# 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   |
| detailed description of | e, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), f request, list of materials, pictures, and any other information as specifically required below or as required by approved for the community.   |
| Description of Modifi   | cation Requested:   |
| Estimated Start Date_   | Estimated Completion Date   |
| considered by the Cov   | Adjacent Homeowners (all homeowners sharing common boundary line): This acknowledgement will be venants Committee but will not be binding upon the Covenants Committee. No application will be considered completed, or the Applicant Homeowner has made a reasonable effort, in the sole discretion of the Board, to bleted. |
| 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 ()  |
|                         | nost common headings below, all the items listed must be submitted. Please refer to the Covenants for rmation required for modifications such as detached structures, outdoor play equipment, pools, etc.:  way  Lot survey denoting location List of materials to be used  |
| Exterior Deco           | rative Objects, Front Porch Flower Pots, Lighting, Etc.   |
|                         | Description of object   |
|                         | Location and picture or sketch of object  |
| Garden Plot             | Location and size of garden   |
| Play Houses             | Type of plants to be grown  |
|                         | Location (must have minimum visual impact on adjacent properties) Size and Sketch   |
|                         | Materials (in most cases, material used <b>should</b> 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   |
| <u>Fencing – req</u>    | uires 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   |
|                         | ·   |

|  | Materials  |
|--|--|
|  | All mails, somerry on fastanans shall be aluminum on het dinned calvanized   |
|  | All nails, screws or fasteners shall be aluminum or hot-dipped galvanized.  All posts shall be anchored in concrete.   |
|  | An posts shan be anchored in concrete.  Approved building permit   |
|  | Approved building permit   |
| <b>Exterior Lan</b>  | dscaping and Maintenance   |
|  | Landscape plan denoting plant material and location  |
| Deck/Porch   | requires building permit   |
| Decky I of the   | 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 Ruil  | ding Alterations   |
|  | t 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).  |
| G. <b>11</b> 77 1  |  |
| Storm Windo  | 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).   |
|  | Color (window/door trini must be baked chainer and color must be compatible with primary and trini colors).  |
| <b>Building Add</b>  | itions – requires building permit  |
|  | Location of addition and size of lot.  |
|  | Size, color, and detailed architectural drawing of addition.   |
|  | Materials (material used <b>must</b> match existing materials of home).  |
|  | Approved building permit   |
|  | Please submit your request to Chris Hyde, Community Manager  |
|  | via email at ChrisHyde@fieldstonerp.com  |
|  |  |
| d by me. I repre<br>e made in strict   | and agree that no work on this request shall commence until written approval of the Covenants Committee has been esent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county   |
| by me. I represent the properties of the strict on their respective to anyone reconsists. None of the properties of the  | esent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county lty Partners, LLC, the Association Board of Directors, the Association Advisory Committee or the Association Covenants espective members, Secretary, successors, assigns, agents, representatives or employees shall be liable for damages or questing approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and  |
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| by me. I representations.  Fieldstone Readtee nor their reset to anyone reconsisting with respect to the second of | esent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county lity Partners, LLC, the Association Board of Directors, the Association Advisory Committee or the Association Covenants espective members, Secretary, successors, assigns, agents, representatives or employees shall be liable for damages or questing approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of at to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and he foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural relectrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue m/for any claims or damages regarding this request or the approval or denial thereof.  Date  Date  Covenants Committee Member   |
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## **Request for Modification Review Example**

|          |                        | HOMEOWNERS ASSOCIATION - REQUEST FOR MODIFICATION REVIEW   |  |  |  |
|----------|------------------------|--|--|--|--|
| Name     | Your Name              | Date1/1/17   |  |  |  |
| Address  | 123 Your Str           | Home Phone   |  |  |  |
| City/Sta | te/ZipYour Cit         | y, GAEmail Addresshomeowner@gmail.com  |  |  |  |
| Commu    | nityYour Co            | mmunityLot/Block101  |  |  |  |
| descript |                        | without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed to f materials, pictures, and any other information as specifically required below or as required by the Design Guidelines uity.  |  |  |  |
|          | tion of Modificati     | on Requested: oden privacy fence   |  |  |  |
| Estimate | ed Start Date3         | /10/17Estimated Completion Date3/17/17   |  |  |  |
| the Cov  | renants Committe       | acent Homeowners (all homeowners sharing common boundary line): This acknowledgement will be considered by the but will not be binding upon the Covenants Committee. No application will be considered unless this section is ant Homeowner has made a reasonable effort, in the sole discretion of the Board, to have this section completed. |  |  |  |
| Sionatuu | re Neighbor 1          | Lot (100) In Favor Of (X) Not In Favor Of ()   |  |  |  |
| Signatui | re Neighbor 2          | Lot (_100_) In Favor Of (_X_) Not In Favor Of ()  Lot (_102_) In Favor Of (_X_) Not In Favor Of ()   |  |  |  |
| Signatuı | re                     | Lot () In Favor Of () Not In Favor Of ()   |  |  |  |
|          | Exterior Decor         | Lot survey denoting location List of materials to be used ative Objects, Front Porch Flower Pots, Lighting, Etc.   |  |  |  |
|          |                        | Description of object  |  |  |  |
|          | Condon Plot            | Location and picture or sketch of object   |  |  |  |
|          | Garden Plot            | Location and size of garden  |  |  |  |
|          |                        | Type of plants to be grown   |  |  |  |
|          | Play Houses            | -,r· ·· r ·· ·· · · · · · · · · · ·  |  |  |  |
|          |                        | Location (must have minimum visual impact on adjacent properties)  |  |  |  |
|          |                        | Size and Sketch Materials (in most cases, material used <b>should</b> match existing materials of home)  |  |  |  |
|          | Private Pool –         | requires building permit   |  |  |  |
|          | 111/4101 1             | 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  |  |  |  |
|          | Eon of                 |  |  |  |  |
|          | <u>r encing – requ</u> | ires 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   |  |  |  |

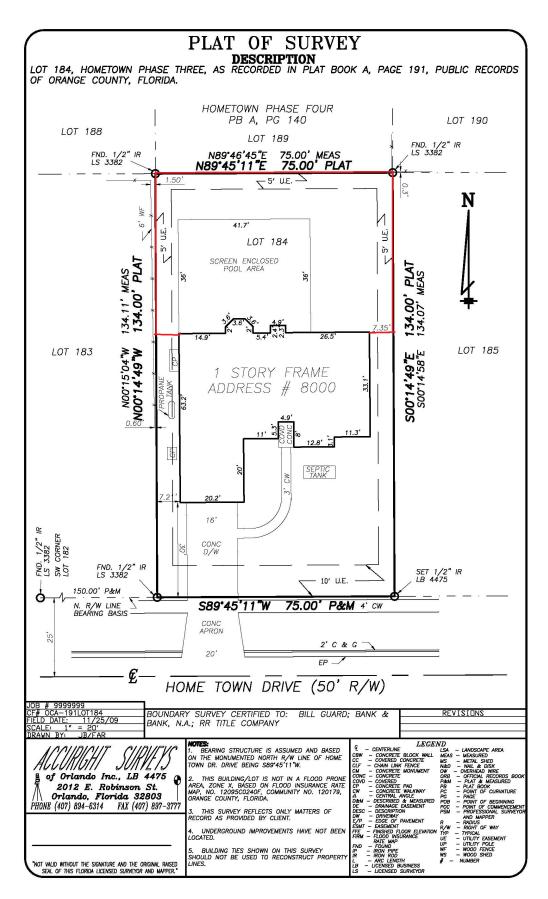
|                   | All nails, screws or fasteners shall be alun   | ninum or hot-dipped galvanized.   |
|-------------------|--|---|
|                   | All posts shall be anchored in concrete.   | No. Processor   |
|                   | Approved building permit *if required by   | / city/county   |
| Exterio           | or Landscaping and Maintenance   |   |
|                   | Landscape plan denoting plant material an  | nd location   |
| D 1/D             |  |   |
| <u>Deck/P</u>     | <u>Porch- requires building permit</u> Picture or Drawing (deck must match any       | existing deek)  |
|                   | Dimensions   | caisting deck).   |
|                   | Color (must be natural or painted to match   | n exterior color of home).  |
|                   | Site plan denoting location (in most cases   |   |
|                   | Materials (must be cedar, cypress or No. 2   | 2 grade or better pressure-treated wood).   |
|                   | Approved building permit   |   |
| Exterio           | or Building Alterations  |   |
|                   | Submit only if other than original paint color)                                      |   |
|                   | Color  |   |
|                   | Area of home to be repainted.  |   |
|                   | Photograph of your home plus homes on e  | either side (in most cases adjacent homes cannot be painted the same colors).   |
| G4                | XX. 1 /D   |   |
| Storm             | Windows/Doors  | n which storm windows/doors will be installed   |
|                   | Picture of drawing of all windows/doors of Picture depicting style of storm window/d | on which storm windows/doors will be installed.   |
|                   |  | namel and color must be compatible with primary and trim colors).   |
|                   |  | r   |
| <u>Buildin</u>    | ng Additions – requires building permit  |   |
|                   | Location of addition and size of lot.  |   |
|                   | Size, color, and detailed architectural draw   |   |
|                   | Materials (material used <b>must</b> match exist Approved building permit            | ing materials of nome).   |
|                   | Approved building permit   |   |
|                   |  | elanie Ondruska, Community Manager  |
|                   | via email at melanieondruska@fie   | ldstonerp.com or via fax at 678-819-5366.   |
| Note: I under     | estand and agree that no work on this request shall                                  | I commence until written approval of the Covenants Committee has been   |
|                   |  | strictly conform to the community Design Guidelines and that these changes  |
|                   |  | I understand that I am responsible for complying with all city and county   |
| regulations.      | 2  |   |
|                   |  |   |
|                   |  | Directors, the Association Advisory Committee or the Association Covenants  |
|                   |  | signs, agents, representatives or employees shall be liable for damages or  |
|                   |  | by reason of mistake in judgment, negligence or non-feasance, arising out of  |
|                   |  | ew is directed toward review and approval of site planning, appearance and  |
|                   |  | arding design or construction, including, without limitation, the structural r technical suitability of materials. I hereby release and covenant not to sue |
|                   | ng from/for any claims or damages regarding this req                                 |   |
| an of the foregon | ing from for any claims of damages regarding this req                                | desit of the approval of definal thereof.   |
| Owner's Signatur  | reHomeowner Signature  | Date1/1/17  |
| EOD A DOMEST      |  | 1.0   |
| FOR ARCHITI       | ECTURAL CONTROL COMMITTEE USE  | Approved By: Covenants Committee Member   |
| Date Received _   |  | Covenants Committee Member  |
|                   |  |   |
| Approved          | Not Approved Conditions  |   |
| Comments:         | =======================================  |   |
|                   |  |   |
|                   |  |   |
|                   |  |   |
|                   |  |   |
|                   |  |   |

## **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**

| NameYour Name_                               | Date1/1/17  |
|--|---|
| Address123 Your St                           | reetHome Phone  |
| City/State/ZipYour C                         | ity, GAEmail Addresshomeowner@gmail.com   |
| CommunityYour Co                             | ommunityLot/Block101  |
|  | without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detail st of materials, pictures, and any other information as specifically required below or as required by the Design Guidelin unity.   |
| Description of Modifica Paint exterior of ho | tion Requested: me  |
| Estimated Start Date                         | .3/10/17Estimated Completion Date3/17/17  |
| the Covenants Commit                         | ljacent Homeowners (all homeowners sharing common boundary line): This acknowledgement will be considered the but will not be binding upon the Covenants Committee. No application will be considered unless this section cant Homeowner has made a reasonable effort, in the sole discretion of the Board, to have this section completed. |
| SignatureNeighbor                            | Lot (_100_) In Favor Of (_X_) Not In Favor Of ()  |
|  | 2Lot (_102_) In Favor Of (_X_) Not In Favor Of () Lot () In Favor Of () Not In Favor Of ()  |
| Exterior Deco                                | Lot survey denoting location List of materials to be used  rative 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                                  | Type of plants to be grown  |
|  | Location (must have minimum visual impact on adjacent properties)   |
|  | Size and Sketch<br>Materials (in most cases, material used <b>should</b> 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 – req                                | uires 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 5 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.  |
|  | 2 m nano, octewo or tastenero onan de aranniam or not-dipped garvanized.  |

|  | 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 <b>must</b> 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.   |
|  | I understand and agree that no work on this request shall commence until written approval of the Covenants Committee has been d by me. I represent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes e made in strict conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county ions.   |
| Committee the co | Fieldstone Realty Partners, LLC, the Association Board of Directors, the Association Advisory Committee or the Association Covenants ittee nor their respective members, Secretary, successors, assigns, agents, representatives or employees shall be liable for damages or ise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of tion with respect to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and ics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural y, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue he foregoing from/for any claims or damages regarding this request or the approval or denial thereof. |
| Owner'   | s Signature   |
| FOR A  | ARCHITECTURAL CONTROL COMMITTEE USE  Approved By:   |
|  | Covenants Committee Member  |
|  |   |
| Approv<br>=====  | red Not Approved Conditions<br>================================   |
| Comm   | ents:   |
|  |   |
|  |   |
|  |   |
|  |   |

### **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