



MorningBrooke Property Owners Association, Inc.
Request for Property Modification

Property Owners Name(s): _____

Address: _____ Buford, GA 30518

Home Phone: _____ Office Phone: _____ Cell: _____

Email Address: _____

Please provide the Architectural Control Committee with all information necessary to evaluate the 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 or as required by the Design Guidelines approved for the community.

Applications must be signed by the homeowner or they will be returned without review.

Description of Modification Requested:

Expected Start Date: _____ Expected completion Date: _____

Return by mail, fax or e-mail to:

MorningBrooke Architectural Control Committee (ACC)
C/o Association Management Advisory Group, PO Box 491537, Lawrenceville, GA 30049-1537
Phone: 678-407-1115 Fax: 678-407-1125
Email: acc@morningbrooke.com

Under each of the most common heading below, **ALL** the items listed must be submitted. Please refer to the Design Guidelines posted at www.morningbrooke.com for other necessary information required for modifications. Please check the modifications requested and the information submitted with this request. Incomplete applications will cause a delay in review and approval.

() DECK / PATIO / SCREENED PORCH

- () Picture or drawing of Deck/Patio/Porch
- () Materials to be used
- () Stain Color (if applicable)
- () Dimensions
- () Site plan denoting location on lot
- () Name of Company Installing

() EXTERIOR DECORATIVE OBJECTS (Not including Holiday Decorations)

- () Site plan denoting location on lot
- () Objects materials
- () Full Description of the object
- () Photograph of Item

() EXTERIOR LIGHTING

- () Site plan denoting location on lot
- () Height of Light Fixture above ground
- () Diagram of proposed light coverage
- () Wattage of Lighting
- () Description of light fixtures
- () Is light motion activated or on a timer?

() EXTERIOR SURFACE CHANGE / PAINTING

- () Description of surface to be changed
- () Materials to be used (Provide Color sample)
- () Description of the proposed change
- () Photographs (if available)

() FENCING

- () Picture or drawing of fence type
- () Materials to be used
- () Stain Color (if applicable)
- () Dimensions of Fence
- () Site plan denoting location on lot
- () Name of Company installing fence

() GARBAGE CAN SCREEN

- () Materials to be used
- () Picture or drawing of screen
- () Site Plan denoting location on lot
- () Stain or color of screen

() LANDSCAPING

- () Picture or drawing of proposed change
- () Description of plants to be removed
- () Description of Materials to be used
- () Description of plants/trees to be planted

() ROOM ADDITIONS

- () Architects plans for addition
- () Materials to be used
- () Architects Contact information
- () Home / Site plans denoting location
- () Lot Grade changes
- () Builders Contact Information

() STORAGE BUILDINGS / SHEDS

- () Picture or drawing of Modification
- () Materials to be used
- () Roofing Material
- () Grading / Drainage plan
- () Dimensions
- () Site plan denoting location on lot
- () Color

() SWIMMING POOL / SPA / HOT TUBS

- () Picture or drawing of pool / spa / hot tub
- () Site plan of pool / spa / hot tub
- () Screening Plan
- () Dimensions of Pool / spa / hot tub
- () Site plan denoting location on lot
- () Safety features / fencing to be installed

() WATER FEATURES / GARDENS

- () Site plan denoting location on lot
- () Runoff / Drainage plan
- () Dimensions of feature / garden
- () Safety features to be installed

Homeowner's Acknowledgement: I understand and agree that no work on this request shall commence until written approval of the Architectural Control Committee has been received by me. I represent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes shall be made in strict conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county regulations. Neither the Property Owners Association, ("POA"), the POA Board of Directors, the Architectural Control Committee nor their respective members, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval or an architectural alteration by reason of mistake in judgment, negligence or malfeasance, 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, placement within property boundaries, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims for damages regarding this request or the approval or denial thereof.

I understand that I am required to notify the Architectural Control Committee when the requested modification is completed and submit to an inspection of the modification when complete.

Homeowner's Signature(s) _____

Date _____

FOR ARCHITECTURAL CONTROL COMMITTEE USE:

Date received _____ Modification ID: _____

() Approved () Conditional Approval () Disapproved Response Date: _____