

## Request for Modification Review Information

DO NOT COMMENCE ANY WORK PRIOR TO WRITTEN APPROVAL BY THE BOARD IF DIRECTORS

### Helpful Hints...

- Please review instructions carefully.
- Send complete packages only.
- If sending your package via email, please combine files into one document. Package must be complete
- Do not send JPG Files, all information must be assembled by the unit owner. If you cannot scan the document into one complete file, please mail it to our office to the attention of your manager
- Label all photos and make sure they are clear.
- Don't forget to provide material samples
- Please do not fax in the request as samples and colors do not fax legibly.
- A plat is required for fences, landscaping, and other exterior alterations. The only approved plat is the one provided in the sample attachment.
- If your request is denied as incomplete, please resubmit the revised document in its entirety.

**\*\*\*Following these instructions will speed up turnaround time\*\*\***

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 or mail.
- 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.
- f. If your package is received incomplete your request will be automatically denied. It will be reconsidered once received complete.

### II. Timeline

- a. Depending on your community's CCRs, the Board has **30 – 60 days** to review and respond to each modification request. Please check your CCRs for your community's request timeline.
- b. The timeline begins only after the package is received complete. If it is not received complete you will receive a denial email which will stop the clock. The clock will commence once your package is complete.

### III. 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 requests 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.



**Picture of Fence Style:**

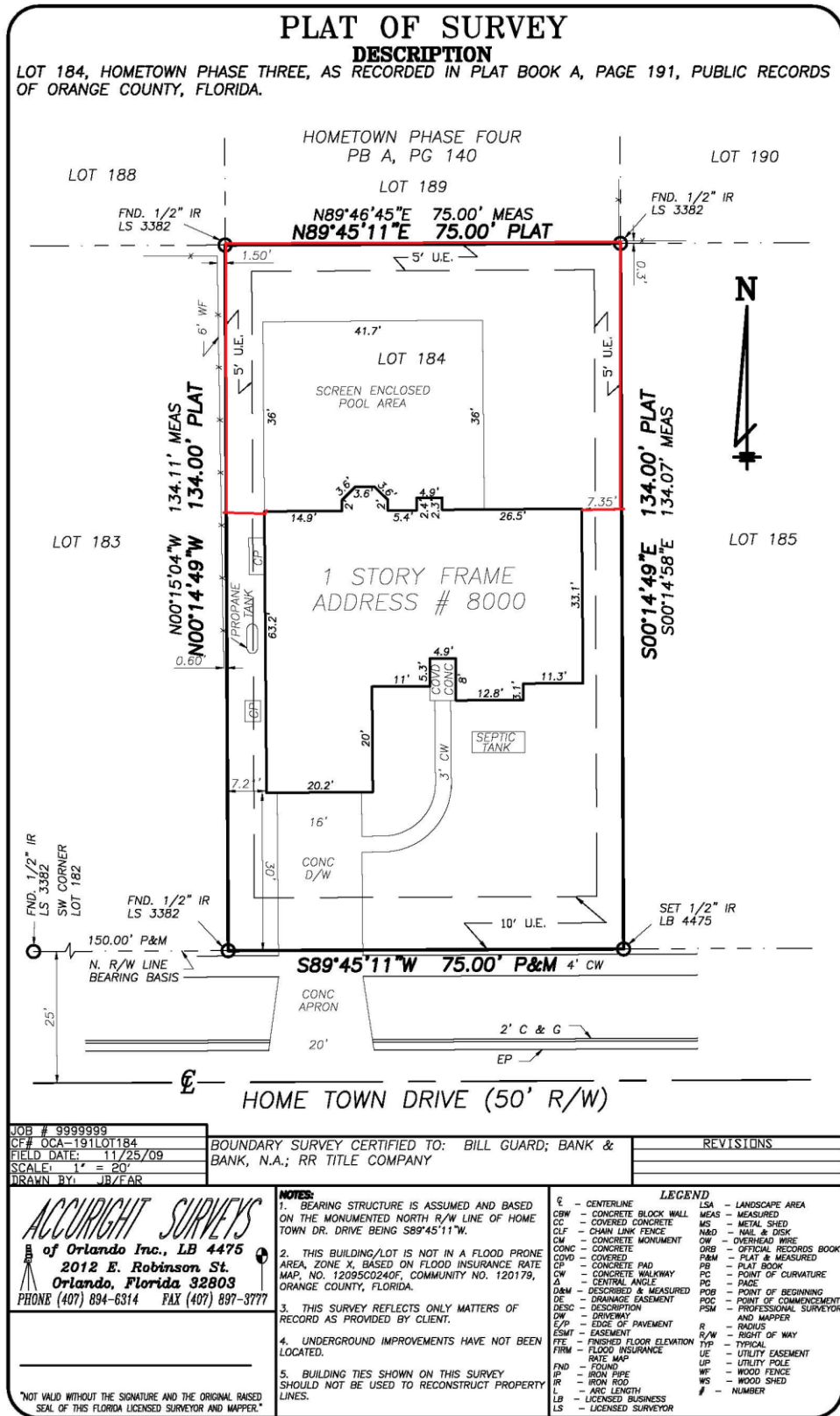


**OUTSIDE OF FENCE**



**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.



**Desired Color:**

Provide a picture (in color), swatch, or website link to the desired paint color(s).  
Note which area of your house each color is for - i.e., what color is for siding, garage doors, front porch, trim, shutters, front door, etc.

*\*Please note that the colors used below are not preapproved. This document is intended to provide an example of a complete exterior paint modification request package.*



**Siding:** Medici Ivory SW7558  
**Trim:** Pure White SW7005  
**Shutters:** Hunt Club SW6468



## Products


Vining Stone Supply • Products • Miscellaneous •

**Cobblestone – Tumbled / Non-Tumbled**



### Cobblestone – Tumbled / Non- Tumbled

**Call for Pricing**

Compare 

SKU: N/A Category: **Miscellaneous**



# REQUEST FOR MODIFICATION REVIEW

## TWELVE PARKS

PER ARTICLE 6.2, THIS APPROVAL MAY TAKE UP TO 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

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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 <input type="checkbox"/>	Not in favor of <input type="checkbox"/>
Lot	Signature	In favor of <input type="checkbox"/>	Not in favor of <input type="checkbox"/>
Lot	Signature	In favor of <input type="checkbox"/>	Not in favor of <input type="checkbox"/>

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

**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

**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

**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

**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)

**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 \_\_\_\_\_

<b>ARCHITECTURAL CONTROL COMMITTEE USE</b>		Approved <input type="checkbox"/>
Date Received _____	Reviewed by _____	Approval stipulations <input type="checkbox"/>
Approval stipulations or comments _____ _____ _____		Not approved <input type="checkbox"/>