

## ALSTEAD HOA - REQUEST FOR MODIFICATION REVIEW

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 along with a diagram of when the modification will take place. 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 please send it to the Alstead Board at [alsteadbod@gmail.com](mailto:alsteadbod@gmail.com) and to our Fieldstone Property Manager, Jennifer Matthews at [KyleWaidner@fieldstonerp.com](mailto:KyleWaidner@fieldstonerp.com) for review.

### **I. Review Process**

- a. Homeowner submits a **complete modification request** package to the Alstead Board and Property manager via email. The package should be assembled in one pdf document for faster processing. All photos should be labeled and inserted into the document.
- b. Request is forward to Alstead Architectural Review Committee (ARC) member for review.
- c. The Alstead Board receives the ARC **recommendation** and determines whether approval or disapproval is appropriate and forwards to Fieldstone Property Manager. The Board has the final say for all requests.
- d. Property Association Manager notifies homeowner of the Board's decision **in writing** via letter from the association. No approvals/disapprovals are valid unless in writing. Verbal approval is not sufficient.

### **II. Timeline**

The Board has **30 days** to review and respond to your 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?**  
The modification request process is used to ensure that all exterior changes are held to the standards of the community. Alstead is a covenant restricted community. You agreed to abide by Alstead covenants when you bought your home.
2. **What if my modification request package is incomplete?**  
The request must be denied if the package is incomplete. Incomplete packages lead to a longer processing time. The clock starts once documents are received complete.
3. **Do I have to have my neighbor's signatures even if the modification does not affect them?**  
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?**  
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?**  
No, in this case you do not need approval.
6. **What does it mean when I am granted "conditional approval"?**  
In this case, the conditionals outlined by the ARC must be met to receive FINAL approval. If the conditions are not met, your project will be considered "unapproved". Conditional approvals require a final inspection by a member of the ARC

**ALSTEAD HOA - REQUEST FOR MODIFICATION REVIEW**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Lot # \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

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 Design Guidelines approved for the community. Once the form is completed, please send it to the Alstead Board at [alsteadbod@gmail.com](mailto:alsteadbod@gmail.com) and to Kyle Waidner, [KyleWaidner@fieldstonerp.com](mailto:KyleWaidner@fieldstonerp.com). The Architectural Review Committee is chaired by Mike Schutte. If you have any questions please email Mike at [mike.schutte@yahoo.com](mailto:mike.schutte@yahoo.com). If you do not get a timely response from Mike, you should call Fieldstone at 404-920-8621.

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.

Neighbor 1

Signature \_\_\_\_\_ In Favor of ( ) Not in Favor of ( )  
Print Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email \_\_\_\_\_

Neighbor 2

Signature \_\_\_\_\_ In Favor of ( ) Not in Favor of ( )  
Print Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email \_\_\_\_\_

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

Playhouses

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.  
\_\_\_\_\_ Photo of your home and homes on both sides (typically adjacent homes can't be painted 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 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 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**

Fully Approved ( )      Conditionally Approved ( )      Not Approved ( )      Requires Final Inspection? ( )

\_\_\_\_\_ Final Approval By (Print Name)

\_\_\_\_\_ Final Approval by (Signature) \_\_\_\_\_ Date Approved: \_\_\_\_\_

Comments:

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