



# MODIFICATION REQUEST FORM (MRF)

- Please read the instructions before completing this application
- Return completed form below to:

**You may also complete your request Online when logging into your customer portal. If you do not know your login information please email [info@libertycm.com](mailto:info@libertycm.com)**

Liberty Community Management  
email: to your community manager or  
[requests@libertycm.com](mailto:requests@libertycm.com)

or by mail  
Liberty Community Management  
PO Box 2082  
Loganville, GA 30052

Association Name: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Start Date for Work: \_\_\_\_\_ Estimated Completion Date for Work: \_\_\_\_\_

## Type of Modification Being Requested

### MINOR Modifications (circle one):

**For MINOR Modifications, please see #1 in attached Instructions**

Play Equipment Painting(exterior) Roof Landscaping Tree Removal Shutter Replacement

Door Replacement (circle one, Front Rear Garage) Other: \_\_\_\_\_

### MODERATE Modifications (circle one):

**For MODERATE Modifications, please see #2 in attached Instructions**

Deck/Screened Porch Retaining Wall Gazebo/Pergola Fence Patio Shed

Other: \_\_\_\_\_

### MAJOR Modifications (circle one):

**For MAJOR Modifications, please see #2 in attached Instructions**

New House Room Addition Swimming Pool Other: \_\_\_\_\_

#### Important Notes:

#### For Office Use Only:

Date Received \_\_\_\_\_

Approved \_\_\_\_\_

Conditional Approval \_\_\_\_\_

Denied \_\_\_\_\_

Owners Acknowledgements:

I understand:

- That no work on this request shall commence until I have received approval of the Architectural Control/Review Committee (ACC/ARC);
- Any construction or alteration to the subject property prior to approval of the Architectural Control/Review Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered by the Covenants and a ACC/ARC review process as established community documents in conjunction with the Board of Directors;
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval;
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the Association
- That I will abide by the timelines as outlined in the community documents and the project will be started and completed as specified in the documents or unless as approved by the reviewer
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the ACC/ARC Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control/Review Committee. The Architectural Control/Review Committee has permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Informational:**

**REVIEW PROCESS** – Your association's governing documents stipulate the amount of time the ACC may take to render a decision.

**APPLICATION** – The application must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the ACC/ARC. Property owners must sign the application. Contractor's signatures for property owners will not be accepted. Modifications are not permitted to commence until the modification has been reviewed and approved by the ACC/ ARC.

**NOTIFICATION** - Acknowledgment of receipt of your application will be sent via email when all appropriate documents have been received. If no acknowledgment had been received, it is deemed as not received. All owners will be notified in writing via email once the request has been approved or denied.

## Instructions for Request for Modification- MAKE SURE YOU SIGN PAGE #2

1. For **MINOR Modifications** submit the following, if applicable:
  - a. Description of the planned addition or change with any drawings or product brochures that are applicable
  - b. Painting requests must complete the Paint Modification Information Form below, even if painting the same color

### ❖ Check List:

- ❖ Playground Equipment- did you provide a site plan and location of the new equipment, to include distances to the property lines, did you provide a picture of your current property and the proposed location, did you include a picture of the proposed equipment
- ❖ Roof- did you provide the manufacturer, style and color of the proposed new roof, did you provide a picture of your current home to include the new roof
- ❖ Landscaping- did you provide, in detail, the proposed landscaping, type, color, location, did you provide a current picture of the area you wish to change
- ❖ Tree Removal- did you provide the picture of the tree, did you provide the reason of the removal, did you state that the stump will be ground (required), did you provide that you will seed or sod. If you are replacing, did you provide the type of tree and size
- ❖ Door Replacement- did you provide a picture of your current home door, did you provide the digital picture of the replacement, did you provide the new specific color (manufacturer color and code)
- ❖ Shutter Replacement- did you provide a picture of your current home shutter, did you provide the digital picture of the replacement, did you provide the new specific color (manufacturer color and code)

2. For **MODERATE or MAJOR Modifications** submit the following, if applicable:
  - a. A site plan, illustrating the exact location of modification being requested in relation to your property lines. The preferred document is a State of Georgia registered survey plat clearly showing property lines, existing improvements, and proposed modification(s). Plats are located on the community website for your convenience (where available), copy of your actual survey is preferred. Please show exact location of dimensions of modification(s) being requested in relation to your property lines. Existing fences, decks, walkways, driveways, etc., should also be indicated. A brief description of the modification, drawings, exterior elevations, detail of material to be used, pictures, catalog pages, brochures, or color samples (can be digital) **MUST** be included,
  - b. It is recommended that homeowners check with the Permit Department to obtain necessary permits and building code information.
  - c. Please print legibly in black ink or type, Provide your complete name
  - d. Provide e-mail to which your response should be sent
  - e. Complete the entire application; please note the section regarding discussion with neighbors. Sign and date the form and forward to your manager or email to [general\\_mailboxinfo@libertycm.com](mailto:general_mailboxinfo@libertycm.com).
  - f. **Neighbor letter of approval and signatures are required for all Fence applications where you are sharing a common wall**

## Paint Modification Information Form

Complete the Modification Request form and include the following information along with the application. **Paint chips or digital submissions must be submitted for each color to include the manufacturer and color codes.** Please refer to your community ACC/ARC guidelines on approved colors, if applicable.

Please indicate the color you are requesting to paint for all of the following features on the exterior of the home:

Stucco (# of sides): \_\_\_\_\_

Stucco Trim Features: \_\_\_\_\_

Siding (# of sides): \_\_\_\_\_

Trim (i.e. Fascia,): \_\_\_\_\_

Window Sashes: \_\_\_\_\_

Window Trim: \_\_\_\_\_

Gutters and downspouts: \_\_\_\_\_

Shutters: \_\_\_\_\_

Entry door: \_\_\_\_\_

Garage Doors (body color): \_\_\_\_\_

Railings: \_\_\_\_\_

Columns: \_\_\_\_\_

Metal Roofing: \_\_\_\_\_

MRF Application - 01/27/2021