

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

Name of Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Describe proposed improvement: \_\_\_\_\_

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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 exteriorrepairs/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: Joe Lilli, 3020 Hamaker Court, Suite 300, Fairfax, VA 22031. Homeowners must submit ACC change request forms 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 application.**

**Lakepointe Townhomes HOA ACC Change Request Form (continuation sheet)**

Name of Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Describe proposed improvement (continued): \_\_\_\_\_  
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**Draw/Sketch Area:**