

MCHOA ACC / ARC

REQUEST FOR PROPERTY MODIFICATION FORM

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

CITY/ZIP: _____

EMAIL: _____

Please provide the Architectural Control Committee (ACC) and Architectural Review Committee (ARC) with all the information necessary to evaluate the request thoroughly and quickly. Article V, Section 5.01 (pg4)

Requests must include, without limitation, the following information: site plan (including all dimensions), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Covenants/Guidelines approved for the community.

ESTIMATED START DATE: _____ ESTIMATED COMPLETION DATE: _____

I understand and agree that no work on this request shall commence until written approval of the ACC/ARC has been received by me. I represent and warrant that the requested changes strictly conform to the community Covenants/Guidelines and that these changes shall be made in strict conformance with the Covenants/Guidelines. I confirm that I have read and understand the Covenants/Guidelines. I understand that I am responsible for complying with all city and county regulations.

The ACC/ARC Committee reserves the right to inspect/review any and all projects at any time during the modification process to ensure the modification is being completed per the information submitted by the homeowner and meets the design guidelines and covenants. All approved structural changes, additions or alterations must have work completed within one (1) year from ACC/ARC date of approval.

Neither the Association Board of Directors, the ACC the ARC nor their respective members, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence, or non-feasance, arising out of any action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assume any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

HOMEOWNER SIGNATURE: _____ DATE: _____

Please submit a completed form along with any and all additional information that is required for the proposed project to;

Mail to: MCHOA, 3790 Lake Seminole Drive, Buford GA 30519 ATTN: ACC / ARC

PLEASE ALLOW A MINIMUM OF FORTY FIVE DAYS FOR REVIEW AND APPROVAL

Under each of the most common headings below, all the items listed must be submitted. Please refer to the Guidelines for other necessary information required for modification such as detached structures, outdoor play equipment, pools, etc.:

_____ **PATIO, WALKWAY or DRIVEWAY**

- _____ Lot survey denoting location with pictures
- _____ List of materials to be used

_____ **EXTERIOR DECORATIVE OBJECTS, LIGHTING, ETC**

- _____ Description of object
- _____ Location and picture or sketch of object

_____ **GARDEN PLOT/LANDSCAPING**

- _____ Location and size of garden
- _____ Type of plants to be grown

_____ **PLAY HOUSES / PLAY EQUIPMENT / HOT TUBS**

- _____ Location (Must have minimum visual impact on adjacent properties) Trampolines, Sandboxes and any other outdoor play equipment require approval.
- _____ Size and sketch
- _____ Materials (In most cases, material used must match existing materials of home)

_____ **PRIVATE POOL**

- _____ Picture or drawing of pool
- _____ Dimensions
- _____ Site plan denoting location
- _____ Type of lighting source
- _____ Landscape plan

_____ **FENCING**

- _____ Picture or drawing of fence type (with dimensions)
- _____ Color (Per Covenants)
- _____ Site plan denoting location. On corner lot, fence may not be closer to side street than building line of house. (Please use copy of survey from your closing package)
- _____ Crossbeam structure must not be visible from any street or adjacent properties. (Must face inside toward your making the outside the finished side)
- _____ Materials (Must be cedar, redwood or pressure treated pine)
- _____ If fence is solid privacy type, all posts shall be anchored in Concrete
- _____ Fence will not be taller than 6'

_____ **BASKETBALL GOAL (Permanent or Portable)**

- _____ Picture or description of goal
- _____ Site plan or drawing denoting location

_____ **REMOVAL OF TREES**

- _____ Site plan denoting location
- _____ List of how many and what types of trees are to be removed, with pictures
- _____ Explanation of why you wish to remove the trees

DECK / PORCH

- _____ Picture or drawing (Deck must match any existing deck)
- _____ Dimensions
- _____ Site plan denoting location (In most cases may not extend past sides of home)
- _____ Materials (Must be cedar, redwood or pressure treated pine)

EXTERIOR PAINTING / ROOF

- _____ Paint color (swatch/color code)
- _____ Area of home to be repainted
- _____ Photograph of your home plus homes on either side
- _____ Roof – please submit color for approval. Standard or Architectural asphalt

STORM WINDOWS / DOORS

- _____ Picture depicting type of storm window/door to be installed)
- _____ Picture indicating which windows/doors will be replaced by the storm windows/doors
- _____ Color (window/door trim must be baked enamel and color must be compatible with primary and trim colors)
- _____ Garage Door

BUILDING ADDITIONS

- _____ Location of addition on site plan
- _____ Size, color, and detailed architectural drawing of addition
- _____ Materials (Material used must match existing materials on home)
- _____ Building permit (If required)

OTHER

- _____ Complete description/photographs/brochures/material list of proposed alteration or addition, including a site plan denoting location (for additions)

_____ Have you discussed your proposed Modification with any/all of your immediate neighbors?

If yes, who did you speak with and what was their response

Explanation of Proposed Modification:

ARTICLE V
GENERAL COVENANTS AND RESTRICTIONS

5.01 Application. The Covenants and Restrictions contained in Article V shall pertain and apply to all Lots and to all Structures erected or placed thereon. Architectural Control Committee: The Architectural Control Committee (hereafter cited as ACC) shall constitute a standing committee for the Association. The Board of Directors shall perform the duties of the ACC unless and until the Board appoints a separate committee and delegates pursuant to the By Laws its authority to the Committee. An application must be submitted, in writing, to the ACC for all exterior changes to Lots as outlined in ARTICLE V. As the composition of the Board and the ACC changes, interpretations, application, procedures and enforcement Of the general covenants, restrictions and architectural controls may be changed. ACC Procedures and Assessments: The ACC will meet monthly to review all written covenant compliance requests and discuss any covenant violations. After each meeting the ACC will provide the following written communications: a) Covenant Compliance Request: A letter of written approval, denial or request for additional information in response to written requests regarding changes to Lots will be sent to the homeowner by First Class Mail. All written applications will be acted upon (whether a request for additional information or clarification, approval or denial) by the ACC within forty-five (45) days from submission of the written request. Should the ACC fail to reply within the stated time frame, approval by the ACC will have been deemed to have been given. If no application has been made to the ACC or their representatives, prior to beginning the construction, alteration or improvement, suit to enjoin or remove such additions, alternatives or changes may be instituted at any time by the Association at the Lot Owner's expense. All responsibility for insuring the design, quality and structural integrity of approved construction or modification rests solely with the Lot Owner with no liability on the part of the Board, the ACC or its representatives

BELOW IS FOR M.C. USE

DATE RECEIVED: _____

REVIEWED BY: _____

APPROVED: ___ DATE: _____

NOT APPROVED: ___ DATE: _____

APPROVED W/ CONDITIONS: ___ DATE: _____

COMMITTEE CONDITIONS:

COMMITTEE COMMENTS: