

NORTH FARM HOMEOWNERS ASSOCIATION MODIFICATION REQUEST FORM

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Office Phone _____ Email ID _____

Start Date for Project _____ **(Approval to start project is good for 120 days. Once the project is started, it must be completed within one year.)**

Please submit this Modification Request Form (MRF) to the Heritage Property Management Company. This will allow your request to be evaluated within the 30 day approval period. Requests must include, without limitation, the following information: Site plan (including all dimensions), color chips, detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Rules & Regulations and Covenants.

Description of Modification Requested: _____

<p align="center">Exceptions Requested <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a detailed description.</p> <p align="center">Consult the North Farm Rules & Regulations updated July 1, 2008</p>

Please note the most common changes to property are categorized via the bold subheadings. Indicate under the applicable subheading below your requested modification to be reviewed as described in your detailed description above. Refer to the Rules & Regulations for other necessary information required for modifications such as detached structures, outdoor play equipment, pools, spas or hot tubs, etc.

_____ **FENCING (A)***

- A. Picture or drawing of fence type include site plan denoting location. (use copy of survey from your closing package)
- B. Maximum height not to exceed 6 feet.
- C. Crossbeam structure must not be visible from any street and must face inside toward yard.
- D. Wood is the preferred material.
- E. Finish may be natural, semi-transparent colored or painted white.
- F. Attach color sample.

_____ **PATIO / WALKWAY**

- A. Site plan denoting location, use copy of survey from your closing package.
- B. List of materials to be used.
- C. Picture of expected appearance if available.
- D. May be stained using NFHOA approved color.

_____ **DRIVEWAYS (A)***

- A. Replacing - same material to be used.
- B. Repairing - concrete type material.
- C. Staining must use an approved NFHOA color, White Cloud, Pacific Fog & New White (Behr).

_____ **MAILBOX**

- A. Mailbox must be black and same size as installed by the original builder.
- B. Post to be white and same style and height as installed by the original builder.

_____ **LANDSCAPING**

- A. Location and dimension of alteration to yard.
- B. Type of trees, shrubs, plants to be used.
- C. "Yard Art" to be added to landscaping. (maximum 5 pieces)

_____ **TREE REMOVAL / REPLACEMENT (A)***

- A. Lot location and size.
- B. List type of replacement tree.

_____ **ROOF**

- A. Must be architectural three dimensional shingles.
- B. Attach color sample.

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_____ **DECK / PORCH (A)***

- A. Include Picture or Drawing. (style and materials to be as described in NFHOA Rules)
- B. Dimensions
- C. Color must be natural or painted to match exterior color of home, include color sample.
- D. Site plan denoting location not to extend past front building line, use copy of survey from closing.

_____ **SWIMMING POOL/ TENNIS COURT (A)***

- A. Must be in ground Pool.
- B. Tennis Court must not be visible from the street. No lighting is allowed.
- C. Backyard must be fenced.

_____ **PAINTING / RE-PAINTING**

- A. Portion of home to be painted.
- B. NFHOA approved colors for trim & front door are White, Cream, Platinum Gray or Taupe.
- C. NFHOA approved colors for shutters and exterior doors are Black, Essex Green, Classic Burgundy, Tudor Brown, Hamilton Blue, Platinum Gray (Benjamin Moore) & Sagey Green (Behr).
- D. Attach color sample.

_____ **SHUTTERS / EXTERIOR DOORS (New Installation)**

- A. NFHOA approved colors are Black, Essex Green, Classic Burgundy, Tudor Brown, Hamilton Blue, Platinum Gray (Benjamin Moore) & Sage Green (Behr) attach color sample.

_____ **WINDOWS / DOORS**

- A. Exterior Windows and doors including sliding glass or screen doors may not be silver aluminum.
- B. They should be wooden, anodized aluminum or vinyl colored to match the trim of the house.

_____ **BUILDING ADDITIONS / SHEDS / GARAGE / PLAYHOUSES (A)***

- A. Location of addition and placement on lot.
- B. Size, color, and detailed architectural drawing of addition.
- C. Materials used must match existing materials of home.

_____ **OTHER REQUEST (NOT LISTED ABOVE)** _____

Homeowner's Acknowledgement:

I understand and agree that no work on this request shall commence until written approval from the Property Management Company has been received by me. I represent and warrant that the requested changes strictly conform to the community Rules & Regulations and Covenants and that these changes shall be made in strict conformance with the Rules & Regulations and Covenants. I understand that I am responsible for complying with all city, state, and county codes and other regulations.

Neither the North Farm Homeowners Association, Inc., ("HOA"), the HOA Board of Directors, the Architectural Standards Committee nor their respective members, Secretary, 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, or 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 assumes any responsibility regarding design, methods of construction, or technical suitability of materials. I hereby release all of the foregoing individuals and entities from any claims or damages regarding this request or the approval or denial thereof.

Homeowner's Signature _____ Date _____

RETURN BY MAIL TO:

**HERITAGE PROPERTY MANAGEMENT SERVICES
500 Sugar Mill Road
Building B, Suite 200
Atlanta, Ga. 30350
Attn: Jackie Cobb, Portfolio Manager**

RETURN BY FAX OR EMAIL:

**Fax number: 770.451.3919
Email: jcobb@heritageproperty.com**

FOR PROPERTY MANAGEMENT USE

Date received _____ Date homeowner notified _____

Approved _____ Not Approved _____ Conditions _____