

**The Retreat at Forest Lakes HOA
Architectural Review Board Application**

ADDITIONS & ALTERATIONS APPLICATION

Applicant's name: _____

Address: _____

Home Phone: _____ Work Phone: _____ E-mail: _____

Description of alteration or addition:

SIZE _____ SUPPLIER _____

APPROXIMATE COST: _____ CONTRACTOR: _____

A sketch drawing of your proposed addition or alteration must be attached to this application. Please show as much detail as possible and include location in reference to your home. A copy of your plat or survey must also be included.

As of the approval date of this alteration, I accept full responsibility for the altered area and agree to maintain it in a safe and presentable condition.

Applicant's Signature: _____ Date: _____

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FOR OFFICE USE ONLY

Date received: _____ By: _____

Date approved: _____ By: _____

Reason for disapproval: _____

Guidelines:

In order to maintain a consistent streetscape in the community, the ARB is setting the following guidelines:

1. All fences and additional structures must receive ARB approval prior to changes/construction being made.
2. The ARB committee has the right to make individual variances to these requirements.
3. **Fences-** Please see your Covenants and Restrictions and Rules and Regulations for more information. It is the responsibility of the homeowner, or their contractor, to obtain a building permit, once you have received ARB approval.

Please fax, email or send application to:

Premier Services and Management, LLC
Attention: Naomi Beckman
PO Box 13310
Savannah, GA 31416
Fax: 912-239-9315
nbeckman@psmofsavannah.com

If you have additional questions or concerns, please contact Janice Rossiter at 912-236-7575.

Homeowners will receive written notification of the Board's decision within 30 business days. Once approved it is the homeowner's responsibility to insure that the installation complies with the submitted and approved request.

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| <p>For ARB use only: Date received: _____ Date responded to Homeowner: _____ Approved / Denied Date Decision made: _____</p> |
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