

**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 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: Paul Genebroso, 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.**

