

Appendix K

Summerhour HOA Modification Request

Your home is located in a covenant-restricted community. The HOA Board of Directors with the assistance of the HOA Manager (Fieldstone) enforces these covenants to upkeep the community and protect property values. The modification process might seem tedious, but we are dedicated to protecting everyone's best interests. Each request is reviewed thoroughly and in the order received. Please reference the covenant for detailed information relating to your modification. Submit your completed request in one (1) combined document, including diagrams or plans related to the modification. Return the completed modification request to: summerhourarchitecture@gmail.com and carbon copy (cc) the HOA Manager at jasonhixon@fieldstonerp.com and the HOA Board of Directors at board@summerhour.org.

I. Review Process

1. **Homeowner Submits Request:** The homeowner submits a complete modification request package in one (1) consolidated document to the Summerhour Architecture Committee with a cc to the HOA Manager and the HOA Board via email.
2. **Architectural Committee Review:** The Summerhour Architecture Committee, along with the HOA Manager, will review the Modification Request.
3. **HOA Board of Directors Review:** The Summerhour Architecture Committee Team leader submits the committee's recommendation to the HOA Board of Directors for final approval or disapproval. The HOA Board will review the Committee's recommendation and approve or disapprove the Modification Request.
4. **Notification:** The HOA Board will notify the Architecture Committee Team Lead and the HOA Manager of its decision. Either the HOA Board or Team Lead will informally notify the Homeowner of the decision via email. A formal notification will be sent to the Homeowner by the HOA Manager.
Note: Verbal approvals are not valid.

Timeline: The Board has up to **20 business days** to review and respond to each modification request. The review period begins once the complete package is received.

II. FAQs

1. **Do I need to submit a modification request if I own my property?**
 - o Yes, the modification request process ensures that all changes conform to the community standards document in the covenant.
2. **What happens if my modification request is incomplete?**
 - o An incomplete package will be marked as incomplete and returned with written documentation requesting missing components.

3. **Do I need my neighbor's signature even if the modification does not affect them?**
 - Yes, all modification requests require your neighbor's "In Favor" or "Not in Favor" signatures. This protects you if there are future disputes.
4. **If my neighbor is not in favor of my request, will it be disapproved immediately?**
 - No. The Board reviews all requests and makes the final decision.
5. **Do I need approval for repainting my house the same color?**
 - No. You do not need approval if you are repainting with the same colors.

Summerhour Request for Modification

Name: _____

Date: _____

Address: _____

Phone: _____

City/State/Zip: _____

Email: _____

Modification Type: _____

Estimated Start Date (M/D/YY): _____

Estimated Completion Date (M/D/YY): _____

Acknowledgment of Adjacent Homeowners:

This acknowledgment will be considered by the HOA Board and Architecture Committee but will not be binding. Your application will not be considered unless this section is completed or you have made a reasonable effort to have it completed to include signatures.

Printed Name: _____ Signature: _____

Lot #: _____ In Favor Of: Not in Favor Of:

Printed Name: _____ Signature: _____

Lot #: _____ In Favor Of: Not in Favor Of:

Printed Name: _____ Signature: _____

Lot #: _____ In Favor Of: Not in Favor Of:

Required Submissions: (1 form for each modification)

Please provide **all** items for the desired modification type listed below. Refer to the Covenants for more information on detached structures, pools, and other modifications.

1. Patio or Walkway

- Lot survey denoting location
- List of materials to be used

2. Exterior Decorative Objects (Flowerpots, Lighting, etc.)

- Description of object
- Location and picture or sketch of object

3. Garden Plot

- Location and size of garden
- Type of plants to be grown

4. Playhouses

- Location (must minimize visual impact on adjacent properties)
- Size and sketch
- Materials (must match the home's existing materials)

5. Private Pool

- Picture or drawing of pool type
- Dimensions (max size 1,000 sq. ft.)
- Color (must be blue or white)
- Site plan denoting location
- Type of lighting source
- Landscape plan
- Drainage plan

6. Fencing

- Picture or drawing of fence type
- Dimensions (max height 6 feet)
- Color (must be either SW Hawthorne o
- Site plan denoting location
- Materials (aluminum or hot-dipped galvanized fasteners, posts anchored in concrete)

7. Exterior Landscaping and Maintenance

- Landscape plan denoting plant material and location

8. Deck/Porch

- Picture or drawing (must match any existing decks)
- Dimensions
- Color (must match exterior colors of home)
- Site plan denoting location
- Materials (cedar, cypress, or treated wood)

9. Exterior Building Alterations

- **Paint:** Submit only if using a color other than the original
 - Color
 - Area to be repainted
 - Photo of your home and adjacent homes (cannot use the same colors as neighbors)
- **Storm Windows/Doors**
 - Picture or drawing of windows/doors for storm installation
 - Color (trim must match home’s primary and trim colors)

10. Building Additions

- Location and size of addition
- Architectural drawings
- Materials (must match existing materials of the home)
- Building permit (if required)

Agreement and Signature

By signing below, I acknowledge that no work on this request shall begin until written approval has been received from the HOA Board. I agree to comply with all community guidelines and local regulations.

Owner’s Signature: _____

Date: _____

