

**Red Fox Commons/Red Fox Woods  
HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE**

**Homeowner Request For Architectural Change**

- The committee has 30 days to process and review the submission-PLEASE PLAN ACCORDINGLY.
- NO CHANGES OR IMPROVEMENTS SHALL COMMENCE PRIOR TO APPROVAL.
- If for any reason the submission is not approved within 30 days the application is considered denied.
- If submission is approved Homeowner is responsible to keep record/copy for their records.
- Upon sale of the property Homeowner is responsible for transferring a copy of all ACC approvals applying to the property to the new Homeowner.
- Please make sure ALL requested documents are included before submitting.
- Homeowner is responsible for all required permits.

**I. Please complete Items 1 through 7 below:**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Lot #: \_\_\_\_\_

2. Describe the proposed change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please list below the major construction materials which will be used in this project. Be as specific as possible. (Exterior materials must conform to those used on the original building or be sufficiently compatible.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Will the improvement affect any of the following items:

	YES	NO		YES	NO
Electric	___	___	Exterior Walls	___	___
Phone	___	___	Patio Fencing	___	___
Gas	___	___	Patio Slab	___	___
Water	___	___	Sidewalks	___	___
Sewage	___	___	Pavements	___	___
TV Cable	___	___	Paint Color	___	___
Other:	_____				

5. Will any part of the proposed improvement extend beyond your property line?

YES  NO

If YES, please provide the name, address and signature of the affected homeowner below:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Lot #: \_\_\_\_\_  
 Signature: \_\_\_\_\_

6. Will any part of the proposed improvement extend into any Common Area, Utility, Drainage or Sewer Easement, Landscape Easement, Landscape Preservation Easement or Lake Easement shown on the plot plan of your lot?

YES  NO

If YES, please fill out the Easement & Utility Access Waiver form provided with this packet.

7. Project schedule:

A. The proposed work will be performed by:

Homeowner: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Name: \_\_\_\_\_  
 Both: \_\_\_\_\_

B. Subsequent to Committee approval, please indicate the approximate start and finish dates below:

Start: \_\_\_\_\_  
 Finish: \_\_\_\_\_

C. Please indicate any building permits that will be required:

\_\_\_\_\_  
 \_\_\_\_\_

**II. The following must be included along with this form for any Request for Architectural Change:**

- A. Plot Plan of your property with the improvement drawn in to scale indicating location and dimensions.
- B. Construction Plans or drawings of the proposed improvements and a photograph of a similar project/improvement.

All submitted materials shall remain the property of the Association. You may wish to make a copy for your personal records.

Completed forms may be faxed, mailed or emailed back to Omni Management for processing.

FAX Number: 317-541-0002

Mail Address: P.O. Box 441570 Indianapolis, IN 46244

Email address: Therese Elder - [telder@omni-property.com](mailto:telder@omni-property.com)

**Once Omni has received your ACC request, you will then receive a confirmation letter. When we have received all required documents, it will then take up to 30 days to get a response from the committee. No project should be started prior to receipt of ACC written approval.**

I hereby acknowledge that I have read the above document and the Architectural Control Standards and submit the attachments for approval for improvements to my property. I understand no improvements are to start until approval by the ACC.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....**Committee Use Only**.....

Approved as submitted: \_\_\_\_\_

Approved with conditions: \_\_\_\_\_

Conditions to meet for compliance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Denied: \_\_\_\_\_

Deferred: \_\_\_\_\_

Please provide additional information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

Signed:

\_\_\_\_\_

\_\_\_\_\_  
Architectural Control Committee Member

\_\_\_\_\_

\_\_\_\_\_  
As Management Agent for: Red Fox Woods Commons HOA

EASEMENT AND UTILITY ACCESS WAIVER

This document is an acknowledgment that I, \_\_\_\_\_, the owner of the property located at \_\_\_\_\_ of the \_\_\_\_\_ subdivision will be installing an improvement that could possibly extend into a Common Area, Utility, Drainage or Sewer Easement, Landscape Easement, Landscape Preservation Easement or Lake Easement or possibly could block access to utility meters or equipment. I will accept full responsibility of any cost to remove and/or replace this improvement if the utility company, association or the developer requires access to any such area.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_