

HOA NAME: _____

- 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 Association Board of Directors 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 Board of Directors and/or Architectural Control Committee but will not be binding upon their review. 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 () Acknowledgement () Signature ()

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Under each of the most common headings below, all the items listed must be submitted. Please refer to the Covenants for other necessary information related to the modification review process.:

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

_____ 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

**Please submit your request to James King, Community Manager
via email at JamesKing@FieldstoneRP.com**

Note: I understand and agree that no work on this request shall commence until written approval of the Board of Directors and/or Architectural Control Committee has been received by me. I represent and warrant that the requested changes strictly conform to the community standard and that these changes shall be made in strict conformance with this standard. 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, or Advisory 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: _____
Architectural Control Committee Member

Date Received _____

Approved _____ Not Approved _____ Conditions _____

