



MRF Instruction Sheet

Please mail the first page of this document to **Westchester Place HOA, Inc.** 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, confer with your community's HOA or ACC to 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.

DO NOT BEGIN ANY WORK WITHOUT HOA APPROVAL!! Your Request for may take up to 30 Days for approval! Do not submit a Modification Request expecting a quick 24 hour turn around. Typically, the Board will review your request and make a decision within 2 weeks. Under GA Law we have 30 days to review your request. Again, the Board Modification Requests must have approval from Westchester Place HOA, Inc BEFORE work is started. Work begun or completed without HOA Approval will be subject to a \$500 fine for initial violations. Fines are progressive for repeat offenders! Approval of a request grants permission to agents of **Westchester Place HOA, Inc** to make a reasonable inspection of completed modifications. Approvals of request will usually have a thirty (30) day completion period.

Westchester Place HOA, Inc shall not 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.



Modification Request Form (MRF)

Name

Lot #

Address

City, State & Zip

Contact Phone Alternate

Email address

Is the Change: Structural Cosmetic A change to the property's Ingress or Egress

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

If requesting a fence a Property Survey must be done.

Do you have a survey of your property line? (Circle) YES / NO Please attach the survey to this form.

What type of wood material? How tall will fence be?

What will be the finish be? (Color Paint, Shade of Stain, Natural, Etc.)

Will the fence have any chain link, chicken wire, split rail or plastic/PVC sections? (Circle) YES / NO

I have read and understand the attached conditions with regards to the submitted procedures of this Modification Request Form.

Signature:

Date:

Office Use Only

Date Received	Dues Current: YES / NO
Approved:	Approved with Conditions:
Denied:	Reasons:

