

WESTIN PARK HOMEOWNERS ASSOCIATION INC.

REQUEST FOR MODIFICATION REVIEW

Owner Name(s) _____
Address _____
Home Phone _____ Mobile Phone _____
Email _____ Fax _____
Lot Number _____ Date _____

Please provide the Architectural Control Committee (ACC) with all information necessary to evaluate your request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of request, list of materials, pictures (if applicable) and any other information as specifically required below.

DESCRIPTION OF MODIFICATION REQUESTED: _____

Is this request in response to a violation letter we sent you? _____
Estimated Start Date _____ Estimated Completion Date _____

Listed below are the more common modification requests. All the items listed under each request must be submitted or met as a requirement. Please refer to the Covenants or Rules and Regulations for additional information required for modifications. This is not an all inclusive list. When in doubt, you should file the request.

- _____ Roof
 - _____ Type of roofing material-should be architectural
 - _____ Color of roofing material-provide photo of color
- _____ Fencing
 - _____ Picture of drawing of fence type
 - _____ Dimensions
 - _____ Site plan denoting location
 - _____ Material Type (chain link or wire prohibited)
 - _____ **Requirements:** Fence must be six (6) feet in height; posts must be 6" x 6"; fence must begin and end on the back corners of the dwelling; must be stained if wooden which is the preferred material.
 - _____ If you wish to attach to an adjacent homeowner's fence, you must obtain the written consent of each homeowner. Please use attached consent form.
- _____ Playhouses/Play Equipment
 - _____ Location - Must be positioned directly behind dwelling/minimal visual impact on adjacent properties
 - _____ Size and sketch (limited to an area not to exceed 100 square feet)
 - _____ Must be constructed of wood or material having wood-like appearance.
 - _____ Yard must be fully enclosed with fence before play equipment is installed
- _____ Pool – above ground pools are prohibited by the Covenants
 - _____ Picture of drawing of pool type
 - _____ Dimensions (maximum size 1,000 square feet)
 - _____ Color (must be blue or white)
 - _____ Type of lighting source
 - _____ Landscape plan
- _____ Exterior Landscaping and Maintenance
 - _____ Landscape plan denoting material and location

Deck, Porch, Gazebo, Pergola, Arbor, Patio Covers

- Drawing
- Dimensions
- Color
- Site plan denoting location (cannot extend past sides of home)
- Materials

Paint

- Color and address of home where desired color is used or approved for this community or
- Paint chips
- Area of home to be painted
- Photograph of your home plus homes on either side as adjacent homes cannot be painted the same colors.

Storm Windows/Doors

- Picture or drawing of all windows/doors on which storm windows/doors will be installed
- Picture depicting style of storm window/door to be installed.
- Color (window/door trim must match existing materials of home).

Other

The homeowner hereby grants permission to the ACC to enter the property and make reasonable observation and inspections associated with the modification request and completion of the project. Homeowners are responsible for any building permits that may be required, building code compliance, survey and confirmation of property lines and arranging for required inspections and approvals. Neither the Association Board of Directors, the Association Architectural Control Committee (ACC) 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 nonfeasance arising out of any action with respect to any submission. The ACC is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction or technical suitability of materials. ACC approval of a fence or other structure does not assume any responsibility for confirmation that the structure has been erected within the homeowners' property lines or pursuant to any government ordinances or regulations. I hereby release and covenant not to sue all of the foregoing from/for any and all claims or damages regarding this request or the approval or denial thereof.

FURTHER, I UNDERSTAND AND AGREE that no materials should be purchased nor should work on this request commence until written approval of the ACC has been received by me. I represent and warrant that the requested changes strictly conform to the community design and that these changes shall be made in strict conformance with the community design. I understand that I am responsible for complying with all city and county regulations.

Owner Signature _____ Date _____
 Owner Signature _____ Date _____

Complete, scan and email to: covenants@myhoainfo.com Fax to 404-963-0623
 Mail to: Homeowners Management, 235 Corporate Center Drive, Box #5, Stockbridge, GA 30281
 Tel: 770-914-6675 Websites: www.myhoainfo.com <https://homagement.vmsclientonline.com>

ACC Committee Use Only

Date Received by Management Company _____

Date Scanned & Emailed to ACC _____

Approved Approved with Stipulations Denied Insufficient Info

Comments _____

Notification Via Mail Email Fax

(For use in obtaining written consent from adjacent homeowner when requesting homeowner wishes to attach to existing fence of adjacent homeowner.)

I hereby agree and consent for the requesting homeowner _____
_____, address _____
_____, Lot # _____, to attach the corner of his/her fence line to the corner of
my fence.

Owner, _____
Lot # _____

Date

Owner, _____
Lot # _____

Date