

**MORNINGSIDE SUBDIVISION HOMEOWNERS ASSOCIATION, INC.
REQUEST FOR MODIFICATION REVIEW**

Name: _____ **Date:** _____

Address: _____ **Phone:** _____

City/State/Zip: _____ **Email:** _____

Lot/Block (Unimproved Lots Only): _____

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), a detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Architectural Design Standards approved for the community.

Description of Modification Requested:

Estimated Start Date: _____ Estimated Completion Date: _____

Under each of the most common headings below, all the items listed must be submitted. Please refer to the Covenants and Architectural Design Standards for other necessary information required for modifications such as detached structures, outdoor play equipment, pools, tennis courts, etc.

_____ **Patio or Walkway**

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

_____ **Garden Plot**

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

_____ **Playhouses**

- _____ Location (must be located towards the back of the lot in an area least visible from the street.)
- _____ Size and sketch (Provide a sketch or picture of the proposed playhouse.)
- _____ Materials to be used

_____ **Storage Sheds**

- _____ Location (must be located towards the back of the lot in an area least visible from the street.)
- _____ Size and sketch (Provide a sketch or picture of the proposed shed. Larger sheds may require a permit from the City.)
- _____ Materials (Material used **must** match existing materials of home or be hardi-plank. Sheds must be painted the same color has the house. Vinyl or plastic sheds are not permitted.)
- _____ Foundation (Sheds must be wood framed on a concrete slab or other permanent foundation.)

_____ **Private Pool**

- _____ Picture of drawing of pool type
- _____ Dimensions
- _____ Color
- _____ Site plan denoting location, type of lighting source, landscape plan, etc.

_____ **Fencing**

- _____ Picture or drawing of fence type (Fences must be either stockade, board on board, picket, or privacy wrought iron picket.)
- _____ Site plan denoting location (fence may not be located closer to any street than rear edge of home. 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 (must face inside toward yard).
- _____ Materials (Chain link, plastic or vinyl fencing is not permitted.)

_____ **Exterior Landscaping and Maintenance**

- _____ Landscape plan denoting plant material and location

_____ **Basket Ball Goals (Permanent)**

- _____ May be installed adjacent to the driveway. Must be installed in a concrete slab of sufficient size and depth to assure stability of the post and goal and the safety of the users. Must not be installed any closer to the street than the front elevation of the house and/or within the required setbacks of the property, whichever is further from the street.

Deck/Porch

- _____ Picture or drawing (deck must match any existing deck).
- _____ Dimensions
- _____ Color (must be natural or painted to match exterior color of home).
- _____ Site plan denoting location (in most cases may not extend past sides of home).
- _____ Materials to be used

Exterior Building Alterations (Paint: Submit only if other than original paint color)

- _____ Color and address of home with desired neighborhoods' color used in or approved for this community.
- _____ Area of home to be repainted.
- _____ Photograph of your home plus homes on either side (in most cases 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** be baked enamel and color must be compatible with primary and trim colors)

Building Additions

- _____ Location and addition of size of lot
- _____ Size, color and detailed architectural drawing of addition
- _____ Materials (material used **must** match existing materials of home)
- _____ Building permit(s) (if required)

Any Other Modification not specifically covered above (Roof Replacement, etc.)

- _____ Size, color and materials (material used **must** match existing materials of home or be of higher grade/quality)

I understand and agree that no work on this request shall commence until written approval of the Board of Directors (BOD) has been received by me. I represent and warrant that the requested changes strictly conform to the community Architectural Design Standards and that these changes shall be made in strict conformance with the community Architectural Design Standards. I understand that I am responsible for complying with all city and county regulations. Neither Morningside Subdivision Homeowners Association, Inc. (the "Association"), the Association Board of Directors, the Architectural Control 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 nonfeasance, 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 and all claims or damages regarding this request or the approval or denial thereof.

Owner(s) Signature _____ Date _____

Owner(s) Signature _____ Date _____

FOR ACC USE ONLY:

Date Received: _____ Recommendation By: _____

Recommended _____ Not Recommended _____ Conditions/Comments: _____

FOR BOD USE ONLY:

Date Received: _____ Approved By: _____

Approved _____ Not Approved _____ Conditions/Comments: _____

Please submit form to:

Morningside Subdivision Homeowners Association, Inc.

c/o HomeLink Property Management

P.O. Box 536, Sharpsburg, GA 30277

Email: HomeLink Property Management, LLC. - homelinkpm@gmail.com

NOTE- Forms submitted by email must be scanned. No phone pictures of the form, please.