

## **PALM HOMEOWNER REQUEST PROCEDURES**

1. **General** - Any Unit Owner requesting an exterior maintenance/repair to their unit **or** wishing to make any type addition, modification or alteration to the landscaping or the face of the building, the patio or porch area, or any other exterior alteration, addition, fence or wall, including satellite dish installation, must submit a detailed written request to the Board of Directors for review and approval prior to any work being started.
2. Unit Owners must submit a Homeowner Request Form. Completed forms should be sent to the Community Association Manager electronically [KevonOliver@fieldstonerp.com](mailto:KevonOliver@fieldstonerp.com). **OR** placed in the US mail to Kevon Oliver, 2675 Paces Ferry Road, Suite 125, Atlanta, Georgia 30339.
3. The Community Association Manager will process to the appropriate Committee Chairperson and Board for review and disposition.
4. Review and disposition:
  - a. If the Board of Directors approves the request and signs off, the chairperson (1) completes the Disposition field, (2) makes a copy of the signed form, (3) places original form in the Homeowner Request Form book and sends copy to the Community Association Manager (4) the CAM sends copy to the requesting homeowner.
  - b. If the request is not approved by the Board of Directors, the chairperson will follow the above steps.

**NOTE: ANY BOARD APPROVED REQUEST MUST BE COMPLETED WITH 90 DAYS OF APPROVAL; OTHERWISE, APPROVAL EXPIRES AND A NEW REQUEST MUST BE SUBMITTED.**

Issue Date: 11-09-15  
Revised Date: 05-01-16  
Revised Date: 08-01-17

## PALM HOMEOWNER REQUEST FORM

**HOMEOWNER** - Give a brief description of work to be done (attach additional sheet(s) if needed):

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Note: Attach information required by the Architectural Committee for architectural changes. (See Declaration, page 23, 14 (a) for details required)

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_ Unit: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand that neither the Architectural/Landscape Committee nor the Board of Directors is an expert in the field of construction/landscaping or issues related to construction/landscaping. The Board assumes no responsibility for the workmanship and/or product when it approves my request. It is in total to maintain the aesthetics within the subdivision. Any issues I have because of the work are solely between the contractor and me.

Further, I am aware, that this addition/modification is NOT COVERED BY THE UMBRELLA POLICY THROUGH THE HOMEOWNERS ASSOCIATION. If my addition/modification is to be insured, it must be done through the insurance company, which insures the contents of my home.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*BOARD USE ONLY\*\*\*\*\*

Request referred to \_\_\_\_\_ Architectural Chairperson \_\_\_\_\_ Landscape Chairperson Date: \_\_\_\_\_

**Architectural/Landscape Committee Chairperson Signature:**

\_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**BOARD OF DIRECTORS SIGNATURE:**

\_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**Disposition of Request:**

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**NOTE: ANY BOARD APPROVED REQUESTS MUST BE COMPLETED WITHIN 90 DAYS OF APPROVAL; OTHERWISE, APPROVAL EXPIRES AND A NEW REQUEST MUST BE SUBMITTED.**