



KENSLEY HOMEOWNERS AND RESIDENTS - PLEASE READ THESE INSTRUCTIONS

A properly assembled request can be reviewed and forwarded on for processing much more quickly. Below you will find some useful information about the modification process. Once completed, please return to your community manager for review.

A Completed Modification Request Packet Will Include the Following:

1. Detailed description of your proposed modification.
2. Original site plan (provided to you at closing) that is marked up to show your dimensions/drawing of proposed modification.
3. Images of the proposed modification.
4. If hiring a contractor, please include the contractor scope of work.
5. Color samples and swatches to ensure it fits aesthetically.
6. If applicable to the project, homeowner, solely, is responsible for obtaining all necessary permits from City of Milton or Fulton County.

I. Review Process

- a. Homeowner submits a **complete modification request** package to the association manager via email, mail, or fax. The package should be assembled in one pdf document for faster processing. If homeowners request does not include the above information, it will not be accepted until all documentation is provided.
- b. Association manager submits the package to the Board of Directors.
- c. The Board of Directors reviews the application and determines whether approval or disapproval is appropriate or if further documentation is required to make a decision. The Board of Directors has the final say for all requests.
- d. Association Manager notifies homeowner of the Board's decision **in writing** via letter and email from the association.

II. Timeline

- a. Depending on your community's CCRs, the Board has **30-60 days** to review and respond to each modification request. Please prepare for the full processing time.

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. Your home is in a covenant restricted community. You agreed to abide by these covenants when you bought your home.
2. **What if my modification request package is incomplete?**
 - a. The request must be denied if the package is incomplete. Incomplete packages lead to a longer processing time. **The 30-60 day review process begins once documents are received complete.**
3. **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.

**KENSLEY
REQUEST FOR MODIFICATION REVIEW**

1. Name _____ Date _____
Address _____ Phone _____
City/State/Zip _____ Email _____
Community _____ Lot/Block _____

2. **7.1. General**

(a) No exterior construction, alteration, addition or erection of any nature whatsoever (including, without limitation, fences, pools, tennis courts, exterior lighting, landscaping, trees, treehouses and play equipment) shall be commenced or placed upon any part of the Community, except those (i) installed by the Declarant or its affiliates or the Association, (ii) approved in accordance with this Section, or (iii) otherwise expressly permitted herein.

(b) No exterior construction, addition, erection or alteration shall be made unless and until the plans and specifications showing the nature, kind, shape, height, materials and location shall have been submitted in writing to, actually received by, and approved in writing by the Board. The Board may promulgate written guidelines for the exercise of this review. The Board shall be the sole arbiter of the plans and specifications and may withhold approval on any reasonable basis, including purely aesthetic considerations, and it shall be entitled to stop any construction in violation of these restrictions. If the Board fails to approve or to disapprove plans and specifications within 60 days after the plans and specifications have been actually received by it, the plans and specifications will be deemed approved. However, all activities pursuant to plans which have been deemed approved must be consistent with the plans and must be consistent and in accordance with, and may not violate, this Declaration and any design guidelines.

3. **Review Pages 17-20 of the Design Guidelines at:
www.fieldstonerp.com/resident-login**

4. **Please initial and date below if you have read the above paragraph, the first page of this document and reviewed pages 17-20 from the Design Guidelines for Kensley HOA using the link above. The Design Guidelines can be viewed once you log in to the resident portal, under Documents, Covenants.**

Trouble logging in? Ask your community manager for help at SarahSchellsmidt@fieldstonerp.com. Thank you!

INITIALS: _____

DATE: _____

5. Description of Modification Requested: _____

Estimated Start Date _____

Estimated Completion Date _____

6. **PLACE A CHECK MARK BELOW IF YOU HAVE INCLUDED THE FOLLOWING IN YOUR REQUEST:**

_____ **Patio or Walkway**

_____ Lot survey denoting location

_____ List of materials to be used

_____ **Exterior Lighting**

_____ Description of object _____

_____ Location and picture or sketch of object

_____ **Garden Plot**

_____ Location and size of garden

_____ Type of plants to be grown

Outdoor Sport Equipment

Location (must have minimum visual impact on adjacent properties) Size and Sketch
Materials (in most cases, material used **should** match existing materials of home)

Fencing

Please refer to Design Guidelines page 24, Appendix B; only 4-rail Farm Black fence allowed

Picture or drawing of fence type.
Dimensions (maximum height may not exceed 6 feet; maximum span between posts shall be ten feet).
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.

Awning

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).

Exterior Landscaping and Maintenance

Landscape plan denoting plant material and location

Deck/Porch

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).

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

Location of addition and size of lot.
Size, color, and detailed architectural drawing of addition.
Materials (material used **must** match existing materials of home).
Building permit (if required).

- 7.

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.

- 8.

FOR ARCHITECTURAL CONTROL COMMITTEE USE

Approved By: _____
Covenants Committee Member

Date Received: _____

Approved: _____ Not Approved: _____ Conditions: _____

Comments:

[illegible]