

Harvest Pointe

NEIGHBORHOOD

Street Parking



Please remember overnight street parking is prohibited. You must park in your driveway or garage. This is a safety hazard and courtesy to all of your neighbors.

ACC Request

Please submit all ACC request online if you would like to make any changes to the exterior of your property. We are no longer able to receive any request in person or direct writing. Our team needs at least 48 hours to review and pose a decision for all request.



Club House Rentals



Secure the clubhouse today for your upcoming event, this year's calendar is filling up fast!

Contact Gregg Shafer

770-803-0013 / greggshafer@yahoo.com

The cost is now \$75 for the rental and \$50 deposit to be returned post-event.

When off premises of the owner, all animals shall at a minimum be maintained on an appropriate chain, leash or tie not exceeding 6 feet in length, and in the hands of a person who possesses the ability to restrain the animal. Every animal shall be restrained and controlled so as to prevent it from causing property damage.

Pick Up Your Pet's Waste



Upcoming Events



Spring Community Yard Sale

Saturday, March 25th (8 am - 12 noon)

If you would like to participate

Contact Reponzell Morris

678-758-9193, / reponzell_morris@hotmail.com.

Next Meeting March 16th, 2023

DON'T MISS OUT ON IMPORTANT UPDATES, JOIN US ONLINE

email@harvestpointehoa.com | Next Door App: Harvest Pointe-EW Connector



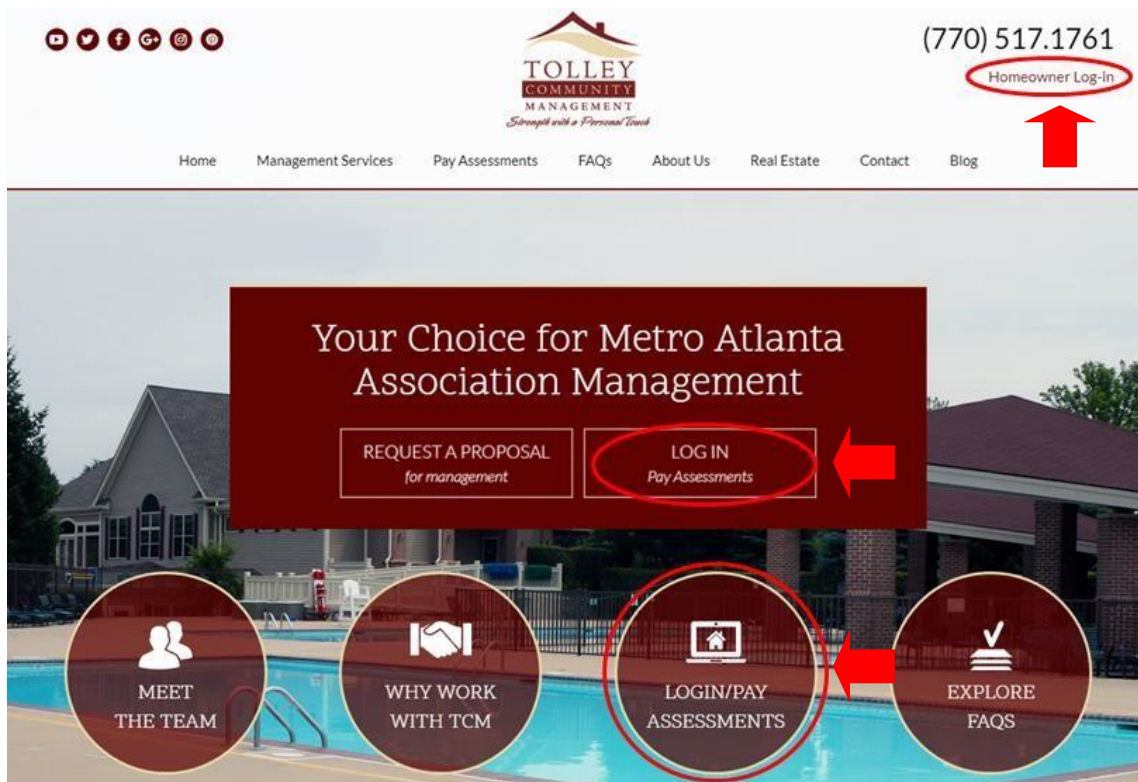
Submitting an Exterior Change Request

Owners are required to obtain written approval from the ACC/ARC prior to making exterior modifications. The purpose of this is to ensure exterior modifications comply with the communitywide standard and association guidelines. The steps below will assist you with submitting your request to the ACC/ARC for review.

There are two options for submitting these requests.

Option I:

1. Login to your account at www.tolleycm.com using one of the Log In options:






2. Once you've logged in, please select "ACC Requests" as shown in the next image.

Home Documents My Profile Account Information Payment Center **ACC Requests** Violations Calendar Directory Contact Us

Community Name

LOGGED IN AS : xxxxx
ACCOUNT : 12345

[Logout](#) [Switch Account](#)



Welcome to our website!

Our website has been designed to help keep you informed about your neighborhood so that you can feel at home and in touch with your neighbors. Enjoy our wide range of features which provide you with the ability to review your account and communicate with our management company.

The screenshot shows a navigation bar with 'ACC Requests' highlighted in a red box. Below the navigation bar is a large heading 'Community Name'. To the right of the heading, there is a user login status: 'LOGGED IN AS : xxxxx' and 'ACCOUNT : 12345', with 'Logout' and 'Switch Account' buttons. Below this is a large image of a residential neighborhood with a dark overlay on the right side containing the text 'Welcome to our website!' and a paragraph of introductory text.



- 3. Upon selecting ACC Requests, you will be taken to the next page where you can view existing ACC Requests or submit a new ACC Request.


Click the “Add ACC Request” button in order to be directed to the form.

Home Documents My Profile Account Information Payment Center ACC Requests Work Orders Violations Calendar Directory
Contact Us

Community Name

LOGGED IN AS : XXXXX
ACCOUNT : 12345

Logout Switch Account



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ACC Requests - Exterior Modification Requests

Welcome to the page that makes submitting an EXTERIOR MODIFICATION REQUEST easy! Once a request has been submitted, you can add notes, view decisions and see previous exterior change requests. To start a new request, click the "Add ACC Request" button. For complete instructions on how to submit a new request, please visit the documents section of this website.

Add ACC Request

Request Date	Request Type	Status			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

This area displays any existing requests and statuses.



4. Your name, address and community are auto-filled from your profile. However, you will need to add your contact information for each request you submit.

ACC Requests

Welcome to the ACC Request Page! Here you will be able to submit a new request and view previous requests. To start a new request, click the "Add ACC Request" button. Complete instructions for submitting a new request can be found under the documents section of this website.

ACC REQUEST FORM - Please fill out this form completely. Use the dropdown window to select the ACC Type. Enter details of the project in the box next to the type of request you're submitting. You can also attach documents, diagrams, and photos. Please note, the request is not considered submitted until you receive an email confirming receipt of the request. Once a decision has been made, we will email and mail a letter to you with the decision.

Association	<input type="text"/>
Date	<input type="text"/>
Owner Name	<input type="text"/>
Account Number	<input type="text"/>
Zip	<input type="text"/>
Address	<input type="text"/>
Home Phone	<input type="text"/>
Work Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Email Address	<input type="text"/>

5. Next, please indicate the start and completion date of the project.

Note: If you are unable to complete the project within the allotted time, you must receive written approval to change the project dates. Please contact acc@tolleycm.com to request an extension.

Estimated Start Date: *	<input type="text" value="4/3/2019"/>
Estimated Finish Date: *	<input type="text" value="4/3/2019"/>

6. Select the type of request you're submitting. If you don't see an option for your request in the drop-down window, please enter the type of request under "Other ACC Type."



- 7. Use the box next to the type of request you're submitting to describe the project. We've included descriptions for a few common requests on the left-hand side of the form that advise what should be included with each type of request. If more text space is required you can expand the box by clicking the edge of the box and dragging it out with your cursor.

ACC Type	---Select ACC Type---
Other ACC Type	<input type="text"/>
FENCES - Include style, shape, height, dimensions, location of gates, stain color and where the fence connects to the dwelling.	<input type="text"/>
DECKS - Include dimensions of the deck, where the deck adjoins the home, style, material and color	<input type="text"/>
STRUCTURAL or DRIVEWAY ADDITION Information required will vary depending on the type of request. DRIVEWAYS - Include diagram with dimensions.	<input type="text"/>
PAINTING - Include the colors for all surfaces being painted (shutters, trim, door, etc.). The ID number (i.e. Sherwin Williams 6305) of the paint must be submitted with the request.	<input type="text"/>
RECREATIONAL EQUIPMENT - Include an image of the equipment, the material type (wood, plastic, metal), color, and location.	<input type="text"/>
TREE REMOVAL - Include a diagram of the trees to be removed, the reason(s) for the removal and the City or County approval when applicable. Include details of replacing the tree with sod and/or trees.	<input type="text"/>
POOLS and SPAS - Include the location, type of pool or spa, the dimensions and any landscaping changes related to the request.	<input type="text"/>
ROOF - Include type of material (shingles, clay tile, metal), the color, and the style (3-tab, architectural, standard).	<input type="text"/>
LANDSCAPING CHANGES - Include type of material along with a diagram of the changes.	<input type="text"/>
SHEDS - Include the location, dimensions, material and colors of the shed. Recommend submitting an image of the shed with the request.	<input type="text"/>

- 8. Attach any photos, documents or diagrams that you would like to include with your request.

Supporting Documents - Diagrams, Photos, etc.

Attachments

Note: Only add attachments once all required fields have been entered.



- Next, please review and check the boxes next to the important reminders.
- Finally, click "Submit" in order to send your request to the ARC/ACC for review. Upon submission, you will be reverted to the ACC Requests page where you will now see your ACC Request as OPEN.

By clicking the checkboxes, I acknowledge the following:

- Permission is hereby granted for members of the Architectural Control Committee to enter my property to make reasonable inspection of proposed construction location. Notification will always be given.
- Plans and specifications are not reviewed for engineering or structural design or quality of materials. By approving such plans and specifications neither the ACC, the members thereof, nor the Association assumes liability or responsibility therefore, nor for any defect in any structure constructed from such plans and specifications. Additionally, if approval is granted, it shall not be construed to imply compliance with any governing city or county code requirements.
- Written approval must be granted for exterior modifications which include changing the exterior appearance of the home.

Submit

Cancel

Note: Your request is not considered submitted until you receive an email or phone call confirming your request has been received.

ACC Requests

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Add ACC Request

Request Date	Request Type	Status			
3/25/2019	Garden	Open	Details	Add Comment	Add Attachments

- Approval time frames vary based on the type of request and governing documents of your community.



- 12. Once a decision has been made, you will be notified of the committee's decision via email and a letter will also be mailed to you.

Note: You can return to the ACC Request page to add comments and attachments or view the committee's decision anytime.

Demonstration on how to add a comment to an ACC Request goes as follows:

ACC Requests

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[Add ACC Request](#)

Request Date	Request Type	Status		
3/25/2019	Garden	Open	Details	Add Comment

Add New Comment

Comments: I would also like to add Leyland Cypress trees on each side of my home. I have uploaded an additional image showing the location. Thanks!

[Submit](#) [Cancel](#)

Result

The comment has been added



Demonstration on how to upload an attachment to an ACC Request goes as follows:

ACC Requests

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[Add ACC Request](#)

Request Date	Request Type	Status			
3/25/2019	Garden	Open	Details	Add Comment	Add Attachments

Add Attachments

Add Attachments
Browse and select the files and then click on Upload Attachments

Select multiple files... [Browse...](#)

Home- Leyland Cypress T... [Remove](#)
Leyland Cypress.jpg [Remove](#)

[Upload Attachments](#)



To view existing details regarding your request, you will need to return to the ACC Requests page. Select “Details” and a window will populate as shown in the next image.

ACC Requests

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[Add ACC Request](#)

Request Date	Request Type	Status		
3/25/2019	Garden	Open	Details	Add Comment Add Attachments



ACC Request Details

ACC Request Detail :

Request Date :	03/25/2019	Request Type :	Garden
Description :	Garden	Status :	Open

ACC Request Notes :

Date	Note
04/03/2019	I would also like to add Leyland Cypress trees on each side of my home. I have uploaded an additional image showing the location. Thanks!

Association:
Date: 03/25/2019 07:14:20 PM
Owner Name: Test User
Account Number:
Zip:
Address:
Home Phone:
Work Phone:

ACC Request Attachments :

Date Created	Filename	File size	
04/03/2019	Leyland Cypress.jpg	408 KB	Download
04/03/2019	Home- Leyland Cypress Tress.png	682 KB	Download
03/25/2019	Home.png	674 KB	Download
03/25/2019	Roses and Stargazer Lilies.png	269 KB	Download
03/25/2019	ACC_Request_2019_03_25.pdf	3 KB	Download

[Add Comment](#)

Use the bar located on the right-hand side of the window to scroll down and view notes, attachments, and details pertaining to your request.



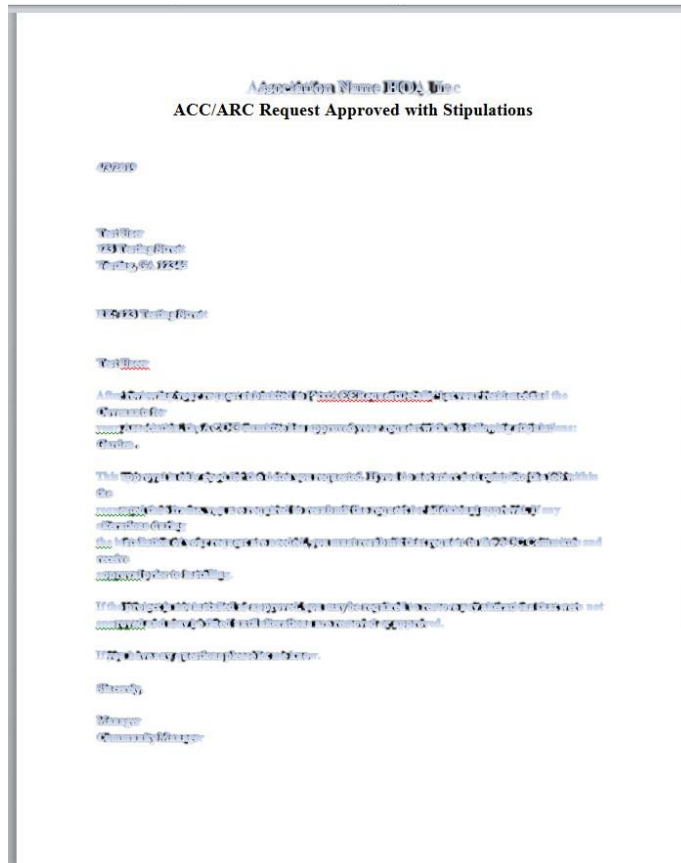
Use the bar located on the right-hand side of the window to scroll down and view notes, attachments, and details pertaining to your request.



You can also download the information you submitted with the request along with the letter informing you of the ACC/ARC's decision.

ACC Request Details			
ACC Request Attachments :			
Date Created	Filename	File size	
04/03/2019	Letter.pdf	4 KB	Download
04/03/2019	Leyland Cypress.jpg	408 KB	Download
04/03/2019	Home- Leyland Cypress Tress.png	682 KB	Download
03/25/2019	Home.png	674 KB	Download
03/25/2019	Roses and Stargazer Lilies.png	269 KB	Download
03/25/2019	ACC_Request_2019_03_25.pdf	3 KB	Download

Add Comment

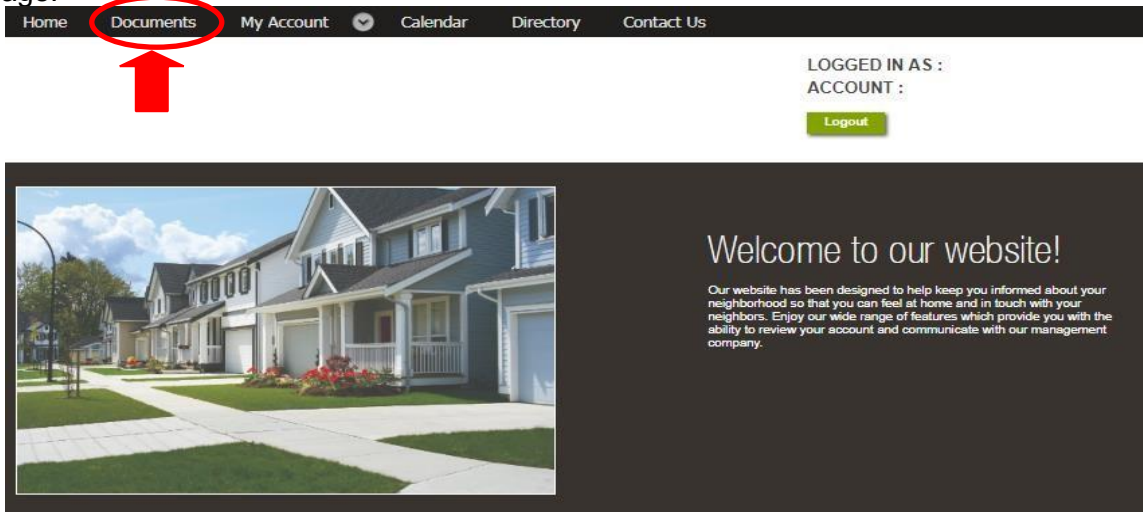


*** If you have issues with this process or have additional questions you may call Tolley Community Management at 770-517-1761 or email ACC@tolleycm.com.

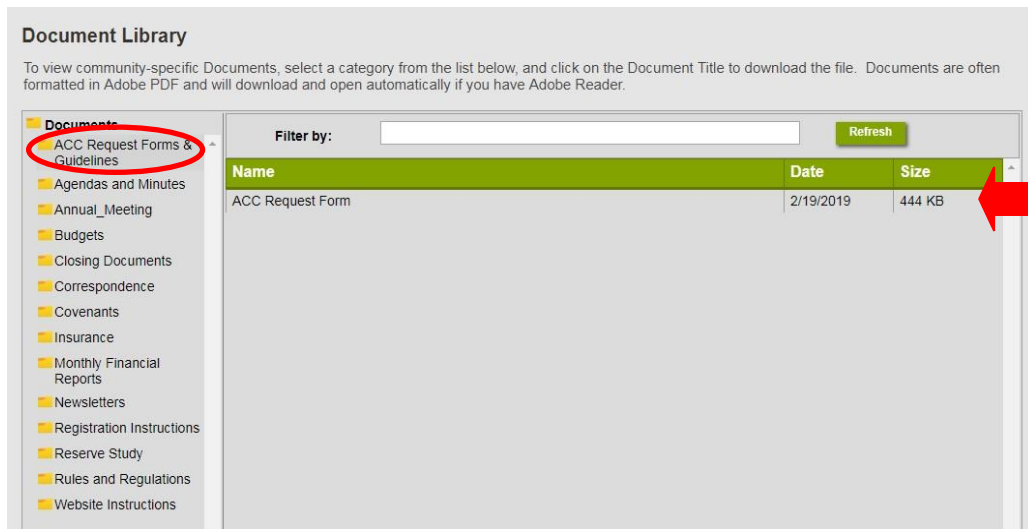


Option II:

1. Exterior modification requests can also be submitted via mail or email. The request form can be downloaded by accessing your online account via www.tolleycm.com. Upon logging in, select the “Documents” tab from the bar menu at the top of the page as shown in the next image.



2. Scroll down to the Document Library and select “ACC Request Forms & Guidelines”. The ACC Request Form will be available for download and also any architectural guidelines your community has available for residents, if any.



You can also call our office 770-517-1761 or email ACC@tolleycm.com and we will be happy to mail or email you the request form.