Cumberland Station Townhome Association, Inc.

Thank you for your purchase of a Lennar Home! Attached you will find the Design Guidelines for the Cumberland Station Townhome Association, Inc. ("Association"). The Association's governing documents require that any modifications to the exterior of your home be approved by the Association.

These Design Guidelines are provided to you to help establish what modifications would generally be approved, however, each modification is reviewed on a case-by-case basis and based on your specific Lot. These guidelines are not intended to provide any preapproval and are subject to change by Lennar and/or the Association.

All approvals are subject to the following conditions:

1. Change/improvement must not impede the flow of water in any drainage easement or swale.
2. For any portion of construction in any easement, owner/applicant must hold the Association harmless for any costs associated with repair/replacement of change/improvement should the Association or local municipality or local utility need to enter such easement.

At the end of this document you will find the Association's Request for Modification Form. This form should be completed for any modification and returned to your Association Manager. The completed form can be sent to:

Fieldstone Association Management

2675 Paces Ferry Road
Suite #125
Atlanta, Georgia 30339
Fax: 678-819-5366

A completed form must be submitted through the Association for all modifications. THE VERBAL APPROVAL OF ANY SALES AGENT, LENNAR EMPLOYEE, OR ASSOCIATION REPRESENTATIVE IS NOT SUFFICIENT. ALL MODIFICATION APPROVALS MUST BE IN WRITING.

When plans are required, they must be submitted with the form. A form is attached to these guidelines. Additional forms are available from the Association.

Again, congratulations on your new home and welcome to Cumberland Station!

Cumberland Station
Townhome Association, Inc

Design Guidelines

Updated: August 2020

Table of Contents

A. Definitions..... 1
Overall Goal..... 1

B. Application Information..... 1
Association Review - Enforcement Procedures..... 2

C. Timeliness of Work..... 2
All Required Permits..... 2

D. Guideline1: Patios and Walkways..... 4
Guideline 2: Exterior Appearance, Decorative Objects, Front Porch Flower Pots..... 5
Guideline 3: Garden Plots..... 7
Guideline 4: Basketball Goals..... 8
Guideline 5: Fences..... 9
Guideline 6: Exterior Landscaping and Maintenance..... 10
Guideline 7: Exterior Building Alterations and Additions..... 14
Guideline 8: Vehicles and Parking.....17
Guideline 9: Satellite Dishes, Window Air Conditioners, and Window Fans..... 18
Guideline 10: Addresses..... 19
Guideline 11: Signs in Yards.....19
Guideline 12: Business Use.....20

E. Attachment: Modification Review Form..... 22

A. DEFINITIONS

The Protective Covenants contain design review authority and broad, general objectives of the community association to protect property values and integrity of the subdivision.

The Design Guidelines, which may be modified from time to time, have been developed to supplement and amplify the Covenants. The Design Guidelines serve two purposes:

1. To assist the homeowner, both in designing the proposed improvement and in determining how to apply for Approval;

2. To provide criteria for consistent decisions by The Association.

OVERALL GOAL

The overall goal of the Protective Covenants and Design Guidelines is to keep the community an attractive and desirable place in which to live.

B. APPLICATION INFORMATION

1. The following exterior additions, improvements or modifications do **not** require a Request for Modification Review Form to be submitted **provided** certain conditions are met:
   Patios (Guideline 1)
   Exterior Lighting and Flag Poles (Guideline 2)
   Garden Plots (Guideline 3)
   Children's Wading Pools (Guideline 6)
   Repainting with the same color (Guideline 11)
   If you are unsure whether or not a Request for Modification Review Form needs to be turned in, please submit one!

2. A completed form must be submitted to the Association for all other types of modifications. **The verbal approval of any sales agent, developer, Lennar employee, or Association representative is NOT sufficient. All approvals must be in writing.** When plans are required, they must be submitted with the form. A form is attached to these guidelines. Additional forms are available from the Association' and the Owner's Portal.

3. The Protective Covenants state, "If the Association fails to approve or to disapprove submitted plans and specifications within thirty (30) days after the plans and specifications have been submitted to it, the foregoing will be deemed approved." Any homeowner applying this rule must be able to prove in writing that any plans and specifications were received by the Association.

ASSOCIATION REVIEW - ENFORCEMENT PROCEDURES

4. Violation of the Design Guidelines and/or the Protective Covenants may result in the following:

   a. Suspension of the right to vote;
   b. Suspension of the right to use the recreational facilities and common areas;
   c. Recordation of notice of committee violation with the appropriate court;
   d. Imposition of a fine on a per violation and/or per day basis;
   e. Correction of the violation by the Association with all costs charged to the violator;
   f. Filing a lien for all fines, attorney's fees and costs to correct the violation.

C. **TIMELINESS OF WORK**

All work approved by Lennar/HOA Board of Directors shall be completed within three months of the approval date, unless otherwise approved. If the work is not performed in this timeframe, the work must be resubmitted for approval. Homeowners should submit a time-line of the work scheduled. Homeowners shall inform the Association upon completion of a project so that a final inspection may be performed.

ALL REQUIRED PERMITS

1. All homeowner Modification Request Forms that involve construction or alteration of a structure that requires a building permit from the local municipality(s) having jurisdiction must be submitted and reviewed for compliance with the Design Guidelines by the Association based only on the Design Guidelines, not the permitting requirements of the municipality nor any State or Federal governing agency. All required building permits must be granted by the local municipality having jurisdiction **before** submitting for association approval.

2. It is the responsibility of the homeowner to confirm if a building permit is required the local municipality for the requested structure. Lennar Homes and the Association/Board of Directors do not have the authority or the ability to inform homeowners if municipality requires a building permit.

3. The homeowner is fully responsible for obtaining the necessary permits as required by the governmental agencies having jurisdiction over the proposed improvement. The homeowner is solely responsible for compliance with the codes and ordinances of the governmental agencies having jurisdiction over the construction.

4. Lennar, the Association and the Board of Directors shall not be held responsible for any modification or alteration constructed by or on the behalf of homeowners who do not obtain the proper permits. This is regardless of whether the structure is approved by the HOA, as the Association makes decisions based solely on the Design Guidelines.

5. Keep in mind that in the event a permit is successfully obtained from a local municipality or county, the Modification Request Form must be submitted, reviewed and approved before work can begin. A permit does not guarantee approval by Lennar/the Association/Board of Directors.

The contents of these guidelines, and any actions of Lennar or the Association, Board of Directors or its agents, are not intended to be, and should not be construed to be an approval of the adequacy, reasonableness, safety, structural integrity, or fitness for intended use of submitted plans, materials, or construction, nor ensuring compliance with building codes, zoning regulations, or other governmental requirements. Neither the Association, the Board, nor member thereof shall be held liable for injury, damages or loss arising out of any approval or disapproval, construction or through such modification to a lot.

GUIDELINE NUMBER 1: PATIOS AND WALKWAYS

1. Submission of a form for a patio is required. The following guidelines apply:

   a. The patio does not extend beyond the sidelines of the house and does not extend to within ten (10) feet of the side property lines

   b. The patio does not exceed six (6) inches above ground level at any point

   c. The existing drainage patterns are not altered in a manner that adversely impacts any adjacent properties and the drainage of the patio is directed to the homeowner's own property and properly dispersed.

2. Submission of a form for a walkway is required. The following guidelines apply:

   a. Is no closer than ten (10) feet from the side property lines

   b. The walkway does not exceed four (4) inches above ground level at any point

   c. If the existing drainage patterns are not altered in a manner that adversely impacts any adjacent properties and the drainage of the sidewalk is directed to the homeowner's own property and properly dispersed.

   d. The width of the walkway shall not exceed 4'-0".

   e. The form must note finish or texture if other than a natural broom finish in a unaltered concrete color.

GUIDELINE NUMBER 2: EXTERIOR APPEARANCE, DECORATIVE OBJECTS, FRONT PORCH FLOWER POTS, LIGHTING, HOUSE NUMBERS, ETC.

Exterior Appearance - General

The preservation of the character of the exterior appearance of homeowner property is the primary purpose of the Design Guidelines. In making selections or decisions, homeowners should consider the following:

1. Window treatments that are visible to the street should be made to blend with the exterior by using a white or off-white liner so that the vibrant colors or patterns you select for the interior do not clash with your exterior colors.

2. A form for approval is not required for one (1) decorative object placed in the front or side yards or porch that is a natural color, does not exceed 18" in height and is located within 15' of the boundary of the home.

3. A form must be submitted for all other exterior DECORATIVE objects, both natural and manmade. Exterior DECORATIVE objects include items such as bird baths, birdhouses, wagon wheels, sculptures, statues, fountains, pools, antennas, free-standing poles of all types, flag poles, gazing balls and yard art, and items attached to approved structures and visible from any street.

4. Objects will be evaluated on criteria such as location, proportions, color and appropriateness to the surrounding environment.

5. Outdoor storage of clothing or shoes, indoor furniture, cleaning equipment, and the like is strictly prohibited.

6. A form is not required for landscape lights that meet the following criteria:

    a. Light fixture does not exceed twelve (12) inches in height; **and**

    b. The number of light fixtures does not exceed five (5); **and**

    c. All lighting does not exceed 20 watts rating (low voltage lighting), should be white or clear, non-glare, and shall be directed towards the homeowner's house and landscaping only.

    d. Landscape lighting shall be located only along the walkway from the driveway to the front door/porch. No closer than 12' apart so that light "pattern" does not overlap. Landscape lighting will not be permitted along the sides of the driveway or elsewhere in front of the house. Up-lighting of trees and of the house will be considered on a case by case basis.

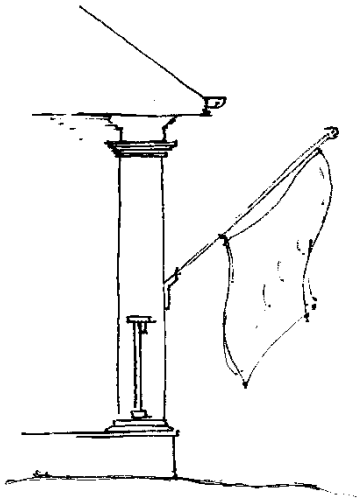
GUIDELINE NUMBER 2: EXTERIOR APPEARANCE, DECORATIVE OBJECTS, FRONT PORCH FLOWER POTS, LIGHTING, HOUSE NUMBERS, ETC. - Continued

7. A form is **not** required to be submitted for a single flag pole staff attached to a portion of the front of the house to display the official state flag of Georgia or the official flag of the United States of America. Such flags may not exceed **3 x 5 FT** in size. These poles may also be used for the temporary display of flags related to schools, colleges, universities, or flags such as might be used for holiday seasons. Temporary flag displays shall be limited to the season. See Figure 1.

8. Front doors and entry area decorations must be in keeping with the style and colors of the house and community. Live plants and live flowers in pots must always be neat and healthy. Neatly maintained front porch flower pots, containing evergreens/flowers, do **not** require submission of a form. Maximum of four (4) to five (5) pots that compliment scale and style of the home and community.

9. House numbers shall only be displayed in the original location.

10. Holiday decorations and lighting may be installed in a reasonable manner for the various recognized holidays. Holiday decorations and lighting may be in use until fifteen (15) days after the Holiday. Holiday decorations must be contained exclusively to your front entry stoop and respective private rear porches and entries.



3x5 Flag Mounted to Column

Fig. 1

GUIDELINE NUMBER 3: GARDEN PLOTS

1. A form must be submitted for garden plots. No bean poles will be permitted. The following guidelines apply:
   a. All garden plots/planters should be in the rear of your home, on the respective deck or porch that serves your townhome. Garden plots located on the common area landscape are prohibited, this includes the grassy areas behind your townhome between your driveways and on the side of corner townhome units.

   b. The size of the plot/planter/pot grouping should not exceed 2x4 square feet in dimension, garden/flower pot groupings should not exceed three to five (3-5) various sized flower pots grouped together tastefully. Max number of groupings is two to three (2-3) and should be appropriate in scale with the space you wish to locate them.

   c. The maximum height of plants should not exceed three (3) feet in height at full growth.

   d. The garden groupings must be properly maintained per the community standards.

2. All garden plots must be located behind the rear line of the house. All other proposed locations will be considered on an individual basis when a form is submitted.

3. Garden plots are planting areas or pot groupings that contain anything other than ornamental plants, such as vegetables and herbs.

4. Garden plots shall be deadheaded, cleared of dead plants, and overgrowth after the growing season.

GUIDELINE NUMBER 4: BASKETBALL GOALS AND PLAY EQUIPMENT

1. Basketball goals, trampolines, and playhouses are prohibited.

2. Any play or sport equipment such as: sport balls and matching goals, bikes, scooters, skateboards, hover boards, etc. must be stored away after use within garage or home.

GUIDELINE NUMBER 5: FENCES, PRIVACY SCREENS – See Figure 5.

1. The original design concept of the community promotes a feeling of open space; therefore, fencing is not generally encouraged. A form must be submitted for **ALL** fencing.

2. Chain link and vinyl fences are prohibited. No wire fences, chicken wire, or welded wire fences are permitted. A shadow box style fence design is the ONLY permitted fence in the community.

3. No double fencing is permitted. Fencing on Rear Entry homes is **not allowed**, only homes with Front Entry homes are permitted to have a fence.

4. All forms must include the following information:

   a. Picture or drawing of fence type.

   b. Dimensions:

      1) The height shall not exceed six (6) feet.
      2) The maximum span between posts shall be ten (10) feet.
      3) The minimum post size shall be 4”x 4” and the maximum shall not exceed 6”x 6”.

   c. Color: Unless approved by the ARC, the fence stain shall be clear sealant, SW3504 Woodridge, SW3507 Riverwood. Painting of fences is **not** permitted.

   d. Site Plan: A site plan drawing denoting the location of the fence **must** accompany the form.
      1) Fencing on corner lots will be reviewed on a case by case basis and subject to county/city and community rules and regulations.

         i. Corner lot fencing cannot block view of intersections at any point.

   e. All Fences must have a minimum ground clearance of 2 inches. The ground clearance must be notated on modification request.

5. Fence to only come forward 10 ft from the rear corner of the home. Fence to extend to on sides to lot lines, down to the back lot lines and across.

6. Dog Runs are not permitted.

7. Each homeowner must maintain the fences located on his/her respective property regardless of origin of construction or location.

8. Fencing to be placed next to any existing fence unless permission is granted by the neighbor allowing the fence to attach to their existing fence.

9. Illustration of the approved shadow box detail fence is shown in Figure.

GUIDELINE NUMBER 6: EXTERIOR LANDSCAPING AND MAINTENANCE

1. A form is required to be submitted for ornamental trees and shrubbery.

    a. Tree plantings (row or cluster styles) are not permitted from the front line of the house to the street. In the case of corner lots, trees (row or cluster style) are not permitted from the front corner of the house on the adjacent lot(s) to the street. However, row or cluster tree plantings are permitted from the front corner of the house to the rear corner of the property line. Staggered tree planting is preferred over rows. Hardwood trees should be located a minimum of ten (10) feet from property lines. Evergreen trees shall be located a minimum of five (5) feet from adjacent property lines.

2. All landscaping beds must be covered with a suitable covering such as natural pine straw, chopped pine bark mulch (black or brown colored mulch), or wood shavings of natural earth tones. Red mulch is not permitted. Rock is not permitted.

3. The preferred landscape edging is a neat four (4) to six (6) inch deep trench. All standard bed edging: brick edging that match the brick of the house, stone, or concrete must be approved by the ARC. Landscape bed edgings must be buried so that no more than one (1) inch extends above the ground and must be of uniform type. Permanent masonry must be approved. Wood or decorative plastic is not permitted. Black polypropylene edging is not permitted. Windsor wall block is not permitted as landscape edging as it is intended to be for retaining walls. Construction or red brick is not permitted. Owner is to monitor condition of landscape edging/border. Any cracks or damage will need to be repaired/replaced accordingly immediately.

4. Retaining Walls in the front of a home should be brick, stone, or split-face concrete block to match the house. Landscape timber walls will be allowed in rear and side yards on a case by case basis. **All** retaining walls must be submitted to the ARC for approval.

5. Outdoor storage of garden tools and hoses must be screened from view. Any tools or items stored under a back deck or porch must also be screened from view.

6. Outdoor storage of garbage cans and trash bins is prohibited.

GUIDELINE NUMBER 7: EXTERIOR BUILDING ALTERATIONS AND ADDITIONS

1. A form must be submitted for all **exterior** building alterations and additions. Building alterations include, but are not limited to, storm doors and windows. Exhibit A is an example of the plan details that should be submitted with the Application for Modification. Repainting requires prior written approval **only** if the color is changed from the original color of the house.

2. Storm doors must be made of anodized bronze or anodized aluminum with baked enamel painted finish that matches the front door of the house. Storm door windows must be of solid glass with no decorative or protective metal workings. A form must be submitted for all storm doors (on the front, side, or rear of the house) and contain the following information: See Figure 9. No screen doors will be permitted.

    a. Picture or drawing of the door on which storm door will be installed; and

    b. Picture depicting style of storm door to be installed; and

    c. Color.

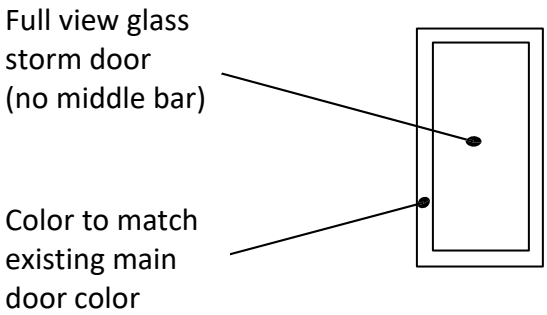


Fig. 9

GUIDELINE NUMBER 7: EXTERIOR BUILDING ALTERATIONS AND ADDITIONS –Continued

3. Decorative Windows such as stained glass, decorative glass, etched glass, or leaded glass must be housed in wood frames and use muted colors. Colors must be compatible with the design of the house. All colors are subject to review of the ARC.

4. Tennis courts are prohibited (other than the community tennis courts).

5. Storage structures will be considered only on a case by case basis. For any storage structure, all adjacent neighbors must approve, and their signature placed on the Modification Request Form. A form must be submitted for all storage structures.

    a. No Sheds are permitted. (*Owner can try to request again after Homeowner board transitions)*

    a. No prefabricated structures are permitted.

    b. Storage structures shall be located in the rear yard of the property and located against the rear of the home, no closer to a property line than the sidelines of the home.

    c. Storage structures may not be used for any purpose that may be deemed by the ARC to cause disorderly, unsightly, or un-kept conditions.

    d. Storage structures' exterior materials must match the exterior materials used on the home. For example, if the house is stucco then the addition shall be stucco. If the house is a combination of materials, the structure shall be compatible with the materials on the adjacent face of the existing house.

    e. Storage structures' exterior details must match the exterior details of the home, such as fascia, crown molding, panel doors, etc.

6. Homeowners are advised that local municipalities having jurisdiction will require a building permit for construction of any structure, attached or detached.

7. A form must be submitted for all awnings. Awnings or coverings must be a structural extension of the home's existing roof. Colors or finish must be compatible with the home's primary and trim colors. Addition of awnings or coverings requires the following information:

    a. Picture or drawing of all windows/doors on which awnings will be installed and their location (back or side – generally, awnings are not allowed on the front of the home);

    b. Picture depicting the style of awning to be installed; and

    c. Color samples and materials list.

8. Pergolas are prohibited. *Owner can try to request again after Homeowner Board Transitions.*

GUIDELINE NUMBER 7: EXTERIOR BUILDING ALTERATIONS AND ADDITIONS –Continued

9. Outdoor Drapery must be of solid white, cream, or natural tan in color. Drapery hardware must be made of anodized bronze or anodized aluminum with baked enamel finish compatible with the primary and trim colors of the community. Drapery must be maintained, regularly cleaned, and in good repair at all times. When not in use drapery must be neatly pulled back to maintain a clean, tasteful appearance. Note: Weighted drapery is encouraged to keep drapery contained within back porch or deck footprint. All outdoor drapery must receive Board approval prior to installation.

    a. Outdoor roller blinds/shades, folding screens, and room dividers are prohibited.

GUIDELINE NUMBER 8: VEHICLES AND PARKING

1. The recreational area parking lot is intended for the use of residents (in good standing) during their use of the recreational area, pool and tennis courts and clubhouse facilities.

    a. No boat, trailer, camper, or any other type of recreational vehicle may be parked or stored in open view on residential or common property.

    b. Any vehicle left parked in a common area is subject to be towed by the Association.

2. All cars parked in open view must be operable, may not be unsightly, and must have current license plates and registration.

3. No vehicle may be parked on any yard or sidewalk.

4. Parking of vehicles on the street is limited and subject to the Covenants, Conditions and Restrictions. Temporary parking (four hours or less) is allowed if it does not pose a nuisance to neighbors or impede traffic flow. Homeowners are responsible for guest parking and must ensure that guests park in a safe manner and do not impede access to other driveways and traffic (i.e. park only on one side of the street).

5. All homeowner vehicles should be parked in the garage. If the number of vehicles exceeds the number of spaces in the garage, vehicles may be parked on homeowner's own driveway.

6. No commercial vehicles are to be parked overnight on neighborhood streets or driveways.

7. Parking is never allowed within 20 feet of an intersection, nor in front of any fire hydrant.

GUIDELINE NUMBER 9: SATELLITE DISHES/WINDOW AIR CONDITIONERS/WINDOW FANS

1. The following guidelines for mounted satellite dishes must be met:

    a. Satellite dishes must be no larger than twenty-four (24) inches in diameter

    b. Rooftop mounting of satellite dishes on the rear of the house (out of public view) shall be required unless installation in such location imposes unreasonable delay or prevents the use of the antennae, unreasonably increases the cost of installation or an acceptable quality signal cannot otherwise be obtained.

    c. If ground mounted, satellite dishes must be screened from view by evergreen landscaping – not lattice. Any cable must be buried. A maximum of two satellite dishes per lot is allowed. See figure 11.

    d. Satellite dishes mounted on the house wall or roofs shall be located in a manner that limits the visibility of the dish(es) to the street. Every effort shall be made to locate the dish discretely and out of view.

    e. Front yard mounting of satellite dishes is strongly discouraged due to the difficulty in properly screening the dish. However, if there is no other reasonable alternative location, all dishes located in the front shall be mounted on grade within five (5) feet of the house and screened with evergreen landscaping that will provide screening without blocking the signal. See Figure 11.

2. Colors of satellite dishes are subject to review. Colors shall be neutral and be compatible with the colors of the house.

3. Wiring or cabling shall be installed so as to be minimally visible and blend into the material to which it is attached.

4. The owner or occupant shall be responsible for the maintenance and repair of the satellite dish including, but not limited to, (i) reattachment of satellite dish, and any components thereof, within forty-eight (48) hours of dislodging, for any reason, from its original point of installation; (ii) repainting or replacement, if for any reason the exterior surface of the satellite dish becomes worn, disfigured or deteriorated.

5. Window air conditioners or window fans are prohibited. Any other type of appliance or device located in a window or wall where the device is visible on the exterior must be approved.

GUIDELINE NUMBER 10: ADDRESSES

1. Address plaque numbers that differ from the original installed by the builder are prohibited.
2. No plants shall be planted in such a manner that such planting and their future growth obstruct view of the address plaque.
3. Curb applied painted addresses are not allowed.

GUIDELINE NUMBER 11: SIGNS IN YARDS

1. The ONLY sign allowed in the front or side yard is a FOR SALE or FOR RENT sign or signs required by legal proceedings, in accordance with the Covenants.
2. BOOSTER signs from schools or organizations are allowed to be displayed for a maximum period of two (2) consecutive weeks.
3. CONTRACTOR signs to identify current work being done by contractor(s) are allowed to be displayed for a maximum period of two (2) consecutive weeks.
4. POLITICAL signs may be displayed two weeks prior to an election and should be removed within twenty-four (24) hours of said election.
5. Signs must not exceed 2 x 3 feet in size.
6. Security signs as required by Governing Agencies are permissible.

GUIDELINE NUMBER 12: BUSINESS USE

1. Each lot shall be used for residential purposes only, and no trade or business of any kind may be conducted in or from a Lot or any part of the Property, including business uses ancillary to a primary residential use, except that the Owner or Occupant residing in a dwelling on a Lot may conduct such ancillary business activities within the dwelling so long as…

    a. The existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from the exterior of the dwelling; **and**

    b. The business activity conforms to all zoning requirements for the Property; **and**

    c. The business activity does not increase traffic around the Property; **and**

    d. The business activity does not increase the insurance premium paid by the Association or otherwise negatively affect the ability of the Association to obtain insurance coverage; **and**

    e. The business activity is consistent with the residential character of the Property and does not constitute a nuisance or a hazardous or offensive use or threaten the security or safety of other residents of the Property.

2. The terms "business" and "trade" as used in this provision, shall be construed to have their ordinary, generally accepted meanings, and shall include, without limitation, any occupation, work, or activity undertaken on an ongoing basis which involves the provision of goods or services to persons other than the provider's family and for which the provider receives a fee, compensation, or other form of consideration, regardless of whether: (i) such activity is engaged in full or part-time; (ii) such activity is intended to or does generate a profit; or (iii) a license is required thereof. Notwithstanding the above, the use of a Lot by an on-site management company operating on behalf of the Association shall not be considered a trade or business within the meaning of this subparagraph.

CUMBERLAND STATION - REQUEST FOR MODIFICATION REVIEW

THIS APPROVAL MAY TAKE UP TO 30-45 DAYS FOR APPROVAL AFTER ALL REQUIRED INFORMATION IS RECEIVED

Name	Date
Address	Lot and Phase
City, State Zip	Phone Number
Email(s)	

Please provide the Architectural Control Committee with all information necessary to evaluate the request thoroughly and quickly. 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 (if applicable), and any other information as specifically required below or as required by the Design Guidelines approved for the community. Modifications without approval from the Committee are a violation of the Covenants and may result in fine and legal action by the Association.

Description of Modification Requested

_____

_____

_____

Estimated Start Date Estimated Completion Date

_____

Acknowledgment of Adjacent Homeowners ***(all homeowners sharing common boundary line, or those with a direct view)*** will be considered by the Architectural Control Committee but will not be binding upon the 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.

Lot	Signature	In favor of	Not in favor of
		☐	☐
Lot	Signature	In favor of	Not in favor of
		☐	☐
Lot	Signature	In favor of	Not in favor of
		☐	☐

Under each of the most common categories 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. **Incomplete requests will be disapproved.**

LANDSCAPING, ***including gardens, landscape blinds, landscape edging***

- ☐ Asbuilt/HLP/Lot Plat/Survey
  **identify location of landscaping modification*
- ☐ Description: _____
- ☐ Photo(s) of the requested location(s) to be modified
- ☐ Plan denoting hardscape/plant materials, location and quantities

EXTERIOR LIGHTING, ***including exterior and landscape lighting***

- ☐ Description: _____
- ☐ Number of lights: _____
- ☐ Photo(s) of the requested location(s) of the lighting
- ☐ Photo of the lighting

EXTERIOR DECORATIVE OBJECTS, ***including planters, statuaries***

- ☐ Description: _____
- ☐ Photo(s) of the requested location(s) of the object(s)
- ☐ Photo(s) of the object(s)

FENCING, ***including fenced blinds***

- ☐ Fencing must conform to the standards stated in the Design Guidelines
- ☐ Fence type: _____
- ☐ Height and maximum width of spans: _____
- ☐ Color/stain:_____
- ☐ Fence beams must be inside facing *(interior)*, not visible to streets or lots
- ☐ Asbuilt/HLP/Lot Plat/Survey
  **identify location of fencing and existing neighboring fencing*
- ☐ Permit *(if applicable)*
- ☐ Materials:_____
- ☐ All nails, screws or fasteners shall be aluminum or hot-dipped galvanized
- ☐ All posts shall be anchored in concrete; ground clearance must be 2 inches

DRIVEWAY, PATIO or WALKWAY

- ☐ Asbuilt/HLP/Lot Plat/Survey
  **identify location of driveway/patio/walkway modification*
- ☐ Photo(s) of the requested location(s) to be modified
- ☐ Materials:_____

PLAY EQUIPMENT, ***including basketball goals***

- ☐ Asbuilt/HLP/Lot Plat/Survey
  **identify location of play equipment modification*
- ☐ Location must have minimum visual impact
- ☐ Photo example of modification, requested location
- ☐ Materials used should match existing materials of home

DECK or PORCH, ***including screened porches***

- ☐ Asbuilt/HLP/Lot Plat/Survey
  **identify location of deck/porch modification*
- ☐ Photo of the location of the deck/porch
- ☐ Design rendering or scope of work
- ☐ Dimensions: _____
- ☐ Color must be clear or stained to match existing color scheme
- ☐ Color code: _____
- ☐ Materials must be Cedar, Cypress or No. 2 grade or better PT-wood
- ☐ Permit

EXTERIOR BUILDING ALTERATIONS, ***including painting and roofing***

- ☐ Colors/Materials to be used that are different than those existing
- ☐ Paint Brand, color name(s) and color code(s)
- ☐ Photos of your home and the homes on either side and those facing *(in most cases adjacent/facing homes cannot be painted the same)*
- ☐ Permit *(if applicable)*

PRIVATE SWIMMING POOL, ***including hot tubs***

- ☐ Asbuilt/HLP/Lot Plat/Survey
  **identify location of pool, pool deck and pool equipment*
- ☐ Pool type:_____
- ☐ Dimensions *(maximum size 1,000 sq ft)*:_____
- ☐ Color *(must be white or blue)*: _____
- ☐ Lighting *(if any)*:_____
- ☐ Permit
- ☐ All pool related landscaping modifications must meet requirements of the Landscaping category

STORM DOORS and WINDOWS

- ☐ Description and photo example of the storm door/windows including color
- ☐ Color must be compatible with existing primary and trim colors
- ☐ Photo(s) of the requested location(s) to be modified

BUILDING ADDITIONS

- ☐ Asbuilt/HLP/Lot Plat/Survey
  **identify location of building addition*
- ☐ Photo(s) of the requested location(s) to be modified
- ☐ Photo(s) from the location of the area to be modified of adjacent lots
- ☐ Scope of work from contractor
- ☐ Size, color, and detailed architectural drawing of addition
- ☐ Exterior materials used must match existing exterior materials of home
- ☐ Permit

**** Submit this form and all documents to the Association Manager in one email/file ****

Owner Acknowledgement: 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 Architectural Control 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 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 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 Signature _____ Date _____

ARCHITECTURAL CONTROL COMMITTEE USE

Date Received Reviewed by

Approved ☐
Approval stipulations ☐
Not approved ☐

Approval stipulations or comments

_____

_____

_____