

## FORM FOR REQUEST FOR IMPROVEMENT/MODIFICATION REVIEW

**Return this form via e-mail to LRichardson@cmacommunities.com**

If unable to e-mail the application, please contact Lindsey via e-mail or phone (404-835-9139) for alternative submission.

*Note: This form must be completed and returned prior to commencing any work. Incomplete Forms will be returned. Documentation submitted for review becomes the property of North Forke Plantation Homeowners Association.*

|                 |  |                 |  |
|-----------------|--|-----------------|--|
| Name:           |  | Date:           |  |
| Address:        |  | Home Phone:     |  |
| City/State/Zip: |  | Office Phone:   |  |
| E-Mail:         |  | Lot/Block/Unit: |  |

Please provide the ACC with all the 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 the request, list of materials, pictures, brochures (if applicable), and any other information as specifically required below or as required by the *Community Design Guidelines* for North Forke Plantation.

|   |                  |
|---|------------------|
| Description of Improvement or Modification Requested (attach separate sheets if necessary): |                  |
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|   |                  |
| Estimated Start Date:   | Completion Date: |

Adjacent Homeowners (all homeowners sharing a common boundary line) must be made aware of your application: Awareness will be considered by the ACC, but will not be binding upon the ACC. No application will be considered unless this section is complete.

| Name | Signature | Address | Aware of Proposed Modification |
|------|-----------|---------|--------------------------------|
|      |           |         | <input type="checkbox"/>       |
|      |           |         | <input type="checkbox"/>       |
|      |           |         | <input type="checkbox"/>       |
|      |           |         | <input type="checkbox"/>       |

Note: Adjacent homeowners can notify to the ACC concerning an application. They may do this by e-mail to LRichardson@cmacommunities.com. Please clearly identify the property being commented upon.

Please refer to the guidelines for required information to be included with this form – incomplete forms, including missing information will be returned without review.

I understand and agree that no work on this request shall commence until written approval of the North Forke Plantation ACC has been received by me. I represent and warrant that the requested improvements and/or modifications strictly conform to the *Community Design Guidelines* and that these changes shall be made in strict conformance to those guidelines. I understand that I am responsible with all city, county and state regulations.

Neither North Forke Plantation Homeowners Association, the Association Board of Directors, the ACC nor their respective members, officers, 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 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. 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's Signature \_\_\_\_\_ Date \_\_\_\_\_

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(all owners must sign)

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**FOR ACC USE ONLY:**

Date Received \_\_\_\_\_  
Approved  Denied  By (ACC Chair/Date)

Conditions:  
 This approval is valid until \_\_\_\_\_. If the project has not been completed by then, then the homeowner must resubmit the request.

Comments:

Final Inspection Date \_\_\_\_\_  
Approved  Rejected\*  By (ACC/Property Manager)

\*If rejected, please attach separate sheet explaining reason, corrective action required, and completion date. Homeowner must acknowledge by signature.