

**Fairways Edge Property Owners Association, Inc.**  
**Architectural Modification Request**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All information must be submitted before the Board of Directors will review the request. The following supporting documents must be submitted with the Architectural Modification Request form:

- A copy of your lot survey with the location of the proposed modifications “drawn to scale” indicating all setbacks from the property lines in a clear and legible manner.
- A copy of your proposal, including specifications, from the contractor scheduled to perform the work.
- If you are doing the work yourself, include a sketch or drawing of the modification. Prior to submitting your request, review the Architectural Guidelines (found on [fairwaysedgepoa.com](http://fairwaysedgepoa.com) website) to ensure your request meets all requirements.

Responses to all requests will be sent by mail or email within 30 days from the date of submittal. Forward this form and all supporting documents to:

Fairways Edge POA  
944A Kings Bay Road, PMB 186  
St. Marys, GA 31558

Or:

[poafairways@gmail.com](mailto:poafairways@gmail.com)

Homeowner Affidavit – I understand and, in return for approval, I agree to be responsible for the following:

- An approval is only valid for 90 days.
- All losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others.
- Obtaining any permits required from the city or county governmental agencies, etc.
- Removing all debris from around your home and replacing sod that has been destroyed.
- Repairing any damage that may be caused to the sidewalk or roadway from heavy equipment.
- Not altering the drainage of your property onto neighboring property.
- Notifying the Board of Directors upon completion of the work for a final inspection and approval.
- Complying with conditions of acceptance (if any).
- Completing the project according to the Architectural Guidelines. If the modification is not completed as approved, said approval can be revoked and the modification shall be removed by the owner at the owner's expense.
- No changes may be made in plans after approval without the prior written consent of the Board of Directors.
- **WORK MAY NOT BE STARTED UNTIL APPROVAL LETTER IS RECEIVED.**
- **WORK IS NOT ASSUMED COMPLETED UNTIL INSPECTED BY THE BOARD OF DIRECTORS AND SIGNED CITY PERMITS ARE RECEIVED.**

Fairways Edge POA Architectural Modification Request – I have read and understand the Declaration of Covenants & Restrictions for Fairways Edge Property Owners Association, Inc. and agree to abide by them. I have received a copy of the Fairways Edge Architectural Guidelines and have read and understand the requirements for the modification(s) for which I am applying.

Signature of Owner \_\_\_\_\_ Date: \_\_\_\_\_

Association Use Only – Board of Directors Recommendations:

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_