



COMMUNITY ASSOCIATION
Home Improvement Request

All exterior modifications to your property must be approved in advance by the Architectural Control Committee. The ACC will review your request to make sure that the improvement will be done in a professional, sound manner and will fit with the aesthetics of the community. Please provide as much detail as possible so that the ACC can properly understand your request. Without a complete description of your request, the form will have to be returned for more information. After you've filled out this form, please return it to the address shown below. Thank you for your cooperation and concern for your community.

OWNER NAME _____

PROPERTY ADDRESS _____

MAILING ADDRESS _____

PHONE (home) _____ (office) _____

DESCRIBE THE IMPROVEMENT (you must be specific - attach a sketch, drawing or photo)

Who will be doing the actual work on this improvement _____

LOCATION OF THE IMPROVEMENT

On a **COPY OF YOUR SURVEY**, indicate the location of the proposed structure (including the distance from all property lines), dimensions (height, width, etc.). If you are proposing a room or structural change to the residence, include a copy of the elevation and side view. The elevation should show the location of the windows and doors.

MATERIALS TO BE USED (attach sample if appropriate)

Paint (color sample & pictures of home & home of neighbors **required**) Base _____ Trim _____

Roof Shingles: Manufacturer _____ Color _____ Warranty _____

Lumber (type/grade) _____

Brick (type/color) _____

Electrical _____

Pictures of proposed area, paint & shingle samples, drawings & survey all MUST be included or the application will be rejected.

OTHER COMMENTS

PLANNED START DATE _____ EXPECTED COMPLETION DATE _____

According to the Deed Restrictions, the Architectural Control Committee has **up to 30 days** after receipt of this application to make a decision, so please submit the request far enough ahead of time. I agree not to begin property improvements or modifications until the committee notifies me in writing of their decision. The more detail you provide about your improvement, the easier it will be to understand what you plan to do and to make a decision. No approval of plans and specifications and no publication or designation of architectural standards by the Architectural Control Committee or by the Board of Directors shall ever be construed as representing or implying that such plans, specifications, or standards will result in a properly designed structure or satisfy any legal requirements. No action or failure to act by the Architectural Control Committee or by the Board of Directors regarding the construction of any improvements within the subdivision shall constitute a waiver or estoppel with respect to future action by the Architectural Control Committee or the Board of Directors. Specifically, the approval of any such residential construction shall not be deemed a waiver of any right or an estoppel to withhold approval or consent for any similar residential construction or any similar proposals, plans, specifications, or other material submitted with respect to any other residential construction by such person or otherwise. I/we agree to keep all improvements on this lot in good repair. I/We agree that with proper notice, a member of the Architectural Control Committee or its representative, may inspect the completed project to assure compliance with ACC standards. Failure to comply with these guidelines will result in ACC approval being withdrawn and action taken to enforce the Deed restrictions. **I/we agree to submit a picture of the completed project.**

SIGNATURE: _____ DATE: _____

-----Please Do Not Write Below Line-----

Account _____
Date Received _____ Date sent _____
to ACC _____
Date of ACC Decision _____
Date Returned to Homeowner _____

COMMENTS CONCERNING REQUEST

ACC DECISION

- APPROVED without conditions
- APPROVED with the conditions noted below
- DISAPPROVED for the reasons noted below
- DISAPPROVED because more information is needed as described below

ACC Signature and Date:

ACC Signature and Date:
