

Reunion Citizens Assembly
Modification Request
(Other than painting, driveway expansion or fence installation)

Name:

Address:

City/State/Zip:

Email:

Please provide the Modifications Committee with all information necessary to evaluate the request quickly.

Once the form is completed, please send it to John Albano at JohnAlbano@FieldstoneRP.com. Any questions, call John Albano at (678) 430-8616.

Estimated Start Date:

Estimated Completion Date:

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All work must be completed within six months of the approval date.

Acknowledgement of Adjacent Homeowners (all homeowners sharing common side boundary lines): This acknowledgement will be considered by the Modifications Committee but will not be binding upon the Modifications 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.

Description of Proposed Modification

Adjacent Neighbors' Signatures

Name	Address	Signature	Approval	
			YES	NO

Name	Address	Signature	YES	NO

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Note: I understand and agree that no work on this request shall commence until written approval of the Modifications 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 Modifications Committee, nor the respective members, Secretary, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to any requesting approval of an architectural alteration by reason of mistake in judgment, negligence or nonfeasance, 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 any covenant 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:

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FOR MODIFICATIONS COMMITTEE USE ONLY:

Reviewed By:

Date Received:

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Modifications Committee Member

Approved

Denied

Conditions

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Comments:

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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 with all supporting illustrations, diagrams, descriptions, lists of materials, and other supporting documentation. 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 your community manager John Albano at JohnAlbano@FieldstoneRP.com.

I. Review Process

- A. Homeowner submits a complete modification request package to the association manager via email or mail. 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 package to the Modifications Committee.
- C. The association manager or a member of the Modifications Committee will contact the applicant if any questions need to be answered by the homeowner.
- D. The Modifications Committee reviews the application and determines whether approval or disapproval is appropriate.
- E. Association manager notifies homeowner of Modifications Committee's decision in writing via email from the association.

II. Timeline

- A. Depending on your community's CCRs, the Modifications Committee has 30-60 days to review and respond to each modification request. Please prepare for the full processing time.

III. FAQs

Q1: 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.

Q2: 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.

Q3: Do I have to have my neighbor's signatures even if the modification does not affect them?

A: Yes, all requests require neighbors' "Approve" or "Not Approve" signatures. If your neighbor signs "Approve" this protects you, the homeowner, from a neighbor's disputing your request in the future.

Q4: If my neighbor does not approve of my request will it be immediately disapproved?

A: No, the Modification Committee reviews all requests and makes the decision on the feasibility of the request.