

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 Gates Hudson 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: Keith Tate, 3020 Hamaker Court, Suite 300, Fairfax, VA 22031. 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): _____

Draw/Sketch Area: