

INSTRUCTIONS FOR REQUEST FOR MODIFICATION

Please read the instructions on this page carefully before completing the application.

The MorningView Homeowners Association utilizes a complete package application procedure. The application will be reviewed when all required documentation has been received. If your application is incomplete, your application will not be processed.

STARTING WORK or WORK ALREADY COMPLETED PRIOR TO APPROVAL WILL RESULT IN A FINE OF \$1,000 BEING APPLIED TO YOUR ACCOUNT. FINES OF \$100 PER DAY MAY BE APPLIED IN ADDITION TO THE \$1,000 UNTIL THE ISSUE IS BROUGHT INTO COMPLIANCE.

1. PLEASE PRINT LEGIBLY IN INK or type.
2. **INCLUDE PICTURES OF:**
 - a. front of home
 - b. all areas where work will be done on property
 - c. aerial view (picture, drawing) showing property line and any work where property line will be considered (fence, retaining wall, tree removal, other structures, etc.)
3. Include complete **legal name** on file with MorningView HOA.
4. Provide the **email address** for application communication and notifications.
5. Complete the **entire application form** with **signatures and date**.
6. FOR ALL PAINTING REQUESTS- **USE THE PAINT MODIFICATION FORM.**
7. For **minor modifications** (landscaping, basketball goals, etc.) submit a drawing, product brochure, or description of the planned addition with location clearly marked on diagram, survey, or picture with location clearly marked.
8. For **moderate or major modifications** (fences, retaining walls, decks, play equipment, etc.) enclose the following with your request:
 - a. A site plan, to scale, clearly showing property lines and location of proposed modification(s). Existing fences, decks, walkways, driveways, etc. should also be indicated.
 - b. A brief description of the modification with drawings, pictures, plans, list of materials, and color samples. (May include brochures, project examples)
9. Homeowners are responsible for complying with Gwinnett County building codes. Any permits and/or inspections are the homeowner's responsibility.
10. **Important:** Upload your documents to the CMA website.
11. **STRONGLY ENCOURAGED NOT TO SCHEDULE WORK, PRIOR TO RECEIVING APPROVAL OF APPLICATION FOR MODIFICATION** (Approvals may take up to 60 days)

APPLICATION FOR MODIFICATION

Please read the attached instructions (see above) before completing the application.

Allow a maximum of **60** days for a application review. Approved applications must be completed within **120** days unless otherwise stated. Failure to submit all details will delay approval.

NOTE: APPLICATIONS FOR PAINTING THE EXTERIOR OF YOUR HOME MUST USE THE PAINT APPLICATION.

Date: _____ Homeowner's Name: _____
Address: _____ Home Phone: _____
Daytime Phone: _____ Cell Phone: _____
Estimated Start Date: _____ Estimated Completion: _____
Email Address: _____

Select the type of modification being requested

Painting requests use the painting application.

The following require 1) a drawing with location marked 2) project details and 3) complete materials list

☐ Basketball goal	☐ Deck	☐ Fence	☐ Front Door
☐ Gazebo	☐ Gutters	☐ Landscape/Tree removal**	☐ Room addition
☐ Play equipment	☐ Retaining wall	☐ Roof*	☐ Windows
☐ Satellite dish	☐ Screened porch	☐ Swimming pool	☐ Other

* Roof must be 3-tab Architectural in style.

**Tree removal requests also require submission and approval of a landscape / tree replenishment plan and pictures or drawings indicating specific trees to be removed.

Description of Modification: (INCLUDE ADDITIONAL PAGES IF NEEDED)

Any member of the Board or its representatives shall have the right, during reasonable hours and after reasonable notice, to enter upon any property to inspect for the purpose of ascertaining whether these restrictive covenants have been or are being complied with. Such Person or Persons shall not be deemed guilty of trespass by reason of such entry. (per Declaration of Covenants)

I have discussed this modification with my neighbors who will be directly impacted by the proposed modification.

Homeowner Signature: _____

eSignature NOT required. May print and sign in ink or add signature digitally.

Neighbor's Signature: _____

Neighbor's Signature: _____

Neighbor's phone or email: _____

Neighbor's phone or email: _____