

Date Received \_\_\_\_\_ By \_\_\_\_\_

**ACC Change Application**

\_\_\_\_\_  
Name of Applicant Homeowner

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Address of Unit and, if different ,Address of Applicant Owner

\_\_\_\_\_  
Telephone Number (daytime)

\_\_\_\_\_  
Telephone Number (Evening)

\_\_\_\_\_  
Email Address

**A. Description of Requested Change:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Checklist of Required Documents:** The following items must be attached to this application before it will be received or considered by the Architectural Control Committee (ACC). An incomplete application will be returned to the applicant for completion. Two copies of the application package are required for processing, but if an applicant submits a single copy a charge will be incurred for making the second copy. After action by the ACC, a copy of the decision and the application package will be returned to the applicant. **Initial each item to confirm that it has been attached or mark it NA for not applicable.**

1. \_\_\_\_\_ Insurance Certificate of your contractor or landscaper and any required permits.
2. \_\_\_\_\_ Signed contract between you and your contractor or landscaper for the proposed work covered by the application.
3. \_\_\_\_\_ Site plan survey (from your Documents) showing the location of the changes being proposed.
4. \_\_\_\_\_ Samples of materials and colors for projects involving paint, awnings, pavers, etc.
5. \_\_\_\_\_ If the proposal involves landscape changes:
  - a. A drawing by you or your landscaper showing which plants and/or trees would be removed, replaced or added. Label each tree or plant which would be affected by the proposal and provide the common or Latin names of any plants or trees.



the plantings, and the plantings become overgrown or unsightly, the owner will be sent a written notice indicating there is a 10 day period in which the situation must be corrected. As a condition of approval, the owner must agree the HOA may either perform the necessary maintenance or remove the plants at the owner's expense. If ownership of the property transfers, either the new owner must agree to be bound by the conditions of approval or the existing owner must remove all the plantings covered by the approval and return the landscape to its original design.

- 2. **Hurricane Shutter Changes:** All hurricane shutter material and exterior tracks must be white in color.
- 3. **Projects involving irrigation system changes:** If irrigation equipment is affected by the request the owner is required to use the HOA's irrigation contractor to make any necessary changes to the irrigation system, including capping off heads and relocating irrigation lines. This will be at the owner's expense. Failure to use the HOA's contractor will result in owner being responsible for any costs incurred to the HOA to restore the irrigation system to working order. Reach out to Complete Property Maintenance (CPM) on their website [www.cpmlawn.com](http://www.cpmlawn.com). On the upper right corner click on Request an Estimate. Complete form and submit. CPM will reach out to you.
- 4. **Projects involving fencing or screening:** All exterior aluminum must be white and all screening material must be charcoal color.
- 5. **Projects involving exterior painting:** No change in the original exterior color of a Unit is allowed.
- 6. **Solar Panels:** Piping, fasteners and frames for solar panels must be painted to match the adjacent roof, wall or trim color.
- 7. **Projects requiring permits.** Any required permits must be obtained and displayed by the owner prior to starting work.

**Landscape Committee Recommendation**      Date Reviewed \_\_\_\_\_

- Not recommended for approval
- Recommend for approval, owner responsible for replacement
- Recommend for approval, owner responsible for replacement and maintenance

Comments/Recommended Conditions:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Landscape Committee (Two signatures required)**

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

