

Park Pointe HOA

President@ParkPointeHOA.org ♦ P.O. Box 611, Suwanee, GA 30024

Modification Request Form (MRF)

Today's Date _____

To submit this form, fill out this first page and email or mail it to the contact information above.

Name _____

Address _____

Phone _____

E-mail _____

Desired format of return notice E-Mail Postal Mail

Simple description of modification _____
(E.g. Fence, Porch, Paint outside)

Proposed Start Date _____ Expected Finish Date _____

Is the change Structural? Cosmetic? Going to change the ingress or egress to your unit?

If you are requesting a fence, will the fence...

- Be 6 feet tall?
- Be made of unpainted or natural stained cedar?
- Begin and end on the back corners of your home?
- Have any chain link, chicken wire, split rail or plastic/PVC sections?

Please give a detailed description as to the nature and location of the requested modification

I have read and understand the attached conditions with regards to the submittal procedure of this Modification Request Form

Signature: _____

Date: _____

Do not write in the box below

Please mail or email the first page of this document to Park Pointe HOA along with any supporting information. You may keep this page for your own information. We will review your request, check for covenant compliance and if appropriate, and respond to your request within 30 days of receipt. Denials will automatically receive a copy of the request along with an explanation of denial. Approvals will be archived and noted in your account. A user copy of approvals will also be automatically furnished upon completion of your request in the format you selected on page one.

Modification Requests **must** have approval from Park Pointe HOA *before* work is started. Approval of a request grants permission to Park Pointe HOA to make a reasonable inspection of completed modifications. Approvals of request will usually have a thirty (30) day or sooner completion period.

Neither the HOA nor the ACC shall bear any responsibility for ensuring the design, quality, structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with building codes, zoning regulations and other government requirements. The homeowner assumes all responsibility to obtain the appropriate county permits as needed.

Furthermore, this declaration provides that none of the parties mentioned above, nor a member of any of these groups shall be liable for any injury, damages or losses arising out of the manner, design or quality of any approved construction or modification.

If any building permits were obtained, please include a copy of these with your Modification Request Form. If your request includes a new structure being built or erected, please attach a site plan, drawing or picture, and the type of material used (type, grade, color, etc.). A drawing or sketch of the proposed modification might help us to understand your plan better. Feel free to submit designs, drawings or plans along with your MRF as well.