



Homestead in the Willows HOA -- Architectural Control Committee (ACC)  
**Application for Architectural Change**

Revised 09-2021

Homeowner Name:	Home Phone:
Property Address:	Cell or Work Phone:
Mailing Address:	Email Address:

Planned start date: \_\_\_\_\_ Planned completion date: \_\_\_\_\_

Type of Improvement – Check all that apply (See page 2 checklist for required information)	
<input type="checkbox"/> Addition - Requires detailed plans.	<input type="checkbox"/> Patio Cover/Awning/Trellis/Gazebo/Pergola
<input type="checkbox"/> Concrete/Walk Addition or Improvement	<input type="checkbox"/> Paint - Specify colors below and attach color samples. Existing colors may not be approved for repainting.
<input type="checkbox"/> Deck/Patio - Compatible with material of residence.	<input type="checkbox"/> Play Equipment - Must be reasonable for the area.
<input type="checkbox"/> Doors-Front/Storm – Storm door color must match front door color.	<input type="checkbox"/> Roofing - See “Roofing Materials Guidelines”
<input type="checkbox"/> Doors-Garage – Must be painted to match the body color of the home.	<input type="checkbox"/> Shed - Must match house in design, materials, and colors.
<input type="checkbox"/> Fencing - Include site plan of fence location and gate.	<input type="checkbox"/> Windows - Must have white brick mold frame and front elevation must have grids.
<input type="checkbox"/> Landscaping - Provide diagram and description of materials, plantings.	<input type="checkbox"/> Other – Specify:

For painting ONLY -- specify colors. (Note: Existing house colors may not be approved for repainting):

Body color \_\_\_\_\_ Trim color \_\_\_\_\_ Accent color \_\_\_\_\_

DESCRIPTION OF WORK – Projects must adhere to Residential Improvement Guidelines (RIG) and Homestead Colonial Aesthetic

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(Please include additional documentation with your application, as necessary.)

**I understand that:**

- ✓ No work on this request shall begin until I have received written approval from the ACC.
- ✓ All applications must be presented to the office. The ACC cannot accept emailed applications.
- ✓ **Applications must be accompanied by current photo of property and complete plans, sketches, samples, color chips or other information. (See pg. 2 of application for checklist.)**
- ✓ The ACC shall have 30 days from the date of receipt to approve this application.
- ✓ Approval is valid for one year from the date of approval. If 12 months lapse before the proposed project is started, a new application will need to be submitted.
- ✓ All roof replacements require a product package label to be provided to the ACC once materials are delivered.
- ✓ Homeowners must notify the ACC when work is completed via email with photos to [homesteadacc@gmail.com](mailto:homesteadacc@gmail.com).
- ✓ The ACC will inspect for compliance with the original application before granting final approval.
- ✓ Changes made without approval will be subject to a fine and those changes will have to be brought into compliance. See the Homestead in the Willows Governing Policies page 11.

Applicant signature: \_\_\_\_\_ Date \_\_\_\_\_

Date received at HOA office: \_\_\_\_\_

