



# Homestead in the Willows HOA -- Architectural Control Committee (ACC)

## Application for Architectural Change

Revised 01-2021

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

**Residential Improvement Checklist**

The following samples, drawings, and/or documents on any improvements are required by the Architectural Committee. Additional information may be requested.

**Exterior Painting** – Color chips and/or samples of:

- Body color for main body of the house.
- Brick may be painted only approved colors.
- Garage Door(s) must be the body color.
- Trim color for fascia, gutters, downspouts, porch posts, garage door trim.
- Accent color for front door and shutters.
- Brick mold must be white.

**Renovations and Additions**

- Current property/house photo(s).
- Site Plan and/or architectural rendering showing existing residence, improvements, property line, street locations, drainage flow and north arrow.
- Exterior elevations for all sides of all new improvements including additions and sheds.
- Styles or product information for any new windows, front doors, garage doors, lighting, siding, etc.
- Color Chips and/or samples. (See Exterior Painting.)
- Roof product information.
- Product information on any railings or play equipment.

**Landscape**

- Site plan showing existing residence, improvements, property lines, street. locations, etc.
- Planting plan with general plant species information.
- Specific information on all types of materials to be used.
- Exterior deck sample or product information (if applicable).
- Specific information on fencing material, design, and transitions to other fences.

The Architectural Control Committee is charged with evaluation of each proposed change submitted by a homeowner based on the proposal’s conformance with the established community harmony in use of materials, design, color, size, and adherence to these guidelines and other covenants and setbacks.

For more information on allowed improvements refer to

- [Residential Improvement Guidelines](#)
- [Homestead’s Colonial Aesthetic](#)
- [Roofing Guidelines](#)
- [Shutter Guidelines](#)

All information is published on the website:  
www.homesteadinthewillows.org

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**DECISION OF THE ARCHITECTURAL CONTROL COMMITTEE**

ACC Application Approval:	Date:
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<input type="checkbox"/> Application approved with the following conditions:	

<input type="checkbox"/> Application denied for reasons stated below: <input type="checkbox"/> Required documentation must be provided as follows:	Initial/Date:
<input type="checkbox"/> Improvement does not comply with RIG/Colonial Aesthetic.	Initial/Date:
<input type="checkbox"/> Description of the work is not clear.	Initial/Date:
<input type="checkbox"/> Other – Specify:	Initial/Date:

ACC Final Inspection Approval:	Date:
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