

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 materialsamples.
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:

Submit ACC Application To: Gates Hudson Community Management (GHCM), ATTENTION: Esther Haley, 3020 Hamaker Court, Suite 300, Fairfax, VA 22031. Homeowners are to submit their ACC change request forms directly to GHCM for processing no later than the 3rd Monday of every month. ACC application review and formal letter of response by GHCM to the applicant will be completed **within 30 days** from ACC's receipt of this application.

(February 2010 form version)

