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 you 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 request 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.

HOA NAME:_____

HOMEOWNERS ASSOCIATION - 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 Design Guidelines approved 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 Covenants Committee but will not be binding upon the Covenants 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.

Signature _____ Lot (_____) In Favor Of (___) Not In Favor Of (___)
Signature _____ Lot (_____) In Favor Of (___) Not In Favor Of (___)
Signature _____ Lot (_____) In Favor Of (___) Not In Favor Of (___)

Under each of the most common headings 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.:

____ **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 Curtis Barrineau, Community Manager
via email at CurtisBarrineau@fieldstonerp.com

Note: 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 Covenants 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: _____
Covenants Committee Member

Date Received _____

Approved _____ Not Approved _____ Conditions _____

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Comments:

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_____
_____
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_____
_____

Request for Modification Review Example

_____ HOMEOWNERS ASSOCIATION - REQUEST FOR MODIFICATION REVIEW

Name____Your Name_____ Date__1/1/17_____

Address___123 Your Street_____Home Phone_____

City/State/Zip__Your City, GA_____ Email Address__homeowner@gmail.com____

Community ___Your Community_____Lot/Block__101_____

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 Design Guidelines approved for the community.

Description of Modification Requested:
_____install 6' wooden privacy fence _____
_____

Estimated Start Date___3/10/17_____ Estimated Completion Date___3/17/17_____

Acknowledgment of Adjacent Homeowners **(all homeowners sharing common boundary line)**: This acknowledgement will be considered by the Covenants Committee but will not be binding upon the Covenants 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.

Signature ___Neighbor 1_____ Lot (_100_) In Favor Of (_X_) Not In Favor Of (___)
Signature ___Neighbor 2_____ Lot (_102_) In Favor Of (_X_) Not In Favor Of (___)
Signature _____ Lot (_____) In Favor Of (___) Not In Favor Of (___)

Under each of the most common headings 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.:

____ **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 (maximum height may not exceed 6 feet; maximum span between posts shall be ten feet).
  Many times, your contractor will provide a document similar to the one below.
- _____ Color *Submit swatch of color/stain if desired. Can also be submitted at a later date.
- _____ 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 *if required by city/county

____ **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 Melanie Ondruska, Community Manager
via email at melanieondruska@fieldstonerp.com or via fax at 678-819-5366.

Note: 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.

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Owner's Signature ___*Homeowner Signature*_____ Date __1/1/17_____

FOR ARCHITECTURAL CONTROL COMMITTEE USE Approved By: _____
Covenants Committee Member

Date Received _____

Approved _____ Not Approved _____ Conditions _____

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Comments:

_____
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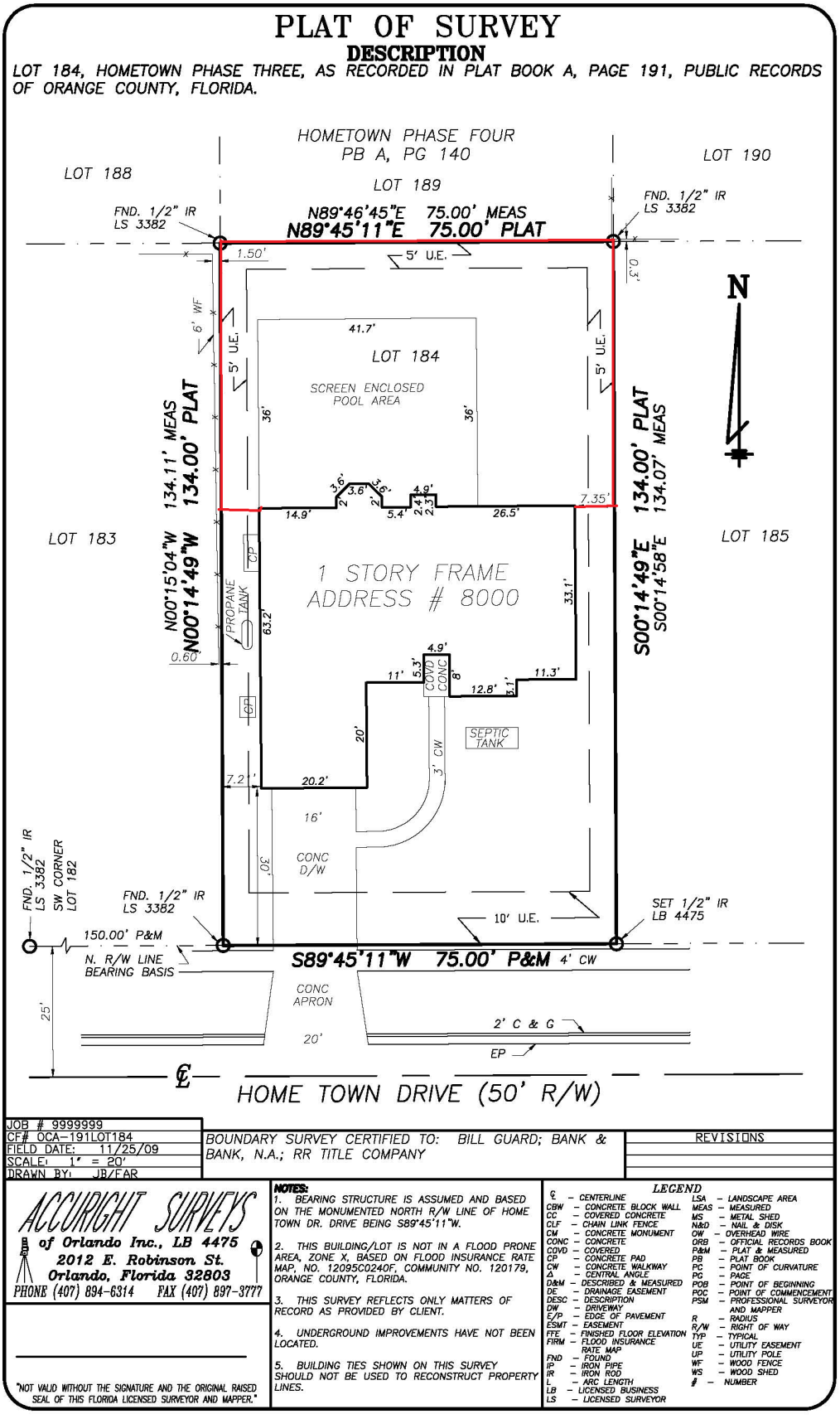
_____

Picture of Fence Style:

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.



Request for Modification Review Example

_____ HOMEOWNERS ASSOCIATION - REQUEST FOR MODIFICATION REVIEW

Name____Your Name_____ Date__1/1/17_____

Address___123 Your Street_____Home Phone_____

City/State/Zip__Your City, GA_____ Email Address__homeowner@gmail.com____

Community ___Your Community_____Lot/Block__101_____

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 Design Guidelines approved for the community.

Description of Modification Requested:
____Paint exterior of home_____
_____

Estimated Start Date___3/10/17_____ Estimated Completion Date___3/17/17_____

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- _____ Type of plants to be grown

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- _____ Approved building permit

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- _____ 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

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Owner's Signature ___*Homeowner Signature*_____ Date __1/1/17_____

FOR ARCHITECTURAL CONTROL COMMITTEE USE Approved By: _____
Covenants Committee Member

Date Received _____

Approved _____ Not Approved _____ Conditions _____
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Comments:
_____
_____
_____
_____
_____
_____

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

Photographs of Homes:

Neighbor on left: 123 Main Street

My Home: 125 Main Street

Neighbor on right: 127 Main Street