BRAEBURN OFFICE VILLAGE ASSOCIATION, INC. - REQUEST FOR MODIFICATION REVIEW

Name_____ Date_____

Address_____Home Phone_____

City/State/Zip_____ Office Phone_____

Community _____Lot/Block_____

Please provide the Architectural Control/Covenants 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.

Description of Modification Requested:

_____

_____

Estimated Start Date_____ Estimated Completion Date_____

Acknowledgment of Adjacent Homeowners **(all homeowners sharing common boundary line)**: This acknowledgement will be considered by the Covenants Committee but will not be binding upon the Covenants Committee. No application will be considered unless this section is completed, or the Applicant Homeowner has made a reasonable effort, in the sole discretion of the Board, to have this section completed.

Signature _____ Lot (_____) In Favor Of (___) Not In Favor Of (___)
Signature _____ Lot (_____) In Favor Of (___) Not In Favor Of (___)
Signature _____ Lot (_____) In Favor Of (___) Not In Favor Of (___)

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

____ **Patio or Walkway**
- _____ Lot survey denoting location
- _____ List of materials to be used

____ **Exterior Decorative Objects, Front Porch Flower Pots, Lighting, Etc.**
- _____ Description of object _____
- _____ Location and picture or sketch of object

____ **Garden Plot**
- _____ Location and size of garden
- _____ Type of plants to be grown

____ **Play Houses**
- _____ Location (must have minimum visual impact on adjacent properties)
- _____ Size and Sketch
- _____ Materials (in most cases, material used **should** match existing materials of home)

____ **Private Pool**
- _____ Picture or drawing of pool type.
- _____ Dimensions (maximum size 1,000 square ft.)
- _____ Color (must be blue or white).
- _____ Site plan denoting location.
- _____ Type of lighting source.
- _____ Landscape plan

____ **Fencing**
- _____ Picture or drawing of fence type.
- _____ Dimensions (Height is to be 6 feet; maximum span between posts shall be ten feet).
- _____ Color
- _____ Site plan denoting location
- _____ Crossbeam structure must not be visible from any street (must face inside toward yard).
- _____ Materials
- _____ All nails, screws or fasteners shall be aluminum or hot-dipped galvanized.
- _____ All posts shall be anchored in concrete.

____ **Exterior Landscaping and Maintenance**

_____ Landscape plan denoting plant material and location

____ **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 (must be cedar, cypress or No. 2 grade or better pressure-treated wood).

____ **Exterior Building Alterations**

Paint (Submit only if other than original paint color)

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

Please submit your modification request packet to the attention of Bryan Combs, Association Manager, via email at BryanCombs@FieldstoneRP.com or via fax at 678-819-5366.

Note: I understand and agree that no work on this request shall commence until written approval of the Covenants 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 Fieldstone Realty Partners, LLC, the Association Board of Directors, the Association Advisory Committee or the Association Covenants 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 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.

Owner's Signature _____ Date _____

FOR ARCHITECTURAL CONTROL COMMITTEE USE Approved By: _____
Covenants Committee Member

Date Received _____

Approved _____ Not Approved _____ Conditions _____

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Comments:

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