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 Cari Gaines
- 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:						
REQUEST FOR MODIFICATION REVIEW						
Name_	Date					
Address	Home Phone					
City/Sta	ZipEmail Address					
Commu	yLot/Block					
detailed	must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable escription of request, list of materials, pictures, and any other information as specifically required below or as required by a Guidelines approved for the community.					
Descrip	on of Modification Requested:					
Acknov	Estimated Completion Date edgment of Adjacent Homeowners (all homeowners sharing common boundary line): This acknowledgement will be downers the Covenants Committee but will not be binding upon the Covenants Committee. No application will be considered.					
unless	s section is completed, or the Applicant Homeowner has made a reasonable effort, in the sole discretion of the Board, section completed.					
Signat Signat Under	Lot () In Favor Of () Not In Favor Of () Lot () In Favor Of () Not In Favor Of () Lot () In Favor Of () Not In Favor Of () Lot () In Favor Of () Not In Favor Of () ch of the most common headings below, all the items listed must be submitted. Please refer to the Covenants for researcy information required for modifications such as detached structures, outdoor play equipment, pools, etc.:					
	atio or Walkway Lot survey denoting location List of materials to be used xterior Decorative Objects, Front Porch Flower Pots, Lighting, Etc Description of object Location and picture or sketch of object					
	Location and size of garden Type of plants to be grown					
	Location (must have minimum visual impact on adjacent properties) Size and Sketch Materials (in most cases, material used should match existing materials of home)					
	rivate 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.

Site plan denoting location

Dimensions Color

	Materials All nails, screws or fasteners shall be aluminum or hot-dipped galvanized.
	ATI HADS, SCIEWS OF TASIEDERS SHALL DE ALUMINUM OF HOL-GIDDEG PALVANIZEG.
	All posts shall be anchored in concrete.
	An posts shall be anchored in concrete. Approved building permit
	Approved building permit
Exterior Lan	dscaping and Maintenance
	Landscape plan denoting plant material and location
Deck/Porch	requires building permit
Decky I of Cit	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).
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).
Building Add	itions – 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 Cari Gaines, Community Manager
	Please submit your request to Cari Gaines, Community Manager via email at carigaines@fieldstonerp.com
d by me. I repr	
by me. I represent the property of the propert	via email at carigaines@fieldstonerp.com 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 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 to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and
by me. I represent made in strict ons. Fieldstone Reatee nor their reset to anyone reconsists. None of the process. None of the process of t	via email at carigaines@fieldstonerp.com 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 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 a to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and ne 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
by me. I reprimate in strict ons. Fieldstone Realtee nor their relet to anyone reconsisting with respects. None of the mechanical of foregoing from Signature	via email at carigaines@fieldstonerp.com 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 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 to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and reforegoing 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 no for any claims or damages regarding this request or the approval or denial thereof. Date BAL CONTROL COMMITTEE USE Approved By:
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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 should 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			

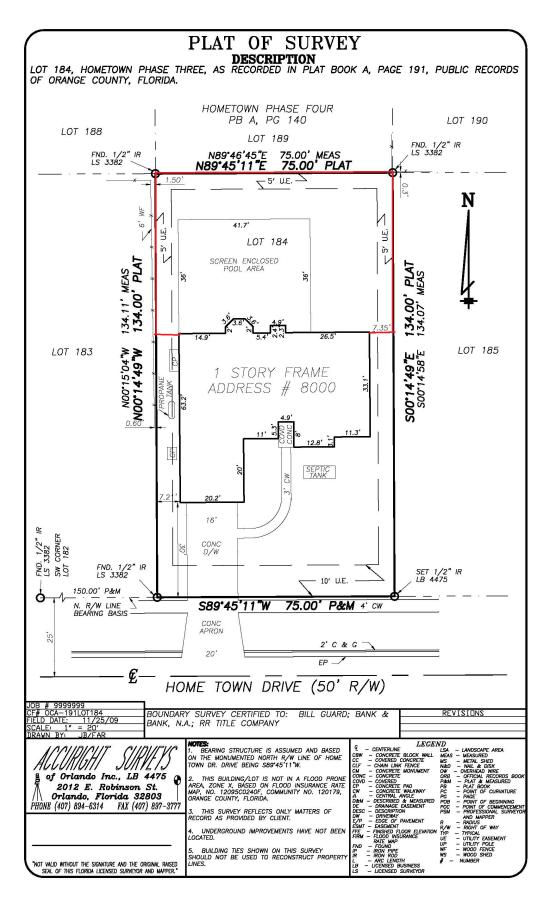
	All nails, screws or fasteners shall be alun	ninum or hot-dipped galvanized.
	All posts shall be anchored in concrete.	No. Processor
	Approved building permit *if required by	/ city/county
Exterio	or Landscaping and Maintenance	
	Landscape plan denoting plant material an	nd location
D 1/D		
<u>Deck/P</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 must 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 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 – 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 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.
	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 =====	red Not Approved Conditions ================================
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