

Request for Modification Review Information

DO NOT COMMENCE ANY WORK PRIOR TO WRITTEN APPROVAL BY THE BOARD IF DIRECTORS

Helpful Hints...

- **Please review instructions carefully**
- **Send complete packages only.**
- **Do not send JPG Files, all information must be assembled by the unit owner. If you cannot scan the document, please mail it to our office.**
- **Label all photos and make sure they are clear.**
- **A plat is required for fences, landscaping, and other exterior alterations**

Thank you for your interest in submitting a modification request form. Each request is reviewed on a case by case basis. Please review the following for more information pertaining to modification request package submission.

I. Review Process

- a. Homeowner submits a **complete modification request package** to the association manager via email, mail, or fax.
- b. Association manager submits the package to the Advisory Committee.
- c. Association manager receives the committee's **recommendation** and submits the request with the recommendation to the Board of Directors.
- d. The Board of Directors reviews the application and determines whether approval or disapproval is appropriate. The Board of Directors has the final say for all requests.
- e. Association Manager notifies homeowner of the Board's decision **in writing** via letter from the association. Please note that no approvals/disapprovals are valid unless in writing. Verbal approval is not sufficient.
- f. If your package is received incomplete your request will be automatically denied. It will be reconsidered once received complete.

II. Timeline

- a. Depending on your community's CCRs, the Board has **30 – 60 days** to review and respond to each modification request. Please check your CCRs for your community's request timeline.
- b. The timeline begins only after the package is received complete. If it is not received complete you will receive a denial email which will stop the clock. The clock will commence once your package is complete.

III. FAQs:

1. Why do I need to submit a modification request even though I am the owner of the property?
 - a. The modification request process is used to ensure that all exterior changes are held to the standards of the community.
2. What if my modification request package is incomplete?
 - a. The request must be denied if the package is incomplete.
3. Do I have to have my neighbor's signatures even if the modification does not affect them?
 - a. Yes, all requests require neighbor's "In favor" or "Not In Favor" signatures. If your neighbor signs "In Favor" this protects you, the homeowner, from a neighbor disputing your request in the future.
4. If my neighbor is not in favor of my request will it be immediately disapproved?
 - a. No, the Board reviews all requests and has the final say for all requests.
5. If I am re-painting the exterior of my home the same colors do I need approval?
 - a. No, in this case you do not need approval.

SENECA HOMEOWNERS ASSOCIATION, INC. - REQUEST FOR MODIFICATION REVIEW

Name _____ Date _____

Address _____ Home Phone _____

City/State/Zip _____ Email Address _____

Community _____ Lot/Block _____

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, 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 – requires building permit**
____ 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
____ Approved building permit

Fencing – requires building permit if required by County or proof of no requirement by County

- _____ Picture or drawing of fence type.
- _____ Dimensions (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.
- _____ Approved building permit

Exterior Landscaping and Maintenance

- _____ Landscape plan denoting plant material and location

Deck/Porch- requires building permit

- _____ 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).
- _____ Approved building permit

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 – requires building permit

- _____ Location of addition and size of lot.
- _____ Size, color, and detailed architectural drawing of addition.
- _____ Materials (material used **must** match existing materials of home).
- _____ Approved building permit

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 _____

Comments:
