

EAGLE POINT GOLF COMMUNITY HOMEOWNERS' ASSOCIATION MODIFICATION REQUEST FORM

Questions: 541-385-7799, ext. 709 | cpickett@fieldstonemanagement.com

Statements of Understanding:

1. A Modification Request Form (MRF) is required for any change to the exterior of your home.
2. All submissions should be sent to Candace Pickett at cpickett@fieldstonemanagement.com.
3. All MRF questions must be answered in detail, with the proper supporting documents included to be considered. Incomplete packets will be denied or will delay the processing of approval for your project.
4. Should the Modification Committee (MC) need/request any additional information, processing of your request will be deferred until that additional information is received.
5. The Owner agrees that no work on this request shall commence until approval in writing is received. Fines can be levied for starting a project without written approval from the committee.
6. Once approved, the landscaping project must be completed within ninety (90) days and must not unreasonably interfere with neighboring properties.
7. The "Notice of Completion" form must be completed and submitted to Fieldstone upon completion of the project.
8. The owner agrees that the MC has the right to inspect all finished work (after receiving the Notice of Completion form) to determine that the approved request was appropriately carried out.
9. **Requests from owners with delinquent accounts will be denied on the basis of delinquency.** Once the account is current, the homeowner may re-submit the MRF again.
10. The Owner has the responsibility to ensure that contractors are following all governing documents, including but not limited to regulations on signs, approved construction days and times, and cleaning up debris associated with the project.
11. What is included in the MRF **is the entire scope of the project**. Any work done outside the scope of the MRF which has not been submitted to and approved by the MC will be in violation and may incur fines.
12. Misrepresentation of any items in this request will void any approval by the MC.

As Owner, I certify that the information I am submitting is true and accurate. I have also read and understand the above statements, as well as the HOA Governing documents and agree to follow the Modification Procedure.

X

Homeowner's Signature

Date:

**EAGLE POINT GOLF COURSE HOMEOWNERS ASSOCIATION
MODIFICATION REQUEST FORM**

Property Address: _____

Date: _____

Email Address: _____

Phone: _____

Name: _____

Property on Golf Course: ____ - Yes ____ - No

The Governing Documents of the HOA determine whether a change can or cannot be made. The Modification Committee is a neutral body that reviews each modification request and bases its decision on whether it conflicts with the Governing Documents. This includes the “community-wide standard”.

All Governing Documents can be found on the website at www.eaglepointgolfcommunity.com.

All applications should show (via picture, written explanation, **and** landscape map with legend) what is being removed, what is being added, or what is being changed.

All submissions must include Location Photos, Element Photos, and Map with Key

Instructions Pertaining to Landscape Modifications:

A “to scale” or handwritten map of the project must clearly show:

1. Locations and numbers of trees, shrubs, and plants. (A plant key/legend must be included on the map: the key should show the new plants, trees, and shrubs by name).
2. Locations of structural/decorative elements, including retaining walls, benches, water features, native boulders, ceramic pots, and pathways.
3. Property dimensions and locations: house, driveway, front/back yard, and fences.

Timeline for Project:

*The Modification Committee meets the 1st and 3rd Tuesday of each month in order to process project submissions quickly. However, the MC **may take up to 45 days** to approve or deny your request.*

Project Type:

- | | | |
|--|--|---|
| ☐ Artificial Turf | ☐ Lighting | ☐ Shed/Outbuilding |
| ☐ Awning/Pergola/Gazebo | ☐ Paint (use Paint Mod Form on website) | ☐ Solar/Satellite |
| ☐ Gate/Fence | ☐ Pool/Spa/Jacuzzi | ☐ Tree Removal/Tree Addition |
| ☐ Landscaping | ☐ Roofing | ☐ Other: _____ |
| ☐ Security Camera | | |

City Permit Required: ☐ Yes ☐ No (If yes, have you applied for one? City permit must be included with application)

Project Description:

Attach photos and site plan(s) relevant to your modification. Photos should show the broad and specific areas to be modified, including yards, trees, shrubs, and plants. Photos should also show any structural/decorative items to be used in landscaping (bench, water feature, etc.).