

# *Elizabeth Heights Homeowner's Association*

Brighton Pt. Sandy Springs, GA 30328 (City Council District 2)

Michael R. Weber, President ■ Patrick Johnson, Treasurer ■ Susan Blaine, Recording Secretary

Elizabeth Heights Homeowners  
Brighton Point  
Sandy Springs, GA 30328

RE: Procedure to Request an Architectural Change

Dear Elizabeth Heights Homeowners:

We are aware that many homeowners would like to update their homes with new Window(s), Door(s), Patio or Deck Improvements, etc.

Please keep in mind that if it is your desire to make ANY changes or improvements regarding the exterior of your home, patio or deck area, you MUST follow the guidelines of the Association's documents, PRIOR TO ANY EXTERIOR Architectural changes. This includes any INTERIOR Window treatments/Blinds/Curtains that can be viewed from the Exterior.

**Landlords:** PLEASE ENSURE that your Renters go through You regarding any Architectural Requests.

1. Obtain a copy of the Instructions to request a modification from one of the following:
  - <https://elizabethheights.s3.amazonaws.com/elizabethheights.html>
  - [www.abacumgt.com](http://www.abacumgt.com)
  - Or call Abacus to request a copy of this application.
2. Carefully read and understand the application process before completing the application.
3. Make sure you have all documentation needed to request these changes. Including if necessary, site maps, product brochures, color codes, etc. This will eliminate unnecessary delays in your approval process.
4. Do not hesitate to contact Matt Levy of ABACUS, with any questions regarding this process. Again, this will eliminate unnecessary delays in the approval process.

We look forward to assisting you with all of your projects in the upcoming year(s).

Respectfully,

***Matthew Levy***

Abacus Property Management, Inc.

Elizabeth Heights Condominium Association, Inc.

## INSTRUCTIONS FOR REQUEST FOR MODIFICATION

***Please read the instructions on this page carefully before completing the application.***

The Elizabeth Heights modification committee requests that all required documentation to be submitted at one time. Any application received that does not contain all required documentation will be returned to the homeowner unprocessed.

1. Please print legibly in black ink.
2. Give the complete homeowner name.
3. Give the complete address of the home for which the modifications are being requested. *Please make a note if the owners mailing address is different from the home address where the modifications are being requested.*
4. Complete the entire application, sign and date form.
5. For minor modifications, submit a site plan, to scale, showing the exact location of modification being requested in relation to the property lines. A drawing, product brochure or description of the planned edition is preferred.
6. For moderate or major modifications, please enclose two copies of the following with the request form:
  - a. A site plan, to scale, showing exact location of modification being requested in relation to the property lines. A state of Georgia registered survey plat clearly showing property lines, existing improvements and proposed modifications. Please show the exact location of modifications being requested in relation to your property lines. Existing fences, decks, walkways, driveway etc. should also be included.
  - b. A brief description of the modification, drawings, exterior elevations, floor plan, detail or materials to be used, pictures, catalog pages, brochures or color samples must be included.
7. It is recommended that homeowners check with the county building and inspections department to obtain necessary permits and building code information.
8. ***Important- Mail application form and all documentation to: Abacus Property Mgmt. 5825 Glenridge Dr., Ste 2-116, Atlanta GA 30328 or scan and email the completed form and all accompanying documentation to all (3) individuals below:***

Matthew Levy, Property Mgr. – [mlevy@abacusmgt.com](mailto:mlevy@abacusmgt.com)  
Sheila Levy, Assistance – [sheila@abacusmgt.com](mailto:sheila@abacusmgt.com)  
HOA President – [EHPresidthoa@gmail.com](mailto:EHPresidthoa@gmail.com)

**Elizabeth Heights Condominium Association  
Architectural Control Committee**

**Application/Request for Exterior Modification**

Please make sure you have read the procedures and instruction forms.

Homeowner name(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_/Email: \_\_\_\_\_

Complete description of project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated start date: \_\_\_\_\_  
Estimated completion date: \_\_\_\_\_

***Please attach any drawings, plans, photos, colors or specifications to this sheet.***

***Homeowner acknowledgment and affidavit -***

*I understand that no work shall commence without the approval of the ACC. I have read and understand the architectural control procedures & instructions document. I understand it is my sole responsibility to verify if any permits from the county/city are required and to ensure all code requirements are followed.*

Owner signature: \_\_\_\_\_/Date: \_\_\_\_\_

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ACC Committee use only

Date received: \_\_\_\_\_  
Date reviewed: \_\_\_\_\_

\_\_\_\_ Approved  
\_\_\_\_ Approved with exception(s) see below  
\_\_\_\_ Denied, see remarks below  
\_\_\_\_ Revise & Resubmit - insufficient information, see below

**Exceptions and Remarks**

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_/Date: \_\_\_\_\_

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*The Board of Directors shall have 30 days to respond in writing to your request. As per the declaration of condominium for Elizabeth Heights Condominium Association, Inc.  
If approved, this approval is subject to the approval, permitting, inspections and compliance with all applicable laws from any local, state or federal agency.*