

Lakepointe Townhomes HOA Architectural Control Committee (ACC) Change Request Form

Name of Applicant: _____ Address: _____

Phone: (Home) _____ (Work) _____ Describe proposed improvement: _____

Continued on Pg. 2? Check Box

ACC APPLICATION MUST INCLUDE:

1. Description of work (i.e., new windows (white with 6x6 grids), windowsill capping, vinyl siding etc. Include drawings, photo and material samples.
2. For exterior re-siding work attach vinyl / wood material color samples including several shades lighter and darker than "approved color".
3. Refer to "Lakepointe Approved Color Chart" document to determine your approved house paint color for siding, shutters, trim, and doors.
4. Refer to "Lakepointe ACC Guidelines" document for all approved/allowable exterior repairs/modifications.

Applicant Hereby Warrants that Applicant Shall Assume Full Responsibility For:

1. All landscaping, grading, and/or drainage issues relating to said improvements
2. Obtaining all required State or County approvals relating to said improvements and comply with all applicable State and County ordinances
3. Any damage to adjoining property, common Area or injury to third persons associated with improvement
4. **Work is not to begin** until homeowner receives a **formal approval letter** from Sequoia Property Management Company.
5. Homeowner accepts full liability for any unapproved / premature improvements and may be required to remove unapproved improvements.
6. **All work must be completed 60 days after work begins.** ACC approval good for 12 months from approval date.

 Signature of Applicant Date

Architectural Control Committee (ACC) review/approval (Section below)

Date Application Rec'd by ACC: _____

Request Approved Subject To: _____

Request Disapproved Due To: _____

 Signature-ACC Member / Date Signature-ACC Member / Date

Approved: Disapproved:

