

Greenridge Homeowners Association
Avoiding Violations for Unapproved/Unauthorized Exterior Modifications
What Every Greenridge Homeowner Should Know
Greenridge Guide
June 2026

Simply stated, to avoid unapproved or unauthorized modification violations, submit your architectural modification request to the ACC at least 30 days before exterior work begins, and wait for written approval before starting the work or project.

Guide Outline

1. Overview
2. Background and Purpose
3. What Counts as an Unapproved or Unauthorized Exterior Modification
4. How to Avoid Violations
5. Exterior Work That Typically Requires ACC Approval
6. Exterior Work That May Not Need ACC Approval
7. Important Reminder
8. How to Submit an Architectural Modification Request
9. What to Do If Work Has Already Started
10. Review Timeline and Approval Rules
11. Inspection of Completed Work
12. Potential Consequences of Unapproved Work
13. Governing Documents and Resources

Overview

Greenridge is a mature community, more than 25 years old, so homeowners often need to repair, renovate, update, or improve the exterior of their homes and properties. While owners have flexibility in maintaining and repairing their homes and properties, any exterior changes should protect the neighborhood's appearance, upkeep, and property values. In most cases, exterior projects in Greenridge require written approval from the Architectural Control Committee (ACC) before work begins. This guide explains when approval is required, what may be exempt, how to apply, and how to avoid violations, fines, and delays.

One of Greenridge's strengths is the consistent appearance of its homes and properties, which enhances property values—and that consistency requires oversight.

Background and Purpose

When homeowners purchase a home in Greenridge, they agree to follow the community's governing documents and association rules. In most cases, they do. Sometimes, however, a violation occurs by accident or because a homeowner did not realize that a particular exterior modification or change required ACC approval before it was made. As discussed at the 2026 annual meeting, Greenridge is now more than 26 years old, so exterior repairs and improvements are expected. Homeowners may make exterior updates to their homes or properties, but they must first obtain written ACC approval by submitting an Architectural Modification Request Form to the Architectural Control Committee and allowing up to 30 days for a written decision.

Additionally, during 2025, a few unauthorized or unapproved exterior modifications resulted in violations and fines for homeowners. And these issues can disrupt community harmony, reduce property values, and create unnecessary conflict and tension.

It needs to be noted that homeowners, the ACC, management company, and the Board all play important roles in preserving Greenridge's appearance and structural integrity. By upholding community standards, they help protect property values, support safety, and promote a harmonious neighborhood. We are sharing this guide proactively to help prevent these issues that result from unapproved or unauthorized modifications and ensure everyone understands the procedures for obtaining written ACC approval for exterior modifications.

This guide explains how to avoid violations related to unauthorized or unapproved exterior modifications and outlines the possible consequences if they occur. We are sharing this information proactively so homeowners can follow the proper request process and help maintain the neighborhood's appearance, consistency, and harmony.

This guide is intended to help prevent violations and ensure homeowners understand the process and what to do to obtain written ACC approval for exterior home or property modifications.

What Counts as an Unapproved or Unauthorized Exterior Modification

An unapproved or unauthorized modification is any exterior alteration, addition, improvement, structural change, aesthetic change, or landscaping change made without prior written approval from the Architectural Control Committee (ACC). Examples include adding a shed or deck, installing a fence, changing exterior paint colors, or replacing roofs, windows, or doors without written ACC approval.

An unapproved paint color may clash with the community palette, while an unapproved shed or other structure may affect sightlines, privacy, and design consistency. Unauthorized changes to windows, doors, or roofing can also weaken the community's architectural character.

- **ACC approval helps preserve the community's appearance, consistency, privacy, and architectural character, as these projects may conflict with community standards.**
- **Unapproved colors, structures, roofing, windows, doors, and similar exterior changes can affect the neighborhood's overall character and cohesion.**
- **Unauthorized exterior changes can disrupt neighborhood harmony and reduce overall curb appeal.**
- **Unapproved exterior work can lead to legal enforcement actions, i.e., warnings, fines, liens, or other enforcement actions.**

How to Avoid Unauthorized or Unapproved Violations

The Board is committed to supporting homeowners in fully enjoying their homes and properties without risking a violation or fine for unauthorized or unapproved (hereinafter referred to as “unapproved”) exterior work, such as conducting renovations, erecting an unapproved fence, or significantly changing the home’s exterior or landscape without written approval. These infractions—ranging from landscape changes to unapproved exterior renovations—are handled by the Board and can result in official warnings, fines, or property liens if left unresolved. To avoid these issues, the best course of action is to submit an architectural modification request to the ACC for written approval at least 30 days before any planned work.

Exterior Work That Typically Requires ACC Approval

Before making exterior modifications, additions, renovations, upgrades, or other visible changes, homeowners should determine whether the project requires an Architectural Modification Request Form. Below is a representative list of the types of exterior work or projects for which you must submit an Architectural Modification Request Form to the ACC:

- Making any exterior structural modifications to your home, landscape, property, or yard.
- Any structural changes, modifications, or additions to the exterior of the home, property, or yard, such as decks, patios, sheds, pergolas, garages, storage structures, or similar additions.
- Building, installing, modifying, or adding accessory structures, such as sheds, garages, storage structures, pergolas, or similar structures, including additions to decks.
- Building, installing, changing, or adding fences, swimming pools, fountains, driveways, or major landscaping changes.
 - Painting the exterior of your house a different color or changing the color of brick, siding, trim, windows, the front door, the garage door, or mailbox columns.
 - Repainting the home, changing brick or stucco, changing the style or color of windows, or replacing windows and doors.
 - Changes to roofing, windows, doors, or other exterior fixtures in visible areas.

- Replacing roofs with a different color.
 - Adding a new roof type or changing roofing colors or materials.
- Property additions or extensions, such as extending driveways, adding patios, or creating concrete pads.
 - Fences, decks, patios, gazebos, pergolas, or similar structures.
 - Pools and driveways.
- Landscaping the property, except for annual or seasonal flowers.
 - Making major landscaping changes, such as removing large trees.
 - Installing new landscaping.
 - Removing mature trees or undertaking major grading.

Exterior Work That May Not Need ACC Approval

- Routine and normal maintenance and repairs “like-for-like”.
- Planting and or changing annual and seasonal flowers.
- Doing minor paint touch-ups to the exterior using the same type of shingles or color.
- Fixing and repairing the roof using the same shingle type and color.
- Conducting maintenance or repair of existing structures.
- Installing full-view glass storm doors.

Please see the instructions below on how to submit an Architectural Modification Request Form.

Important Reminder

Do Not Start Work Without Written ACC Approval - Allow about 30 days for ACC review, and do not begin work until you receive written approval.

How to Submit an Architectural Modification Request

Please submit your Architectural Modification Request Form first and hold off on starting the work or making any changes until you’ve received written ACC approval. To avoid delays, violations, or fines, submit your **Architectural Modification Request Form** to the ACC at least 30 days before the planned exterior work start date. You should submit the form and wait for the written ACC decision before starting work or making any changes:

- Obtain, complete and submit the Architectural Modification Request Form (**Greenridge ACC Approval Form**) located at: <https://greenridgecommunity.com/governing- documents/> (under the community tab).
 - Provide enough detail for the ACC to evaluate your request. The more information you include in your application, the easier it will be for the ACC to review your request. Incomplete submissions may delay review. Include the following necessary relevant information:

- **Project Description:** A written overview of what you are building, modifying, or changing.
- **Site Plan / Plat Map:** If required for your project, a copy of your property survey showing exactly where the improvement will go, including distances from property lines (setbacks).
- **Dimensions & Materials:** Clear measurements (height, width, depth) and a list of materials (e.g., cedar wood, vinyl).
- **Colors & Samples:** Manufacturer details, color swatches, or photos if you are painting, roofing, or installing siding.
- **Drawings or Photos:** Sketches, 3D renderings, layouts, or photos of the area to help the committee visualize the final look.
- **Contractor Info & Permits:** Name of your contractor, along with proof of their license and insurance, building permits, etc. (DeKalb County or other permits might be needed and include them when you submit the Architectural Modification Request Form.
- Additionally, simply as a courtesy you may want to let your neighbors know of the project.
- Send the completed Architectural Modification Request form along with all the necessary documents, plans, and specifications through Access's web portal <https://portal.accessmgt.com/>, or to Carol Wilborn, cwilborn@accessmgt.com
 - Use the upload feature to attach the completed Greenridge architectural modification request form and any supporting documents.
 - Include as much information drawings, layouts, specifications, renderings, etc. for the ACC.
 - You'll get email updates about your application's status, including any decisions or requests for more information
- Access will email your request to the ACC for review and if it needs more information, details, plans, specifications, or permits they will request what's needed.
- The ACC has up to 30 days to review the modification request, and decide, so plan accordingly for the start date of your project.
- Once the ACC review is complete, and a decision made, the ACC will notify you in writing of its decision, including any conditions.

Ask for Advice Before You Start

If a homeowner is unsure, uncertain, or simply wants to be extra cautious to avoid unauthorized or unapproved exterior work violations or fines, they should contact the ACC, management company, or a Board member for guidance before starting work. Early clarification can prevent misunderstandings, violations, and delays. By being proactive and seeking guidance, you can avoid the hassle of dealing with an unauthorized modification violation and fine.

What to Do If Work Has Already Started or Been Completed

If you have already started or made an unapproved modification and are notified that it is unapproved or unauthorized:

- Stop work immediately, especially if requested by the management company, Board, or attorney.
- You may be issued a “cease and desist” notice if you have started the work, and you should halt all construction and related activity.
- Submit a retroactive architectural modification request by completing and submitting an Architectural Modification Request Form right away to seek retroactive approval.

Review Timeline

Homeowners should allow up to 30 days for the ACC to review the modification request and provide a written decision, either approved or disapproved. In the event of an emergency, or urgent need or situation, or health and safety concerns, contact the ACC, management company, or Board member to request expedited review.

Do Not Begin Work Until You Receive Written Approval

- Do not begin work until you receive written ACC approval.
- Verbal approval is not enough; you must have the approval in writing and keep it with your project documents.
- Complete the project only as approved, because any changes during construction, renovation, or repair from what the ACC approved may require supplemental or new ACC written approval.
- Material changes to the approved request may require a new request.

Do not deviate from approved specifications without supplemental ACC review and written ACC approval.

Inspection of Completed Project

Although rare, after completion of the work or project, the ACC may request an inspection to confirm that the work matches the approved modification request and any conditions of the approval decision.

Potential Consequences of Unapproved or Unauthorized Work

- Homeowners may be issued violations and fines, including ongoing fines if the violation continues.
- Homeowners may be required to remove or reverse the unapproved work and restore the property to its original condition at the homeowner's expense.
- Costs for restoration or reversal to original condition are borne by the homeowners.
- The Association may pursue legal action for continued noncompliance.

Further, if unauthorized work is underway, and is reported to the Board it may issue a cease-and-desist order requiring the homeowner to stop work and coordinate with the management company, ACC, and Board for approval before proceeding. Continuing after such an order is issued may result in an additional violation and or fine.

To avoid these potential consequences, homeowners should review their CC&Rs (Covenants, Conditions, and Restrictions) and other governing documents and submit an architectural modification request to the Architectural Control Committee before beginning any work.

Governing Documents and Resources

Understanding and adhering to Greenridge's covenants, ACC standards, and related policies goes a long way toward maintaining the neighborhood's appearance and value. You can access Greenridge's governing documents, including covenants, bylaws, and ACC policies and resources, at <https://greenridgecommunity.com/governing-documents/>. You can find these governing documents and resources on the community website:

- Greenridge's Governing Documents (Covenants, By-Laws, and ACC): [Governing Documents](#)
- Greenridge's Architectural Control Committee Policies and Standards: [ACC Policies and Standards](#) (<https://greenridgecommunity.com/governing-documents/>)
- Greenridge's Architectural Modification Request Form: [Modification Request Form](#) (<https://greenridgecommunity.com/governing-documents/>)

Caveat Reminder

While the review is underway hold off on commencing the exterior work or project, and don't start the modification until you have ACC written approval.

We truly appreciate everyone who continues to work cooperatively with the ACC, management company, and the Board to comply with the governing documents that help keep our community beautiful. We ask all homeowners to understand the requirement to follow our governing documents, including those related to the responsibilities of the ACC, and to submit the Architectural Modification Request Form before starting any project that requires ACC approval.

Thank you for your cooperation and for your ongoing commitment to keeping our community a wonderful place to live.

Adoption

This guide is adopted by the Board of Directors in June 2026.

This guide is subject to change to changes, revisions, and updates.