

Architectural Change (ACC) Request Form

HOA/ Community Name: _____

Homeowner Name(s): _____ Date: _____

Street Address: _____ City: _____ Zip: _____

Phone #: _____ E-mail Address: _____

Proposed Start Date: _____ Proposed Completion/ Finish Date: _____

Project Type: (Select one. Please fill out a separate form for each project request.)

Review 2nd page for the required information and supporting documents to include for each project type.

- Arbor/ Awning Gazebo Playscape Shed
- Basketball Goal House Addition Swimming Pool Storm Door
- Deck Landscape Retaining Wall Trampoline
- Exterior Painting New Construction Roof Tree Removal
- Fence Patio Satellite Dish Other _____

Detailed Description of Proposed Modification: _____

Is this request in response to a violation letter you have received? Yes No Is this a corner lot? Yes No

Work will be completed by: Myself/ Homeowner Contractor

Contractor Name: _____

Contractor Contact Information: _____

Ensure all of the following information is included with your request as necessary before submitting for review:

- Detailed written description of the proposed modification
- Attach supporting materials needed for the ACC Committee to make an informed decision on the proposed request. *Review the attached page to ensure that all supporting materials are needed for the type of proposed modification requested. If the application is submitted without all of the supporting documentation, it could result in automatic denial and will be returned as incomplete.*

****If requesting to install a fence, please answer the following:**

Height of proposed fence? _____ Style of proposed fence? _____ Material Type? _____

Finish of proposed fence? _____ (Stain color, Natural, Unfinished, etc.)

Homeowners are responsible for any building permits that may be required, building code compliance, survey of property lines, and arranging for required inspections and approvals. County or city approval does not constitute Association approval. The homeowner hereby grants permission to the ACC Committee of the community to enter the property and make reasonable observation and inspections associated with the modification request and completion of the project.

Homeowners bear full responsibility (including costs) for placement of any structure in relation to all easements & buffers and obtaining necessary permits. Modifications are to be constructed as approved and placed within your property lines. If final install does not comply with guidelines, relocation will be at homeowners' expense. If any structures are erected before approval, the ACC Committee may mandate removal at the homeowners' expense.

Homeowner Signature: _____

Please submit your RIVERBROOKE HOMEOWNER ASSOCIATION ACC Request through your Vantaca Portal or E-Mail to: jamable@cmacommunities.com (Include Address/ Lot #, Community Name, and Type of Request in Subject Line)

Each community has a certain number of days permitted for the ACC Committee to process an architectural modification. Please consult your community's governing documents for the exact number of days allotted. Do not start the modification without written Association approval. **Modifications must be installed as submitted and approved by the ACC Committee. An inspection of the improvement may be made upon completion to ensure the modification has been done to specification. Improvements made without approval may be subject penalties and fines up to and including the removal.**

It is recommended that a survey is performed to ensure that the requested improvement installed on the property is not encroaching on a neighboring property. Any encroachment issues that arise between neighboring owners will not be addressed by the HOA. The HOA ACC Board reviews the requests to ensure continuity and uniformity is being met in the community and to protect property values – not if an encroachment has occurred. Each homeowner is responsible for any encroachment issues that arise. Damage to adjoining lots or common area is the owner's responsibility.

Owner is responsible to reimburse the Association for any damage to common area caused by any reason, including drainage problems. Any improvements must be made within any written Community Association guidelines.

Suggested supporting materials to include for your modification request to ensure the request is inputted at the time of submission and help expedite the decision for the committee:

- A photo of your property as it currently stands
- A photo of your proposed modification
- A diagram or drawing of where the addition is being made in relation to your home and property lines
- All materials, colors, stains, and dimensions must be included

Required by project type:

Fences – Survey showing property lines, photograph of the fence requested, a drawing showing location of the fence in relation to the home and property lines, the drawing or details should include the height of the fence, length and gate placement, and the type and style of fence to be installed. Also submit the proposed stain color of the fence including the manufacturer, swatch number, and color. If you are connecting to an existing fence, you must provide written approval from the neighbor.

Landscape – Please provide the name of all plant types, number of each plant, trees by species, placement (drawing or photo), and description of proposed landscaping changes.

Playscape/ Recreational Equipment – Please provide a photo of the requested equipment and a drawing or photo showing the requested location for installation in relation to the home. Certain communities do not permit certain recreational equipment and some require a fence for this request. Please consult your community's governing documents for info.

Exterior Painting – Provide paint manufacturer, type, color including number/ swatch samples and specify locations to be painted in relation to home and which color will be applied to each. Examples: Body, Trim, Shutters, Front/ Back Door, etc...

Roof – Provide the manufacturer type, color, style and notate if it will be different than the style and color originally installed. Please provide a photo of the actual shingle or a web link for review.

Structural Addition/ Modification – Provide a detailed description of the addition/ modification requested, survey of property, drawing/ plans showing the dimensions of the request which also includes a before and after look of the project. (Also include all items listed under the fence, landscape, painting, and roof categories if any of these items will be included in the requested project)

Tree Removal – Provide a photo showing the tree(s) and the actual location(s) and include whether there are plans to relocate the tree, replace it, or remove it permanently.

Any other projects not listed above – Provide a detailed written description of the project. Also include materials that will be used, drawings, photos, and any other helpful information to be reviewed with the request. Providing as much documentation in advance will help in preventing an automatic denial or delay upon submission.