

WELLESLEY REQUEST FOR MODIFICATION REVIEW

Name: _____ Date: _____

Address: _____ Phone: _____

A confirmation email will be sent to Homeowner when MFR is received. If Homeowner does not receive email confirmation, it is Homeowner's responsibility to ensure Association has received Modification Review Request. PLEASE NOTE: While the Board strives to respond to each request promptly, it may take up to thirty(30) days to receive Board response to Modification Request.

****HOMEOWNER SHALL NOT BEGIN PROJECT UNTIL WRITTEN APPROVAL IS RECEIVED****

Please provide the Wellesley HOA Board with all information to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if available), detailed descriptions of request, list of materials, pictures (if available), and any other information as specifically required below or as required by the Community Design Guidelines.

Description of Modification Requested: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Under each of the most common headings below, all the items listed must be submitted. Please refer to the Guidelines for other necessary information required for modifications such as detached structures, outdoor play equipment, pools, tennis courts, etc. *(If you do NOT have a copy of the Wellesley Covenants or Design Guidelines, please see the Community website at www.WellesleyHOA.com, or contact the Property Manager at 770-926-3086 or smccarter@dpm-re.com)*

_____ EXTERIOR PAINT (must submit MFR even if requesting to re-paint original color)

Please specify color choices for each exterior element below (All colors must be on the Wellesley Approved Colors lists for Siding & Trim or Door & Shutter colors).

Siding _____ Wood trims _____ Front Door _____

Stucco trims (if applicable) _____ Additional exterior door(s) _____

Garage door(s) _____ Gutters & downspouts _____ Other _____

Please paint a 2'x2' (or larger) sample of all paint color choice(s) on home adjacent to any existing brick or stone

_____ **Patio or Walkway**

_____ Lot survey denoting location

_____ List of materials to be used

_____ **Exterior Decorative Objects, Front Porch Flower Pots, Landscape lighting, etc.**

_____ Description of object

_____ Location and picture or sketch of object

_____ **Garden Plot**

_____ Location, size, and materials list

_____ Type of plants to be grown

_____ **Play Houses**

_____ Location (must have minimal visual impact on adjacent properties)

_____ Size and sketch (limited to an area not to exceed 100 square feet)

_____ Materials (in most cases, materials must match existing materials of home)

_____ **Private Pool**

_____ Picture or drawing of pool type

_____ Color, materials, design specifications (including dimensions - maximum size 1000 sf)

_____ Site plan denoting location

_____ Lighting, fencing, landscape plans

_____ **Fencing**

_____ Picture or drawing of fence type

_____ Materials (must be cedar, cypress, or No 2 grade or better pressure-treated pine; NO chain link allowed)

_____ Dimensions (maximum height may not exceed six(6) feet; max span between posts shall be ten(10) feet; minimum post size shall be 4"x4"; must have two 2"x8" rails or three 2"x6" horizontal rails per section)

_____ Color (must be natural or painted to match exterior color)

_____ Site plan denoting location (fence may not be located closer to any street than rear edge of home. On corner lot, fence may not be closer to side street than building line of house.) (Please enclose a copy of property survey, if applicable).

_____ Cross beam structure must not be visible from any street (must face toward yard)

_____ **Exterior Landscaping and Maintenance**

_____ Landscape plan denoting plant material and location

_____ **Deck/Porch addition**

_____ 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 pine)

_____ **Storm Windows/Doors**

- _____ Picture or drawing of all windows/doors on which storm windows/doors will be installed
- _____ Picture depicting style of storm windows/doors 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, colors, and detailed architectural drawing of addition
- _____ Materials (material used must match existing materials of home)
- _____ Building permit (if required)

_____ **Roof Replacement**

_____ Color and style choice (Seller to provide an sample of roofing material for the ACC to perform an on-site review).

NOTE: I understand and agree that NO WORK pertaining to this request shall commence until written approval from the Board 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 Association Board of Directors, the Architectural Control Committee, or the neighborhood Management Company 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 judgement, negligence or nonfeasance 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 assume 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 _____ Print name _____

FOR HOA BOARD USE:

Date received _____ Approved _____ Not Approved _____ Date responded _____

Comments/Conditions: _____
