

REQUEST FOR MODIFICATIONS: FACT SHEET

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 request with the recommendation to the Board of Directors.
- c. 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.
- 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 CC&Rs, the Board has 30-60 days to review and respond to each modification request. Please prepare for the full processing time.
- b. Homeowners have a responsibility not to impede the flow of water in any easement, drainage or swale. No modification will be approved in common areas and must not encroach in neighboring lots.

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 documents are received complete.
- 3) Do I have to have my neighbors signature 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 requests 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.

Please review the community Covenants and Bylaws on the owner's website to get full outline of your community standard and the roles of the Board of Directors.

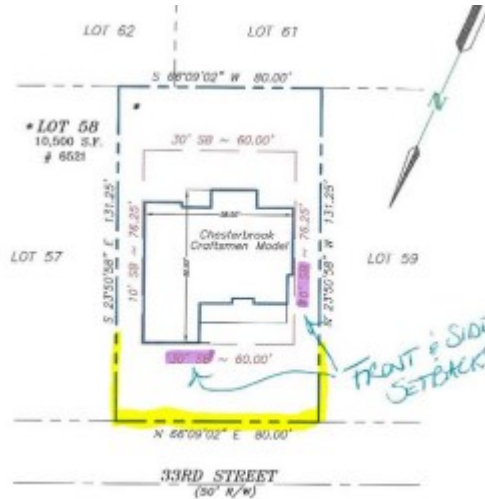
~Fieldstone Realty Partners~

MODIFICATION REQUESTS

QUICK TIPS SHEET

Must Draw on Plat:

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



Example of Plat or “HLP” copy from Sales office. Official copy of Plat at Superior Courthouse.



*EX. Preferred TRASH BIN SCREEN
Lattice Style*

**Must be concealed on the side of your home using the board approved Lattice Screen*

***Include photo with your Modification Request*



EX. Preferred LANDSCAPE BORDER

**Include photo with your Modification Request*



Ex Basketball Net

Must be approved and sits perpendicular to the street.

*No Sand bags or Bricks should be used to secure base

Decks •

Generally, the deck may not extend beyond the right and left sides of the home.

- Materials must be cedar, cypress, or #2 or better pressure treated wood.
- Color must be natural, clear stained ONLY. Unless, otherwise indicated in Design Guidelines.
- Homeowner is to provide an exterior picture of the home with their deck STAIN to confirm color match.

MULCH & STONES

***NO RED MULCH/*NO WHITE STONES**

Mulch-Preferred colors brown & black

Stones– Small to medium river rock/pebbles in a brown and tan natural mix

FENCE MODIFICATION

**Must acknowledge “Clearance” on your form if installing a wooden fence*

**Generally Fence styles will need to match your neighbors fencing*

**Fences installed by Homeowners must have a minimum ground clearance. 1 1/2-2 inches minimum.*

**Must Notate Clearance on the Modification Request*

BOARD PREFERRED SHERWIN WILLIAMS STAIN COLORS

**CLEAR*

**WOODRIDGE SW 3504*

**RIVERWOOD SW 3507*

VERY IMPORTANT!!!

PLEASE REMEMBER TO

***ALWAYS REFER YOUR DESIGN GUIDELINES LOCATED ON THE HOMEOWNERS PORTAL**

***EMAIL YOUR REQUEST IN ONE COMPLETE PACKET AS A PDF**

***IF MISSING ITEMS ARE NOT ON THE FORM, MODIFICATION REQUEST IS “DENIED”. IT WILL NOT BE REVIEWED BY THE BOARD UNTIL IT IS FULLY COMPLETED. THE GOAL IS TO GET YOU IN FOR REVIEW AND “APPROVED” ON THE FIRST TRY.**