The intent is to promote and assure that all improvements are aesthetically compatible with each other, incorporate a unique yet pleasing discriminating character; and, are of construction reflecting the quality and permanence of timeless residential architecture.

If you wish to make any exterior changes to your property, please complete the Architectural Review Request Form and forward to our property management company. Review and approval of all exterior proposed improvements/changes is required *prior* to the start of any project on any home or portion of property.

Such improvements/changes that may require review include but are not limited to:

- Exterior Painting
- Fences and Walls
- Games and Play Structures such as basketball goals and recreation sets
- Landscape improvements including shrub and tree plantings.
- Drainage and grading changes
- Swimming pools and tennis courts
- Outdoor Lighting
- Mail Boxes
- Permanent Lawn Furnishings
- Garages and outdoor structures such as decks, shade structures, sheds, play houses etc.

Detailed Guidelines of the ARC and the Covenants were provided to you at closing or are available through our management company. Contact Amy Brumelow, CMA property manager, should you need a copy.

Please remember to allow the appropriate time for approval; the review of your request may take up to thirty (30) days to review the plans and specifications. These requirements only apply to the residents of Lake Windsong.

LAKE WINDSONG HOMEOWNERS' ASSOCIATION, INC.

REQUEST FOR ARCHITECTURAL CHANGE/ADDITION

WORK MAY NOT BEGIN UNTIL PROPER APPROVAL IS GIVEN

Date - Submitted: _____ Received by Mgmt. _____

Owner Name(s): _____

Address: _____

Home Phone: _____ Alternate Phone: _____

Email Address: _____

DESCRIPTION and EXACT LOCATION of the change requested: Please include all information that will aid in the approval process such as Architectural Drawings, Sketches, Pictures, Contractors Specifications, Site Plans [Lot Plat], Material sample(s), Paint Color Sample(s) painted on a board, etc. Use back side of form or separate sheet(s) to provide additional details and drawings.

Proposed Start Date: _____ Proposed Completion Date: _____

Note: Remember to allow the appropriate time for approval. The Architectural Committee may take up to *thirty (30) days* to review the plans and specifications.

Return the completed form to our property manager, contact details below:

Lake Windsong Homeowners' Association, Inc.
C/o Community Management Associates
1465 Northside Drive, Suite 128
Atlanta, GA 30018
PHONE: 404-835-9212 FAX: 404-835-9200:
Property Manager: Amy Brumelow; abrumelow@cmacommunities.com

LAKE WINDSONG HOMEOWNERS' ASSOCIATION, INC.

APPROVAL IS FOR AESTHETICS ONLY; THE LAKE WINDSONG BOARD, MGMT. AND / OR THE ARC ASSUME NO RESPONSIBILITY FOR LIABILITY, DESIGN, CODES, PERMITS OR INJURY AS A RESULT OF THIS REQUEST.

ARCHITECTURAL REVIEW COMMITTEE ACTION

Date Reviewed: _____

Date of Disposition: _____

ARC Approval:

Approved

Conditional Approval*

Denied*

* Explanation required:

ARC Signature - Approved By: _____ Date: _____