

**Reserve at Olde Towne Neighborhood - REQUEST FOR MODIFICATION REVIEW**

**PLEASE NOTE, PER SECTION 6.2 OF THE DECLARATION, THE BOARD HAS UP TO 45 DAYS TO COMPLETE THE REVIEW PROCESS**

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

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Office Phone \_\_\_\_\_

Community \_\_\_\_\_ Lot/Block \_\_\_\_\_

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.

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 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**  
\_\_\_\_ 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).

**Please submit your modification request packet to the attention of Jennifer Matthews, Community Association Manager, via email.**

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**

Approved By: \_\_\_\_\_

Covenants Committee Member

Date Received \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Conditions \_\_\_\_\_

Comments:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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