

## ARCHITECTURAL REVIEW COMMITTEE CHANGE REQUEST GUIDELINES



When submitting your form, please provide the following:

### *Exterior house modifications:*

Indicate current house color scheme on the form. Provide a picture, sketch, specification sheet, sales brochure of item you are attaching or replacing to your home (screen door, windows, etc). Provide color selection or sample.

If repainting your house with the same color scheme for maintenance, no request form is required. However, if you are thinking of changing colors, an approved request form is needed. Please indicate current house color scheme on the form and provide color samples.

### *Exterior yard modifications:*

Indicate current house color scheme on the form. Provide a picture, sketch, specification sheet, sales brochure or proposal of item or structure you are attaching to put on your property (shed, deck, ornament, fence, play equipment, etc.). Provide property plat indicating location of item or structure with color selection.

If replacing existing trees/shrubbery for maintenance, no request form is required. However, if doing major landscaping modifications, an approved request form is needed. Please submit information stated above.

For satellite dish installation, submit form after the dish has been installed. Please use the following guidelines for preferred installation sites to reduce their visibility:

1. In the backyard/back side yard of house
2. On the back roof, below the roof line
3. On the chimney, below (or above, if necessary) the roof line screened
4. On the back roof, above the roof line screened
5. On the front roof screened
6. In the front side yard (corner) screened

The committee can continue to enforce architectural modifications such as requiring the painting or screening of the dishes to reduce their visibility such as placing a tree next to your dish. Please use the attached sketch to indicate your dish location or provide your own.

If you have any questions, please call or e-mail the Committee Chairman. Drop both completed copies of the form off at the Committee Chairman's house and please allow up to two weeks for approval.