

# EMORY CHASE - CONSTRUCTION MODIFICATION APPLICATION

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**NO CONSTRUCTION CAN BE STARTED WITHOUT WRITTEN APPROVAL**

Application Date: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (w) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (h) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_

Type of improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please allow up to 30 days after receipt of this Application. Typically the Board of Directors will respond within 10 business days. Please note that all proposed improvements must be inspected on-site and approved by the BOARD OF DIRECTORS OR MANAGEMENT.

**Submit two complete sets of plans and specifications** showing the nature, kind, shape, height, materials, color and location of the proposed improvements, as well as, where applicable, a site plan, landscape layout, floor plans, exterior elevations and exterior materials, colors (**submit color samples**) and finishes. No changes or deviation in or from such plans and specifications as approved shall be made without the prior written approval of the Architectural Control Committee.

The property owner hereby holds harmless and forever remises, releases, acquits and discharges the Association, Board of Directors, Management Agent and the Architectural Control Committee, of and from any and all claims, causes of action, counterclaims, suits, debts, damages and demands of whatever kind and nature, known or unknown, anticipated or unanticipated related to the matter of quality of any approved construction, on/or modification to any lot and the Association, the Board of Directors, Management Agent and the Architectural Control Committee will not be held responsible for insuring the compliance with Building Codes or other governmental requirements or the structural integrity of the improvement.

Property owner agrees to obtain all necessary Building and Governmental permits and to comply with all applicable building codes.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send form to and attachments to: 711 Cedar Creek Way, Woodstock, GA 30189 or  
(770) 517-8730 fax or [cartercommunities@gmail.com](mailto:cartercommunities@gmail.com)

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FOR USE BY THE ACC COMMITTEE ONLY

Approved: \_\_\_ Denied: \_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Comments: \_\_\_\_\_

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\_\_\_\_\_

***An approved application requires strict compliance with details outlined in the application and/or attached plans including the completion date. If the work is not completed within six months all ACC approvals are withdrawn and the owner must submit a new application. Failure to comply may result in fines and/or the requirement to restore the property to its original condition before the project was begun.***

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# RULES & REGULATIONS FOR RENOVATIONS & CONTRACTORS

Before any Electrical, Plumbing or Renovation work is begun the following guidelines must be followed by the owner and/or contractor.

1. A plan of action/renovation plans must be submitted to the Property Manager.
2. **All proper and applicable permits must be filed with the City of Decatur, and copies of these filing supplied to the Property Manager.**
3. An inspection of the unit must be performed by the Property Manager, showing that no support columns, chases, exterior surfaces will be damaged or blocked, before work begins.
4. Electrical, plumbing and removal of walls must have proper permits filed in advance.
5. Before work is completed all inspections by the City of Decatur must be completed and filed with the Building Engineer.
6. All owners and contractors must read and sign Rules and Regulations for Contractors, in addition to the Contractor Information Form.
7. **The Property Manager must be granted access to perform random inspections to insure the guidelines are being followed.**
8. All electrical or plumbing work should be completed by a licensed contractor, this includes HVAC work and moving of walls.
9. A final inspection will be done by the Property Manager at which time the Renovation File will be added to the Unit File.
10. The Contractor must also fill out the Contractor Information Form and have all applicable Permits from the City of Decatur, and prior approval from the Property Manager.
11. WORK HOURS Contractor may work in the building Monday – Saturday between 8:30 a.m. and 6:00 p.m. Owners will be fined if contractors start work before 8:30 a.m. or continue work past 6:00 p.m. **Contractors may not work on Sunday.**
12. Contractor must not park in the spaces directly in front of the buildings.
13. Building doors cannot be propped open.
14. No construction debris may be placed in the dumpsters. All debris must be removed by the owner or contractor and taken away from Emory Chase.
15. **Balconies. No household items, furniture, construction equipment, or construction debris may be stored on the balcony during construction.**
16. Contractors and /or owners are responsible for keeping the hallways cleaned vacuumed at the end of each workday. Layout boards, tarps, etc. should be used when needed to protect the floors and walls. If Emory Chase has to hire a clean up crew to clean up after the contractors, the unit owner will be charged.
17. Any remodel that includes removal of any existing partition or additions of any partitions shall also require a "Rough In" inspection by the Property Manager. A "to scale" floor plan must be provided by the contractor; showing which walls are to be removed and the location of new walls.

### Additional Information Regarding Building Permits

1. All renovations should be approved by the Board of Directors, this includes but not limited to:
  1. Bathrooms
  2. Kitchens
  3. Openings in any walls
2. Included in the proposal: (a) intended changes, (b) time line for completion, (c) Contractor list
3. All necessary permits with relation to electrical, plumbing, or major structural changes should be posted as per city requirements. They must be acquired from the City of Decatur Building and Permits department before work starts.
4. Permits will also be kept on file in the Property Manager's office.
5. No walls may be sealed without our inspection. Also the City Inspector must complete a Rough in Inspection before any walls or accesses may be closed.
6. Any of these violations will carry a \$150.00 fine, and the requirement that issues be resolved before work can commence. Emory Chase will report violations to the City Building Department.
7. Final inspections by the City of Decatur Building Department are required on all renovation projects.
8. Any prior renovations are the responsibility of the owner at time of discovery, and code violations must be brought up to city code standards.

**THE UNIT OWNER MAY FACE SUBSTANTIAL FINES OR OTHER PUNITIVE ACTIONS IF THESE GUIDELINES ARE NOT FOLLOWED.**