



Forest Lakes POA Architectural Change (ACC) Request

Submit Complete form to acc@gcmmgt.com

Homeowner Name: _____ **Date:** _____

Address: _____ **Lot Number** _____

Phone Number: _____ **E-Mail Address:** _____

Proposed Start Date: _____ **Proposed Finish Date:** _____

Is this a Mobility Impairment Issue: Yes: or No: Is this a corner lot? Yes , No ?

Project Type: (select one, please fill out a separate form for each project request)

<input type="checkbox"/> Arbor/Awning	<input type="checkbox"/> Fence	<input type="checkbox"/> Patio	<input type="checkbox"/> Satellite Dish
<input type="checkbox"/> Basketball Hoop	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Playscape Recreational	<input type="checkbox"/> Solar Panels
<input type="checkbox"/> Deck	<input type="checkbox"/> House Addition	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Storm Doors
<input type="checkbox"/> Drainage	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Tree Removal
<input type="checkbox"/> Exterior Painting	<input type="checkbox"/> Lighting	<input type="checkbox"/> Roof	<input type="checkbox"/> Other

Description of Proposed Modification (attach letter if additional room is required)

Is this request in response to a letter of violation you have received? Yes No

Work will be completed by: Myself/ Homeowner Contractor

Contractor Name/Company Name: _____

Contractor Contact Information: _____

Ensure all of the following information is included with your request as necessary before submitting for review:

- Detailed written description of the proposed modification
- Attach supporting materials needed for the ACC Committee to make an informed decision on the proposed request. Review the attached page to ensure that all supporting materials are needed for the type of proposed modification requested. If the application is submitted without all the supporting documentation, it could result in automatic denial and will be returned as incomplete.

****If requesting to Install a fence, please answer the following:**

Height of proposed fence? _____ Style of proposed fence? _____ Material Type? _____

Finish of proposed fence? _____ (Black Wrought Iron, Black Aluminum or White Vinyl, etc.)

Homeowners are responsible for any building permits that may be required, building code compliance, survey of property lines, and arranging for required inspections and approvals. County or city approval does not constitute Association approval. The homeowner hereby grants permission to the ACC Committee of the community to enter the property and make reasonable observation and inspections associated with the modification request and completion of the project.

Homeowners bear full responsibility (including costs) for placement of any structure in relation to all easements & buffers and obtaining necessary permits. Modifications to be constructed as approved and placed within your property lines. If final install does not comply with guidelines, relocation will be at homeowners' expense. If any structures are erected before approval, ACC Committee may mandate removal at the homeowners' expense.

Homeowner Signature: _____



FOREST LAKES ACC APPROVAL

Purpose of the Architectural Change Committee (ACC) is to review and guide property modifications in a manner that preserves and enhances the value of individual properties and supports overall integrity of the Forest Lakes community. In carrying out this responsibility, ACC evaluates requests to promote aesthetic consistency in design while minimizing potential adverse impacts or conflicts with surrounding properties and neighbors. All decisions are made in accordance with established community standards and are subject to oversight by the Board of Directors.

Homes modifications required for mobility impaired residents will be approved in an expedient process by indicating such on the application form.

As dictated by the covenants, all changes, alterations, or other modifications to the exterior of your home or property need to be approved by the Architectural Change (ACC) Review.

All ACC requests will be reviewed within 45 calendar days, typically 30 calendar days of receipt. If additional information is needed, you will be contacted for those items. If you do not receive a written response within 30 days please contact GCM's office at 770-554-1236 or acc@gcmmgt.com it is your responsibility to obtain approval, keep copies of all approvals received, as well as pass them to successors if the improvement is still applicable when you sell the home.

Homeowners are required to obtain ACC approval prior to making any exterior changes. This process helps ensure that all modifications are consistent with community standards and supports the continued value and appearance of individual properties, common areas, and the overall Forest Lakes community. Changes made without prior approval may be subject to review and could require modifications to achieve compliance with established guidelines, which may result in additional costs to the homeowner.

No approval given by the ACC is intended to replace or be in lieu of Pooler City Building Codes and Ordinances. Pooler City Building Regulations may be found here: [Chapter 22 - BUILDINGS AND BUILDING REGULATIONS | Code of Ordinances | Pooler, GA | Municode Library](#). Mandatory Georgia Building Codes are found here: [Construction Codes | Georgia Department of Community Affairs \(ga.gov\)](#).

City of Pooler Building Permits can be submitted here:

https://www.civicgov4.com/ga_pooler/portal/index.php?r=portalPosts/view&id=2

For questions concerning please contact Pooler City Building and Zoning Specialist
Phone: 912-748-7261

The following are some examples requiring a City of Pooler Building permit:

- | | |
|---|------------------------|
| All Fences (see Sec 22.111 thru 22.116 of the Pooler City Municipal Code) | Deep Wells |
| In Ground Swimming Pools | Underground Tanks |
| Buildings/Structures | Structural Alterations |
| Land Disturbance Activity | All Signage |
| Residential Construction | Demolition Permits |
| Electrical Service Change | |

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Updated 5/6/2026



APPROVAL GUIDELINES

Below you will find a list of **Items Commonly Submitted** for ACC approval, **Items That Do Not Require ACC Approval (Preapproval)** and **Items Not permitted**. This list does not encompass all items, but rather the common items that are typically desired. Keep in mind that changes must be submitted for approval, not only the items listed below. The onus is on the homeowner to receive proper permitting from the City of Pooler and permission from the ACC assumes that all proper permits have been pulled or will be pulled before work commences.

ITEMS COMMONLY SUBMITTED FOR APPROVAL:

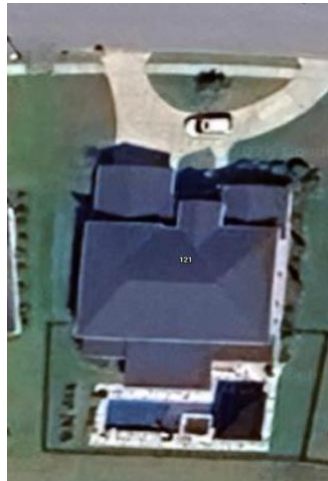
- **Basketball Hoops and Backboards** – Only portable or temporary hoops are permitted on the front driveways. They must be placed in such a manner that they do not block sidewalks or streets. Portable or temporary basketball hoops must be removed and stored from sight after use (daily) and must only be used on the homeowner's property. All other recreational equipment must be approved by the ACC.

Permanent Basketball Hoops (unless previously grandfathered) are not permitted in the front or side yards. ACC approval is required for backyard installation. **There are no grandfathered Basketball Hoops that do not have to meet these requirements.**

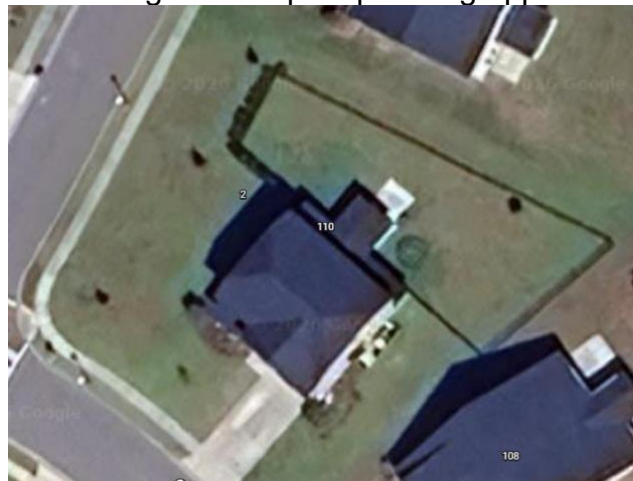
- **Fences** - Compliance with Pooler City Code Article IV – Sec 22-111 require a building permit for installation of fence after ACC approval. Forest Lakes Fences are further restricted such that they shall be of Residential construction. A survey showing property lines, easements, utilities, and proposed fence location is required. A photograph and/or web link of the fence requested. A drawing showing the location of the fence in relation to the home and property lines, the drawing or details shall include the height of the fence, length and gate placement(s) and the type of fence to be installed. If joining or connecting to an existing fence, you must provide written and signed approval from the neighbor. Please annotate the location of neighbors fencing if already installed. The current ACC does not approve of wood or cyclone (chain link) in any area of Forest Lakes.
 - **Design Criteria** - Given that every homeowner's lot and neighboring lot have different dimensions and given that each house has a different footprint and that each house has different setbacks, the general guideline for fence installation is that fences shall connect as close as possible to the rear corner of the house. The ACC will allow some variance (no more than 3 feet) as necessary to avoid impacting utilities such as downspouts, hose bibbs, and other utilities.
 - **Estate and Wyndham Sections**- Black aluminum or wrought iron styles of fencing have been approved in heights of 4 or 5 feet maximum with maximum 70 percent opaqueness. Fences should be installed as close as possible to the back corners of each home with three exceptions.
 - Exception 1: Homes with a 3-car garage are allowed to attach the fence to the back corner of the garage, going straight back to meet the back corner of the home and then out to the property/easement line.



- Exception 2: When a homeowner correctly installs a fence to the original back corner of the house as built by the builder and subsequently adds an addition to the rear of the home, the fence does not need to be relocated.



- Exception 3: corner or wedge lots require planning approvals for fence layouts.



- **Amberly Section (also known as Tahoe)**- Black Aluminum fencing has been

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approved in heights of 4 or 5 feet maximum with maximum 70 percent opaqueness. Six-foot white vinyl fences are also an approved fence type for this section only. The current ACC does not approve of wood or cyclone (chain link) in the Amberly area.

- **Privacy Plants**- to provide a greater measure of privacy for areas that have metal fencing, residents may submit an ACC request to install flowers or plants on the sides of their backyard fence line. Foliage must be maintained and not encroach on the neighboring property. Request must include a location plan showing number and spacing of plants.
- **Restricted Fences, Gates, Boundary Markers and other Accessories.** Commercial, industrial, privacy and utility fences are not allowed. This shall include chain-link, galvanized, and vinyl coated fences. Gates and fences to restrict access to driveways. Chains and/or posts (plastic, wooden, or metal) along streets, driveways, and/or property lines. When an ACC application for a fence is submitted, your lot and location will be reviewed, and detailed approval will be sent with regards to location and easement standoffs/setbacks. No homeowner fences are allowed to be installed on any utility easement. Please keep in mind that every lot is different, and lots may contain an easement that may have specific requirements. If you desire a style of fencing that is not mentioned above, please submit a request with a picture of the item desired for review.
- **Decks, Patios, Screened Porches, Covers, and Pergolas**- All decks, patios, screened porches and covers require approval from ACC. Dimensions of the options with materials, colors, and specifications must be submitted with the plans for ACC approval. Decks and patios must be natural in color. Deck should not extend past the width of the house and should be no more than fifteen (15) feet in depth.
 - **Patio/Decks**- Extending a back patio with concrete or pavers. Patios and Decks are not allowed above the bottom floor grade of existing floorplans. Floorplans originally built with second floor decks are allowed but may not be extended or changed or otherwise modified without prior ACC approval.
 - **Pergolas**- either attached or detached from patios or the home must be wood, metal, or composite and may not have canvas or screen unless it is removable or retractable when not in use. The pergola must match the colors of the existing home is esthetically consistent with the home and neighborhood. Detached pergolas must be anchored in a way to prevent tipping or moving during heavy winds.
- **Drainage Devices** - Drainage devices must be approved by the ACC. Any modification impeding the flow of water is prohibited. Each owner shall maintain the grading upon his or her lot. A change in any drainage pattern must be approved by the ACC. **(NEW)** French drains, once approved by the ACC must terminate with a green or brown colored pop up device a minimum of 3' prior to the sidewalks. No French drains are allowed to undercut any HOA sidewalk or terminate at the curbing. Request of the ACC for approval will include an overhead site plan, grade requirements and color selection for materials. Utility rights-of-way are not allowed to be encroached on with installation of French rains.
- **Exterior Painting**- ACC approval is required for repainting of any house that is



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painted differently than the original color. A sample paint swatch must be submitted with the request. The ACC may require a sample area to be painted with the new color before approval is granted. Touch up or repainting the original or existing approved color does not require ACC (see above for when to request approval).

- **Color changes- changes** to the color of your front door, shutters, or any other visible item you must submit a color swatch. Repainting front doors, shutters or exposed trim work using as-installed original colors for each type does not require prior approval.
- **Fountains/ Ponds-** ACC approval is required for fountains and ponds of any kind in the front yard. Approved items must be maintained in appearance and functionality.
- **Free Standing Flagpoles (NEW):** Flagpoles may only be white, black or bronze colored. Submit for ACC approval a picture or weblink to the type of Flagpole being requested. Only US Flags may be flown, no other flags of any type may be flown on a free-standing flagpole. Freestanding Flag poles installation request should also include a lighting plan.
- **Generators (NEW):** ACC approval is necessary for permanent generator installation. Permanently installed whole-home generators are limited to propane systems and must be placed in rear or side yards where feasible, meeting minimum setback requirements from structures, AC units, openings, easements obstructions and property lines, along with proper propane tank separation distances, and mandated to no higher than a 65dBA noise limit. Both generator and propane tank must be fully screened from street view using landscaping that maintain year-round opacity of greater than 75% and proper airflow. Installation must include an automatic transfer switch, proper grounding, and placement on an appropriate pad, all completed by licensed professionals. Installation must be properly permitted by all relevant authorities prior to commencement of work by installer. Generator testing is limited to the hours of 8 am to 6 pm Monday-Saturday. Submit a schematic drawing with a) distances marked b) position of generator c) position of propane tank(s) d) planned route for wiring to transfer switch e) location of transfer switch and manufacturer noise compliance ≤ 65 dBA. Include information from the installer on the type of generator, specifications of project, and their contact information.
- **Landscaping, Tree Removal, Vegetable Gardens-** All landscaping changes must be approved by the ACC in advance of installation. Eighty percent of the lot area, exclusive of the portion occupied by the house and original driveway, shall be covered with live vegetation cover. Gravel, mulch, and similar materials shall not be considered live vegetation. No tree having a diameter greater than two (2) inches, five (5) feet above grade may be cut or moved without prior written approval of the ACC. This includes, but is not limited to, adding a flower or landscape bed in a location that currently contains sod, adding bushes/trees to an area that is not currently part of a landscape bed, or making any change that would be considered more than replacement of an existing tree(s) and/or shrub(s).
 - **Tree Installations or Removal and Replacement** of dead or dying trees are automatically approved if replacing in the same place.

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- **New Trees** may be automatically added to existing landscape beds on the side or rear of the home, so long as they do not interfere with any existing utility easements or drainage swells.
- **Lawn Ornamentation-** Any statutory, lawn ornamentation, and decorative patio items.
- **Lighting-** Removal of existing lighting installed by the builder is prohibited without approval from the ACC. Additional lighting installed must be approved by the ACC. All exterior lighting installed on the lot shall either be indirect or shall be of such controlled focus and intensity that it will not unreasonably disturb the neighbors or neighboring lots.
 - **Landscape Lighting. Low voltage/solar** LED walkway, tree up lighting or US flag lighting are automatically approved but must not shine on any other home or property.
- **Mailboxes-** No mailboxes or receptacles for the delivery of newspapers or mail shall be allowed unless the type and design are approved by the ACC. Mailboxes should be painted and maintained regularly. If a mailbox is damaged or irreparably broken a mailbox replacement must be essentially the same type/design as all other mailboxes approved by the ACC. Multihome mailboxes as installed by the builder on Champlain and Cumo are the responsibility of the HOA to be maintained.
- **Playscape / Swing Sets / Recreational Equipment (RE)-** All permanently installed exterior RE including play yards (swing sets, slides, tree houses, trampolines, etc.) must have ACC approval. The maximum height of the equipment shall not exceed 8 feet, except for the community amenity area. RE shall be located on any lot so as not to be visible from any public street, and the homeowner must have fence prior to equipment being installed. No equipment installed for children's recreational use, shall be installed, or placed within the front or side yard of any lot or in any easement or common area adjacent to a lot.
Temporary use RE is permitted provided it is stored after use.
- **Residential Structures-** All expansions, additions, or home modifications that add/remove square footage, alter the façade in a meaningful way, or change the structure of the home must be approved by the ACC.
- **Roofing Materials –** Provide the manufacturer type, color, style and notate if it will be different than the style and color originally installed. Please provide a photo of the actual shingle or a web link for review.
- **Screened Porches/Glassed Sunrooms-** Must have a shingled or metal roof to match the homes and the materials must be cohesive with the home.
- **Security Doors, Storm Doors, Security Systems-** High quality, full panel glass doors, decorative wrought iron doors, or decorative aluminum doors may be installed if approved by the ACC. Any other door, any enclosure, or change of the original builder's design requires ACC approval. Metal bars are not permitted on any window or doorway
- **Spas-** Spa installations must be approved by the ACC. Equipment must be located in such a way that it is not immediately visible to adjacent property owners, i.e.,

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hidden by fence, shrubs, etc.

- **Shutters-** Exterior shutters on windows need ACC approval. Shutters must match or accent the house trim color and be consistent with other homes in the community. Shutters must be maintained and should be replaced if damaged. Repainting shutters or exposed trim work using as installed original colors for each type does not require prior approval.
- **Siding-** Any replacement siding requires ACC approval unless it matches the same type that was previously in that location.
- **Solar Panels (NEW)-** Solar panel installation requires approval from the ACC. Request should include pictures of the number, type and installation location on home. No Solar Panels approvals will be granted if the installation can be seen from the street side view of a home.
- **Swimming Pools-** In ground pools require a fenced yard, must be built within the building setbacks and not located in an easement. After ACC approval, Swimming Pools require a Pooler City Building permit before construction starts.
- **Trampolines-** Trampolines may not exceed 9' in height and the trampoline should not be visible from the road. Trampolines will be reviewed on a case-by-case basis based on location and visibility. In ground trampolines may be approved without a fence.
- **Weathervanes-** ACC approval is required for any weathervane.
- **Wells** – Permitted following installation diagrams showing equipment location and pump specifications. Equipment must be at the back or side of the house, out of your neighbor's view and shielded from the street by vegetation.
- **Window Replacement** – ACC approval is required for the replacement of windows not originally installed by the builder. **No Window mounted HVAC or Fans are allowed.**

ITEMS THAT DO NOT REQUIRE ACC APPROVAL (PREAPPROVED):

These items require no written ACC approval so long as they comply with the standards as outlined below. Deviation from these standards will require approval from the ACC and shall not be considered "preapproved".

- **Antennas and Satellite Dishes** - Satellite dishes are encouraged to be pole mounted in the rear or side of the home. Side yard mounted dishes will be shielded from front street view by vegetation screens.
- **Birdhouse or Birdfeeders-** Birdhouses and birdfeeders are acceptable when installed in the backyard. Any other location will require approval of the ACC.
- **Gutters-** Seamless Aluminum Gutters (4 or 6 inch) must be a color that is cohesive with your home (i.e. must match trim and/or shuttlers). Mounting Hardware will match gutters and downspouts.
- **House Mounted Flagpoles** - House mounted flagpoles attached to the front of the house do not require approval as long as the length of the pole does not exceed 6 ft. Flags shall

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not be tattered or faded. - United States of America flags permitted only. Flags left visible from sunset to sunrise should be properly illuminated. See Lighting above.

- **Flowerboxes On Windows-** Window flower boxes that are the same base color of the house or trim color are permitted. All others need approval from the ACC.
- **Holiday Decorations-** All holiday decorations must be removed within fifteen (15) days of the particular holiday or celebration. Consideration of neighbors should be exercised when decorating for any occasion. All holiday lighting should be considered temporary and may not be installed prior to (30) thirty days before the holiday and must be removed within (15) fifteen days after the holiday. Decorations may not include any audio that can be heard beyond the lot limits.
- **Live Flowers** The addition of live flowers to an already existing landscape bed
- **Patio Furniture** - Patio furniture located in the front or side of a home is approved. Patio furniture must not be in landscaped or grass areas. Unkept, unsightly or broken patio furniture may be given a violation for unkept or dirty appearance.
- **Planter Bed Materials:** Pine Straw, Pine Bark and Cedar chips of natural colors, including changing from one type to another. Naturally colored beige/tan/white/gray or mixed colored River Rocks less than 3 inches in diameter are approved. No Lava rocks regardless of color are permitted.
- **Propane Gas Tanks/Water Filtration Systems-** A vegetative buffer is required to screen the tank/equipment from being visible from the street unless already hidden by the maintenance area wooden fencing. In lieu of or in addition to a vegetative buffer you may wish to add a decorative buffer of similar type and height originally installed by the builder for the air conditioning pad/garbage can areas. Changes to these guidelines require ACC approval.
- **Roof Vents and Shingles-** All roof vents shall be painted a color to match the color of the roof. Roof shingles, if replaced, must be the same color and style as the shingles replaced unless otherwise approved by the ACC. Replacement shingles that are a composite metal roofing that is similar to 5 tab asphalt shingles are also approved.
- Security Cameras/Lighting – a reasonable number of unobtrusive security cameras may be placed on the exterior of the home to include small solar panels for the cameras. Motion detector lighting is approved so long as it does not create a nuisance to neighbors.
- **Sod** replacement of existing sod or adding sod.
- **Sprinkler System Installation and Maintenance** – New/Replacement control boxes will be mounted on the house/garbage bin area fencing near utility box installations on home.
- **Water Filtration Systems-** Water filtrations systems must be at the back of the house or in the garage and out of your neighbor' s view.
- **Wood Storage-** Storage of fireplace logs must be in the backyard or within the maintenance trash bin area. Stored firewood must be neatly stacked, below the fence line, and not visible from any public or private street. Wood storage must not

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be in an area to block any existing drainage pattern on the lot.

- **Wells-** Shallow wells are permitted for landscape use only. The HOA may also use a well for landscape purposes.

ITEMS NOT PERMITTED:

- **Above ground pools**
- **Artificial plants or Flowers:** Not allowed apart from front porch area and must be of sufficient quality and realism as a real plant. Faded, outlandish, or unkept displays are not allowed at any time
- **Canopies** –any item that includes fabric of any kind (wooden pergolas are typically approved, but still require an ACC request)
- **Carports, sheds, and other residential outbuildings** - No residential out structure to include sheds, tents, shacks, carports, garages, barns, or other outbuildings shall be erected by the Owner or Occupant, other than the Declarant, on any portion of the Property, at any time, either temporarily or permanently, without the prior written approval of the **ACC Board**. This includes storage areas located under raised decks/patios.
- **Clotheslines-** Clotheslines are not permitted. Fences shall not be used as clotheslines.
- **Planter Bed Materials:** Lava colored rocks of any type as part of landscaping.

Please note that ACC guidelines may be adjusted or revised from time to time as approved by the BOD. It is imperative that you obtain approval for each item you desire, to ensure that you will never be asked to remove or make changes to an improvement due to a guideline change.

If you have any questions regarding what is approved or not approved, please contact our office and ask to speak to the FL Community Manager prior to improvements being made at (770) 554-1236 or acc@gcmmgt.com.