

# THE HAMPTONS

## The Hamptons Request for Modification Form

*This document contains an overview of the modification request process, required documentation for common requests, the modification request intake form and a list of key contacts to help navigate the process.*

### Key Contacts

If you have any questions regarding your protective covenants, design guidelines or the Request for Modification process, please contact any of the following individual:

1. Property Management Company
  - a. Company: Cedar Management Group (ARC Support)
  - b. Phone: 704-644-8808
  - c. Email: [arc@mycmg.com](mailto:arc@mycmg.com)
2. Architectural Review Chair
  - a. Email: @ [hamptonsarc@gmail.com](mailto:hamptonsarc@gmail.com).

### Request for Modification Review Submittal Process

1. Print the Modification Request for Review form from the Hamptons Community website ([hamptonsatnorthcross.com](http://hamptonsatnorthcross.com)), or as attached to this form.
2. Complete the entire form including your name, date, address, lot number, email, phone number and your signature on Page 2. \*\*please write legibly
3. Submit the request for review form to the property management company for review. Be sure to include all necessary supporting documentation such as pictures, plans, materials, plot plan etc.
  - a. Email:
  - b. Fax:
  - c. US Mail
4. The property management company will notify you via mail or phone that your request has been submitted to the board for approval.

5. The property management company, ARC Chair and board will review your request and decision appropriately. \*Please note the review process may take up to two weeks after receiving a completed request, so please make note of this when setting project start dates with vendors/contractors.
6. Decision notifications will be sent by email or US mail for your records.

If you have any questions regarding your protective covenants, design guidelines or the Request for Modification process, please contact Cedar Management group @ or email the Hamptons ARC chair @ [hamptonsARC@gmail.com](mailto:hamptonsARC@gmail.com).

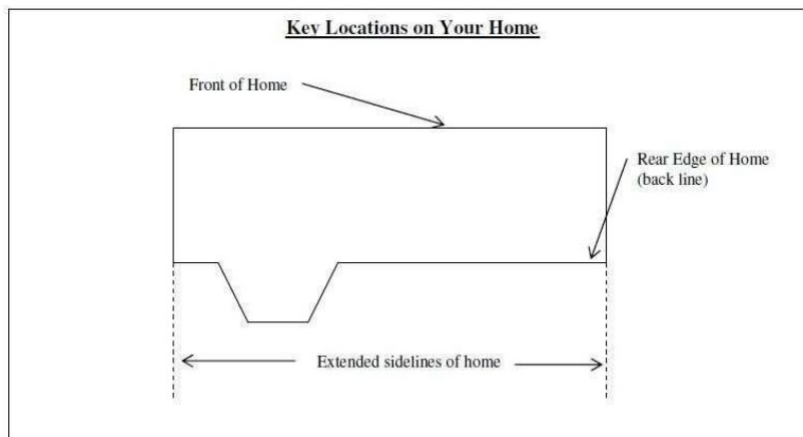
## Request for Modification Form Required Documentation for Common Modifications

All requests require a completed modification request intake form (see pages 5-7). In addition to the completed intake form, the following supporting documentation for each common request heading will also need to be included with modification requests. Please refer to the Community Wide Standards for additional information related to community requirements.

- ★ Patios, Walkways, and Decks
  - Lot Survey or Site plan denoting location (refer to the community wide standards for association guidelines for restrictions)
  - Picture or drawing (deck must match any existing deck)
  
- ★ Exterior Decorative Objects, Front Porch Flower Pots, Lighting, etc.
  - Description of object \_\_\_\_\_
  - Size of object along with picture or sketch \_\_\_\_\_
  - Site Plan denoting location
  
- ★ Garden Plots
  - Site Plan denoting location
  - Location and size of garden
  - Types of plants to be grown
  
- ★ Play Equipment & Playhouses
  - Site Plan denoting location (must have minimum visual impact on adjacent properties, typically not beyond the extended sidelines of the home).
  - Size and sketch (limited to an area not to exceed 100 square feet)
  - Materials (in most cases, materials used must match existing materials of home)
  
- ★ Basketball Goals
  - Site Plan Denoting location

- Goal is free standing (not attached to home) & backboard is perpendicular to primary street
  - Post is painted Black
  - Picture of Basketball goal & post
  
- ★ Private Pools, Spas, & Hot Tubs
  - Site plan denoting location
  - Dimensions (maximum pool area- 1,000 square feet)
  - Color (must be blue or white)
  - Type of lighting source
  - Landscape Plan
  
- ★ Fences
  - Picture or drawing of fence type
  - Dimensions (maximum height may not exceed 4 feet)
  - Site Plan denoting location (fence may not be located closer to any street than rear edge of home) On corner lot, fence may not be closer to side street than the building line of the house
  - Split Rail
    - Dimensions (Maximum span between posts shall be 1- feet; minimum post size shall be 4x4; must have 2-2x8 inch horizontal rails or 3- 2X6 horizontal rails per section
    - COLOR: must be natural or painted to match exterior trim
    - Crossbeam structure shall not be visible from any street (must face inside toward yard).
    - MATERIALS: must be cedar, cypress, or No. 2 grade or better pressure treated pine. Nails, screws or fasteners shall be aluminum or hot-dipped galvanized.
  - Wrought Iron
    - DIMENSIONS: maximum spans 1.) 6 feet between posts and 4 inches between pickets
    - COLOR: all materials must be black in color including points, finials, and or ball caps on posts
    - MATERIALS: aluminum material with lifetime guarantee is required to ensure durability, fade resistance,
    - and scratch resistance.
  
- ★ Exterior Landscaping
  - Landscape plan denoting plant material & location
  
- ★ Building Alterations and Exterior Building Alterations
  - Description of change

- Architectural drawings
  - Materials to be used (must match existing materials of home)
  - Site Plan
- ★ Exterior Color Changes
    - Color and address if home with desired John Wieland Homes' color used in or approved for this or another Wieland community in the same county.
    - Paint Chip (submitted if different than original color)
  - ★ Storm Windows/Doors
    - Picture or drawing of all windows/doors on which storm windows/doors will be installed
    - Picture depicting style of window/door to be installed
    - Color (window/door trim must be baked enamel and color must be compatible with primary trim color)
  - ★ Building Additions
    - Site Plan denoting location of addition and size of lot
    - Size, color, and detailed architectural drawing of addition
    - Materials (material used must match existing material of home).
  - ★ Satellite Dishes
    - Site Plan with directional North arrow
    - Location of Satellite dish (no front yard mounting or roof top mounting, rear edge is preferred)
    - Dimensions (must be no larger than 18 inches)
    - Color of Satellite Dish
  - ★ Key Locations on your Home



# Hamptons Request for Modification Form

Submit this form along with all required documentation as specified in the attached listed for most common modifications. Failure to include the required documentation may delay your approval or result in a request denial. Please refer to the guidelines, covenants, and Community Wide Standards for other necessary information required for modifications (i.e. detached structures, outdoor play equipment, pools, tennis courts, etc.)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Description of Modification Requested

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Estimated Start Date: \_\_\_\_\_

Estimated End Date: \_\_\_\_\_

**Acknowledgment of all homeowners sharing a common boundary line is required.** Please note that applications are not considered complete without this information. If there is a circumstance that prevents you from getting a signature of approval from a neighbor, please note this in the section below and provide any relevant details in the “additional comments” section at the end of the application.

Note to neighboring homeowners: **Acknowledgment here does not constitute approval.** You may object to these plans by contacting the management company. This acknowledgment or lack of acknowledgement will be considered by the management company, but will not be binding upon the management company.

Address: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Signature: \_\_\_\_\_

Note: I understand and agree that **no work** on this request shall commence until written approval of the management company 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 John Wieland Homes, Inc., the Association Board of Directors, the Association Advisory Committee or the Association Covenant 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 to the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release any 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 Property Management Company Use Only:**

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

Decision:

Approved \_\_\_\_ Not Approved \_\_\_\_ Approved with conditions (see additional comments) \_\_\_\_

Signature of Management Company:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_