

NORTH FARM HOMEOWNERS' ASSOCIATION MODIFICATION REQUEST FORM (MRF)

(Please Print)

Name: _____ Address: _____

Date Submitted: ___/___/___ Phone: _____ Email: _____

STARTING A PROJECT PRIOR TO MRF APPROVAL MAY RESULT IN \$200.00 FINE.

Start Date for Project : _____ **Approval to start the project is good for 120 days. Once started, the project must be completed within one year.**

Submit Modification Request Form (MRF) to North Farm (NF) Architectural Standards Committee (*address on back*).

Requests must include, without limitation, the following information:

1. Site plan including all dimensions along with a detailed description of the request.
2. List of materials, color chips and pictures (if applicable).
3. Other information as required below or by the NF Covenants and Rules & Regulations.

Direct question regarding the need to submit a MRF to Homeside Properties, Inc. – Architectural Control Committee at 678-297-9566 or by email to the NF Architectural Standards Committee (ASC) at mrf-request@northfarmhoa.org

Description of Modification Requested: _____

Exceptions Requested - Consult the North Farm (NF) Rules & Regulations for specific details.

Yes Reason: _____

Check the applicable subheading below that describes the requested modification per description above. Refer to the **NF Rules & Regulations** and **NF Color Book** for additional information and requirements.

DECK/PORCH (*City of Alpharetta Permit May be Required*) (*See NF Rule & Regulations for style and materials.*)

- Include a picture/drawing with dimensions. Site plan to denote that structure does not extend past the front building line (use copy of survey). Color must be natural or painted to match exterior color of home. Attach color sample.

DRIVEWAYS/WALKWAYS (*City of Alpharetta Permit May be Required*) (*Check one.*)

- Replacing > same material to be used.
- Repairing > concrete type material to be used.

FENCE (*City of Alpharetta Permit May be Required*)

- Picture/drawing of fence. Site plan with location not to extend past front of house. Maximum height 6 feet. Crossbeam structure must not be visible from any street and must face inside toward yard.
- Specify materials to be used. Wood or black metal (*resembling wrought iron*) are the preferred materials. White vinyl fencing reviewed on a case-by- case basis. Chain link fencing is not allowed.
- Finish may be natural, semi-transparent colored or painted white or black for aluminum. Attach color sample.

LANDSCAPING

- Location and dimension of alteration to yard. Include description of “yard art” if any that will be added.
- Type of trees, shrubs, plants to be used.

MAILBOX - Post must be white and the same style and height as installed by the original builder.

- Mailbox must be black and the same size as installed by the original builder.

PAINTING/RE-PAINTING – Home Exterior (*check each area to be painted.*) **SEE NF COLOR BOOK FOR DETAILS.**

BODY (*Check all that apply.*)

dormer windows rakes above roof lines siding garage doors

Color Palette # _____ Color # _____ Color Name _____

Other Color – attach swatch. SW Color # _____ Color Name _____

TRIM (*Check all that apply.*) **Gutters painted accent color (non-standard color or darker pallet) require ASC approval.*

cornice fascia window trim garage frame gutters*

Color Palette # _____ Color # _____ Color Name _____

Other Color – attach swatch. SW Color # _____ Color Name _____

NORTH FARM MODIFICATION REQUEST FORM (MRF) - Continued

ACCENTS *(Check all that apply.)*

___ exterior doors ___ shutters ___ metal roof/tops of bay windows

Color Palette # _____ Color # _____ Color Name _____

Other Color – attach swatch. SW Color # _____ Color Name _____

ROOF MOUNTED - Required SW Color # SW 6258 Tricorn Black *(Check all that apply.)*

___ stacks ___ vents ___ chimney shrouds

___ **PAINTING BRICK**- All exterior brick. **See NF Color Book** for requirements related to surface preparation and primer.

Brick Color Palette # _____ Color # _____ Color Name _____

Other Color – attach swatch. SW Color # _____ Color Name _____

___ **PATIO/FIRE PITS/FIREPLACES/OUTDOOR KITCHENS/ROOM ADDITION** *(City of Alpharetta Permit May be Required)*

- Site plan to denote location (use copy of survey from your closing). Picture of expected appearance if available.
- List of materials to be used.

___ **ROOF** - Must be architectural, three dimension tab shingles. Include a color sample.

___ **SHUTTERS/EXTERIOR DOORS (New Installation)**

- Approved Color #: _____ Color Name _____

___ **SWIMMING POOL/SPAS & HOT TUBS/TENNIS COURT – Backyard Must be Fenced** *(May require City Permit)*

- Pool must be in ground.
- SPA, hot tub and tennis courts must not be visible from the street. No lighting allowed.

___ **TREE REMOVAL/REPLACEMENT** *(City of Alpharetta Permit May be Required)*

- Indicate location on lot and size of tree to be removed or planted.
- List type of replacement tree.

___ **WINDOWS / DOORS** *(City of Alpharetta Permit May be Required)*

- Exterior/replacement windows and doors including sliding glass or screen doors may not be silver aluminum.
- Acceptable material: wood, anodized aluminum, fiberglass, or vinyl colored to match the trim of the house.

___ **OTHER REQUEST (Not Listed Above) Describe:** _____

Homeowner’s Acknowledgement:

I understand and agree that work on this request shall not commence until written approval from the Property Management Company has been received by me. I represent and warrant that the requested changes strictly conform to North Farm Covenants and Rules & Regulations and that the changes shall be made in strict conformance with the Covenants and Rules & Regulations. I understand that I am responsible for complying with all city, state, and county codes and other regulations.

Neither the North Farm Homeowners Association, Inc., (“HOA”), the HOA Board of Directors, the Architectural Standards 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, or 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, methods of construction, or technical suitability of materials. I hereby release all of the foregoing individuals and entities from any claims or damages regarding this request or the approval or denial thereof.

Homeowner Signature _____ **Date:** _____

EMAIL COMPLETED FORM TO: mrf-request@northfarmhoa.org

AN ELECTRONIC VERSION OF THE MRF FORM IS ALSO AVAILABLE ON THE NORTH FARM WEBSITE AT:
<https://www.northfarmhoa.org>

FOR PROPERTY MANAGEMENT USE

Date Received _____ Date Homeowner Notified _____ Approved Not Approved

Conditions _____