Your home is in a covenant restricted community. Your manager assists your Board of Directors in upholding those covenants and protecting your community and property values. One of the ways your manager assists them is with the modification process. The process may seem tedious but please know that we have your best interest in mind. It takes time to review each request, so please be patient.

The best way for you to assist your manager in handling your request is to carefully read the instructions. **Send your request in one pdf file. If it needs to be assembled on our end it will take longer to be processed.** 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.

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. All photos should be labeled and inserted into the document.
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. 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 from the association. Please note that no approvals/disapprovals are valid unless in writing. Verbal approval is not sufficient.

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 clock starts once completed documents are received.
3. **Must I have my neighbors' signatures even if the modification does not affect them?**
   a. Yes, all requests require neighbors' "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.

REQUEST FOR MODIFICATION REVIEW .

Name_____Date_____

Address_____Phone_____

City/State/Zip_____ Email_____

Community_____Lot/Block_____

Please provide the Architectural Control/Covenants 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 Community Guidelines approved for the community. Once the form is completed, please send it to your community manager.

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 Flowerpots, 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

P**layhouses**

_____ 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

_____ 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

Fencing

_____ 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.

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).

Note: I understand and agree that no work on this request shall commence until written approval of the Board of Directors has been received by me. I represent and warrant that the requested changes strictly conform to the Community Guidelines and that these changes shall be made in strict conformance with the Community 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: _____

Comments:

REQUEST FOR MODIFICATION REVIEW

Community:_____

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

_____

_____

_____

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	Not in favor of
	_____	☐	☐
Lot	Signature	In favor of	Not in favor of
	_____	☐	☐
Lot	Signature	In favor of	Not in favor of
	_____	☐	☐

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

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

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

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

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)*

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

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

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 _____

ARCHITECTURAL CONTROL COMMITTEE USE

Date Received _____ Reviewed by _____

Approved ☐
Approval stipulations ☐
Not approved ☐

Approval stipulations or comments

_____

_____

_____

MODIFCATION REQUEST

Everyone loves to make changes to their home and make it their own. Before you start making those changes, please see below some important information you need in order to submit a modification request for your community! Its important to get approval before you begin any exterior projects.

REVIEW PROCESS

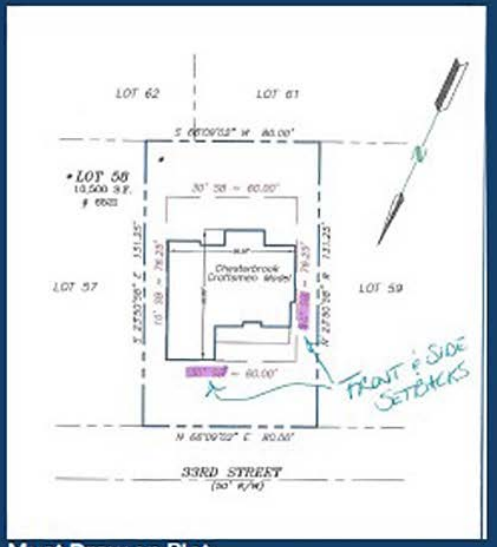
- Homeowner submits a complete modification request package to the association manager via email, mail, or fax. **The package should be assembled in one pdf document for faster processing. All photos should be labeled and inserted into the document.**
- Association manager submits the request with the recommendation to the Board of Directors.
- The Board of Directors review the application and determines whether approval or disapproval is appropriate and conforms with community's standards and guidelines. The Board of Directors has the final say for all requests.
- Association manager notifies homeowner of the Board's decision in writing via letter from the association. Please note that no approvals or disapprovals are valid unless in writing. Verbal approval is not sufficient.

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

- ✓ When submitting a modification request you will need to carefully review the modification request form and submit the necessary documents on the form.
- ✓ Please prepare in advance for the full processing time.
- ✓ Please review the governing documents or rules. and regulations on your community portal. www.fieldstonerp.com/resident login/

ALL DOCUMENTS MUST BE SUBMITTED AS ONE PDF PACKET AND PREPARED IN ADVANCE OR IT WILL BE DENIED AS SUBMITTED. IT WILL NOT BE REVIEWED

YES! WE NEED THE PLAT.



Must Draw on Plat:

- Fence lines or project dimensions
- Landscaping; trees, plants, etc.
- Borders
- Any changes to lot to show Board how it relates to your survey lines.

Plats available in the county land records or given at closing.

NEIGHBOR SIGNATURES?

Yes, all requests require neighbors "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.

- If my neighbor is not in favor of my requests, will it be immediately disapproved?
  - No, the Board reviews all requests and has the final say for all requests.