

Enclave at Nash Springs

Modification Request Process and Form



**DO NOT START ANY WORK PRIOR TO WRITTEN APPROVAL
BY THE BOARD OF DIRECTORS**

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Thank you for your interest in submitting a modification request form. Each request is reviewed on a case-by-case basis. Please check the following for more information about modification request package submission.

****Following these instructions will speed up turnaround time.****

Helpful Hints

- Please review the instructions carefully.
- Send complete packages only.
- If sending your package via email, please combine files into one document. The package must be complete.
- Do not send JPG Files; the unit owner must assemble all information.
- Label all photos and make sure they are clear.
- Don't forget to provide material samples
- 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.

Review Process

1. The homeowner submits a **complete** modification request package to the association manager of Community Association Management, LLC.
2. The association manager submits the package to the Architectural Review Committee.
3. The association manager receives the committee's recommendation and submits the request with the recommendation to the Board of Directors.
4. The Board of Directors reviews the application and determines whether approval or disapproval is appropriate. The Board of Directors has the final say on all requests.
5. Association Manager notifies the homeowner of the Board's decision in writing. Please note that no approvals/disapprovals are valid unless in writing. Verbal approval is not sufficient.
6. If your package is received incomplete, your request will be automatically denied. It will be reconsidered once received complete.

Timeline

- Depending on your community's covenants, conditions, and restrictions (CC&Rs), the Board has 30 – 60 days to review and respond to each modification request. Please check your CC&Rs for your community's request timeline.
- The timeline begins after the **complete** package is received. 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.

Frequently Asked Questions

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.

2. What if my modification request package is incomplete?

- 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?

- 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 does not favor my request, will it be immediately disapproved?

- No, the Board reviews all requests and has the final say on all requests.

5. If I am re-painting the exterior of my home with the same colors, do I need approval?

- No, in this case, you do not need approval.

Modification Request Form

Modification Request Form

Name _____ Date _____

Address _____ Phone _____

Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), a detailed description of the request, list of materials, pictures, 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 completed date: _____

Acknowledgment of Adjacent Homeowners (all homeowners sharing a common boundary line)

The covenants committee will consider this acknowledgment 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 to have this section completed at the sole discretion of the community board of directors.

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 ()

Modification Details

All the items listed must be submitted under each of the most common headings below. Please refer to the community 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 the object
- _____ Location and picture or sketch of the object

_____ **Garden Plot**

- _____ Location and size of garden
- _____ Type of plants to be grown

_____ **Play House**

- _____ Location (must have a minimum visual impact on adjacent properties)
- _____ Size and sketch of the playhouse
- _____ Materials used (in most cases, the material used **should** match existing materials of the home)

_____ **Private Inground Pool requires a building permit**

- _____ Picture or drawing of pool type
- _____ Dimensions (maximum size is 1,000 square feet)
- _____ Color (must be blue or white)
- _____ Site plan denoting location
- _____ Type of lighting source
- _____ Landscape plan
- _____ Approved building permit

_____ Fencing – *requires a building permit if required by the county or proof of no requirement by the county*

- _____ Picture or drawing of the fence type
- _____ Dimensions
- _____ Color
- _____ Site plan denoting location
- _____ Crossbeam structure must not be visible from any street (must face inside toward yard)
- _____ List of materials
- _____ All nails, screws, or fasteners shall be aluminum or hot-dipped galvanized
- _____ All posts shall be anchored in concrete
- _____ Approved building permit

_____ Retaining Wall

- _____ Picture of materials
- _____ Color
- _____ Dimensions
- _____ Site plan denoting location
- _____ List of materials

_____ Exterior Landscaping and Maintenance

- _____ Landscape plan denoting plant material and location

_____ Deck/Porch- *requires a building permit*

- _____ Picture or Drawing (deck must match any existing deck)
- _____ Dimensions
- _____ Color (must be natural or painted to match the home's exterior color)
- _____ Site plan denoting location (in most cases may not extend past home sides)
- _____ 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 the original paint color)

_____ Paint color

_____ Area of home to be repainted

_____ A 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 the 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 a building permit

_____ Location of addition and size of the lot

_____ Size, color, and detailed architectural drawing of addition

_____ Materials (material used must match existing materials of home)

_____ Approved building permit

NOTE

I agree that no work on this request shall commence until I have received written approval from the community covenants committee. 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 Community Association Management, LLC, the association board of directors, the association advisory committee, nor 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 because of a mistake in judgment, negligence or non-feasance, arising out of any action concerning any submission. The architectural review is directed toward reviewing and approving site planning, appearance, and aesthetics. None of the preceding 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 preceding from/for any claims or damages regarding this request or the approval or denial thereof.

Homeowner's signature _____ Date _____

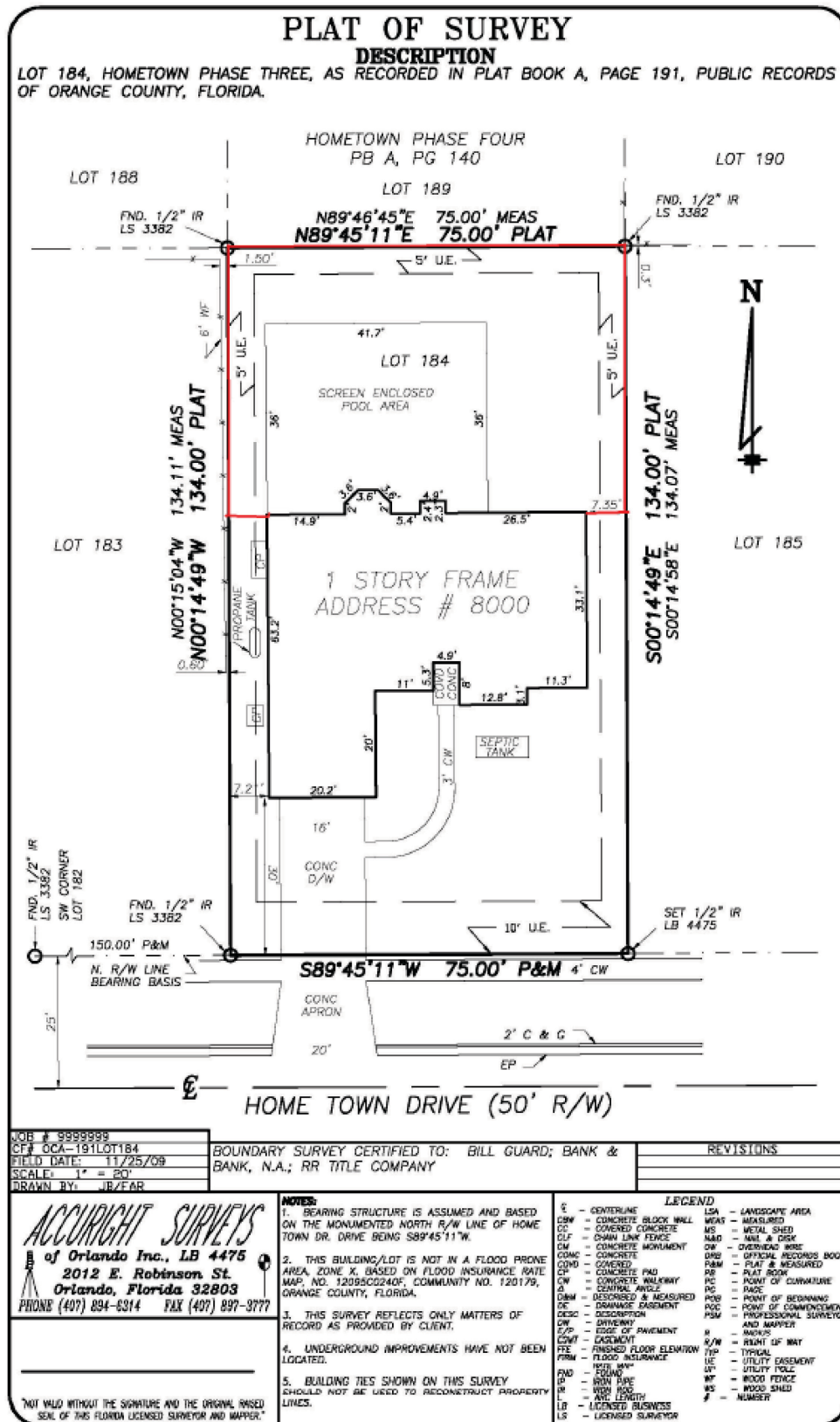
Examples

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.



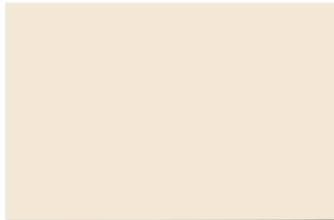
Desired Color

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 an example of a complete exterior paint modification request package.***

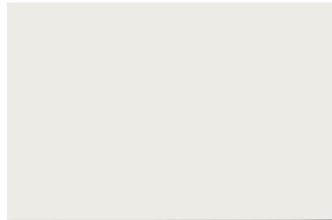
Body 1



SW 7558

Medici Ivory

Trim 1



SW 7005

Pure White

Accent 1



SW 6468

Hunt Club

Siding: Medici Ivory SW7558

Trim: Pure White SW7005

Shutters: Hunt Club SW6468

Photographs of Homes



The neighbor on the left: 123 Main Street



My Home: 125 Main Street



The neighbor on the right: 127 Main Street