



West Vinings Place

**ARCHITECTURAL REVIEW COMMITTEE
REQUEST FORM
For Home and Lot Improvements**

RETURN FORM TO:

John Albano
Fieldstone Association Management
johnalbano@fieldstonerp.com
2675 Paces Ferry Road SE
Atlanta, GA 30339

HOME OWNER'S NAME:

ADDRESS:

E-MAIL ADDRESS:

PHONE NUMBERS: Home: _____ Work: _____

Fax: _____

Please indicate and fully describe the improvement(s) which you propose.

- | | | | | |
|--|---|---|---|---|
| <input type="checkbox"/> Exterior Paint /
Exterior surface
or finish changes | <input type="checkbox"/> Roof
including
TV or Radio
Antennas | <input type="checkbox"/> Pool /
Spa /
Hot
Tubs | <input type="checkbox"/> Landscape Plans
/ Changes
Including
Removal of trees,
shrubs,
evergreens
Statues, Arches,
Awnings,
Shutters, Lamp
Posts, etc. | <input type="checkbox"/> Patio / Porch /
Deck / Room
Additions &
Changes |
| <input type="checkbox"/> Window, Door or
Shutter
Alterations | <input type="checkbox"/> Path or
Driveway
Changes | <input type="checkbox"/> Fences
or Walls | <input type="checkbox"/> Other | |

Describe improvement(s) marked above in more detail:

Attach drawing showing location of improvement(s), which you propose – backyard, side yard, etc. Be specific, showing to scale the property lines, building set back lines, easements, fences, sidewalks, patios, pools. A PLAT OR SURVEY IS REQUIRED FOR ANY NEW CONSTRUCTION and is strongly recommended for all other improvements.

Materials planned for the improvement you propose.

Lumber Brick Screen Fence Shingles
 Other: _____

Describe Type(s) Marked Above:

If you are painting or staining - YOU MUST include paint/stain sample and brand/manufacturer. Please give particular consideration to the color of the brick and/or stone when making your paint selection.

Brick/Stone Color: _____ Siding Color: _____
Shutter Color: _____ Front Door Color: _____
Trim Color: _____ Garage Door Color: _____

Dimensions of Planned Improvement: Width: _____ Height: _____ Length: _____

Who will work on this improvement?

Homeowner Contractor - List name and phone #: _____

Start Date: _____ Completion Date: _____

For room additions, you must obtain a construction permit from the City and/or County within thirty (30) days of the date of approval by the Architectural Review Committee.

IN AN EFFORT TO PROVIDE AND PROTECT EACH INDIVIDUAL HOMEOWNER'S RIGHTS AND VALUES, IT IS REQUIRED THAT ANY HOMEOWNER OR GROUP OF HOMEOWNERS CONSIDERING IMPROVEMENT (EXAMPLES: EXTERIOR PAINT, PATIO COVERS, FENCES, SIDEWALKS, DECKS, ETC.) ON THEIR DEEDED PROPERTY, SUBMIT A REQUEST FOR HOME AND LOT IMPROVEMENT APPROVAL TO THE ARCHITECTURAL REVIEW COMMITTEE FOR APPROVAL PRIOR TO INITIATING WORK ON PLANNED IMPROVEMENTS. IF ANY CHANGE IS MADE THAT HAS NOT BEEN APPROVED, THE HOA HAS THE RIGHT TO ASK THE HOMEOWNER TO REMOVE THE IMPROVEMENT FROM HIS PROPERTY. I UNDERSTAND THAT THE ARCHITECTURAL REVIEW COMMITTEE WILL ACT ON THIS REQUEST AS QUICKLY AS POSSIBLE AND CONTACT ME IN WRITING REGARDING THEIR DECISIONS. I AGREE NOT TO BEGIN PROPERTY IMPROVEMENTS UNTIL THE ARCHITECTURAL REVIEW COMMITTEE NOTIFIES ME OF THEIR APPROVAL.

Signature of Homeowner: _____

Date: _____

For ARC use only Approved Denied Conditionally Approved
Voting Results

ARC signatures:

_____ Date: _____

_____ Date: _____

_____ Date: _____

Comments or contingencies from ARC:

Approved ARC applications shall be acted upon by the homeowner within 90 days of approval. All phases of the application must be completed within 90 days or the approval will be rendered null and void. Extensions may be granted by the ARC upon written request of the homeowner.