

## Request for Modification Review Example

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.

### II. Timeline

- a. Depending on your community's CCRs, the Board has **30 - 60 days** to review and respond to each modification request.

### III. Sample Request

- a. See below

### IV. 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 request 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.

HOMEOWNERS ASSOCIATION - REQUEST FOR MODIFICATION REVIEW

Name Your Name Date 1/1/17

Address 123 Your Street Home Phone

City/State/Zip Your City, GA Email Address homeowner@gmail.com

Community Your Community Lot/Block 101

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: install 6' wooden privacy fence

Estimated Start Date 3/10/17 Estimated Completion Date 3/17/17

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 Neighbor 1 Lot (100) In Favor Of (X) Not In Favor Of ( )
Signature Neighbor 2 Lot (102) In Favor Of (X) 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 height may not exceed 6 feet; maximum span between posts shall be ten feet).
\*Many times, your contractor will provide a document similar to the one below.\*
Color \*Submit swatch of color/stain if desired. Can also be submitted at a later date.
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 \*if required by city/county

**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

**Please submit your request to Melanie Ondruska, Community Manager  
via email at [melanieondruska@fieldstonerp.com](mailto:melanieondruska@fieldstonerp.com) or via fax at 678-819-5366.**

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 Homeowner Signature \_\_\_\_\_ Date 1/1/17 \_\_\_\_\_

**FOR ARCHITECTURAL CONTROL COMMITTEE USE**

Approved By: \_\_\_\_\_  
Covenants Committee Member

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


Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Conditions \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Picture of Fence Style:**



**Sample Contractor Drawing** – usually includes dimensions & materials. Your contractor may provide something similar to this. If not, note the materials/dimensions on the modification request form. It is acceptable to submit this drawing, however, the site plan is still required.



**FenceTown**

PLEASE PRINT CLEARLY

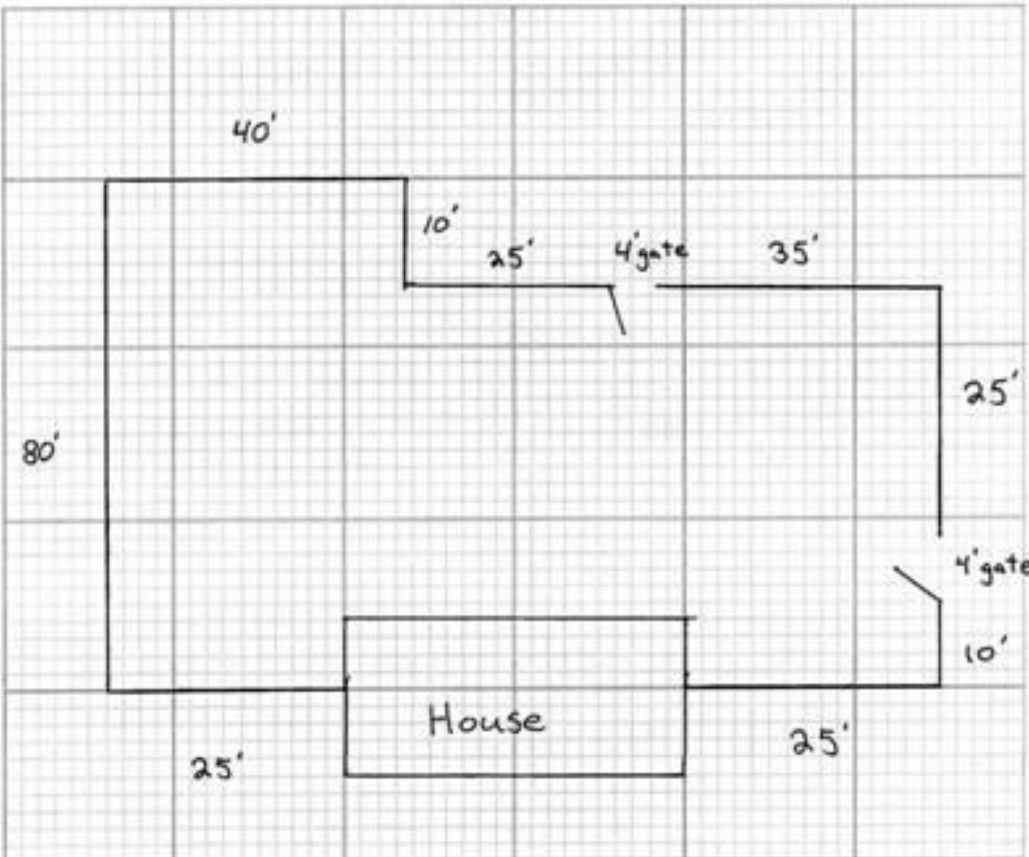
**Fence Quote Drawing**

**Fax to 1-888-813-3623**  
Service@Fencetown.com

<p>Date: <u>Today's Date</u></p> <p>Name: <u>John Smith</u></p> <p>Company: <u>Smith Landscaping</u></p> <p>Phone#: <u>888-555-1234</u></p> <p>Fax #: <u>888-555-4321</u></p> <p>E-Mail: <u>john.smith@gmail.com</u></p> <p>State and Zip (for shipping): <u>NY 11219</u></p>	<p>Brand: Delgard <input checked="" type="radio"/> <u>On Guard</u> Gilpin SpecRail Xcel Other</p> <p>Style: <u>Longspur</u></p> <p>Height: 36" 42" 48" 54" <input checked="" type="radio"/> <u>60"</u> 66" 72"</p> <p>Color: Black Other <u>Bronze</u></p> <p># of Gates: <u>2</u> Gate Width: <u>49"</u></p> <p>Is the fence going around a pool? Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>Comments: _____</p>
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*Instructions: Please include all fence runs with lengths and locations of gates*



We are here to help. Questions? Call us at (888)336-2386 or e-mail us at: Service@FenceTown.com  
www.FenceTown.com

Fax to (888) 813-3623

**Sample Lot Survey/Site Plan:**

Please denote the desired location of the fence on your survey. The location of the fence is marked in red on this example survey.

