



Architectural Control Committee Application Instructions

Help Keep the Neighborhood Beautiful!

The goal of the ACC is to preserve and protect the property values of every homeowner. The ACC is comprised of volunteer homeowners from our neighborhood. We would like to thank you for complying with the Declaration of Covenants, Conditions, and Restrictions by filing the attached application. Should you have any questions about this packet or your project, please contact our property management company (HALO Realty) by email at archrequest@halorealestate.com. We will make every attempt to help you in a friendly and expeditious manner. Submit your completed application at: <http://portal.halorealestate.com>

These instructions have been included in your packet to assist you in completing the enclosed application. The ACC meets as required and it is very important that we have all the required information regarding your project. Incomplete applications will result in disapproval and a request for you to re-file your application with the needed information. This could cause a delay with the approval process of your project and cause you to incur a second processing fee.

Please be as descriptive as possible when describing your improvement. The location of your project on your lot with references to all pertinent property lines is **required**. If you are doing the work yourself, elect to have a contractor or have a quotation from your contractor please reflect that on the supplier/contractor line. Construction materials should always be consistent with the existing structure on your property. However, please reference the type, color, size, etc. when describing the materials.

When erecting a fence, please refer to the guidelines from the ACC concerning fences before you file your application. This information can be found in your HOA Portal. It is very important to reference the property lines.

Drawings are a requirement for all projects. A drawing template has been included in this packet to help you describe your project. Photographs, hand-written drawings, pages from catalogs, etc. are always welcome to assist the ACC to understand your project.

Once you have completed the application and attached your drawing, please go to your HOA Portal at <http://portal.halorealestate.com> HALO Realty will review to verify that all required information appears to be provided. After receiving your application, the ACC committee will review your application. Once the committee has voted on your project, you will be sent an approval or disapproval in writing within thirty days. Your application is not complete until you have paid the Administration Fee at www.halorealestate.com/ **payment**.

Did you know that these are some of the common projects that require ACC approval? Fences, Deck Additions, Satellite Dishes, Live Tree Removal, New Flower Beds and or Borders, Planting of new Trees or Shrubs, New Exterior Lighting, Driveway Expansions, any Exterior Modifications to your Home, grade changes, retaining walls, etc.

Did you know that these are some of the common projects that Do Not require ACC approval? Repainting the exterior of your home using original color schemes, replanting of previously approved flower beds, removal of diseased or dead trees.



HOMEOWNERS ASSOCIATION'S ARCHITECTURAL CONTROL COMMITTEE
Architectural Improvement Application and Review Form

Submit to HALO Realty Community Management at:
<http://portal.halorealestate.com>
ARC Questions -- Check your Portal
then email: ARCHREQUEST@halorealestate.com
Application Fee Payments: www.halorealestate.com/payment

Homeowner's Name: _____
Mailing Address: _____
City/State/ZIP: _____
Phone Number: _____
Email Address: _____
Community Name: _____
Property Address: _____
(if different from above)

Nature of Improvement:

Supplier/Contractor: _____
Sub-Contractor: _____
Proposed Construction Date: _____ Proposed Completion Date: _____
Plans Submitted: Yes _____ No _____
Construction Material(s): _____

Dimensions _____ Color _____ Style _____ Location _____



A diagram of all improvements must be attached to the application showing location and dimensions. Please reference property lines when applicable. A drawing or brochure with a 3-D pictorial demonstrating the finished look is required. (Particularly with fences decks and additions) Include elevation drawings and plot showing location of structure changes. Attach plot drawing with location of: sidewalks, driveways and building structures.

I assume full responsibility for:

- All grading and/or drainage issues relating to the improvements.
- All work associated with the project will be completed within the property lines.
- Any damage to adjoining property (including common area) or injury to third persons associated with the improvement.
- No work will begin on this proposal until I receive written approval from HALO Realty, LLC
- Meeting all required Homeowner Association Covenant requirements. Approval is contingent upon the construction being completed in a timely, professional and workmanlike manner as per the specifications submitted in this application. Approval authority granted (if so granted) will automatically expire should the proposed project not be started within 90 days of the approval date unless extended in writing and approved with this request.
- Projects must be completed within 90 days of start date.

***Any additional costs incurred with this request will be the homeowners' financial responsibility, including relocation of irrigation lines.**

Signature

Date

Incomplete applications (including a signature) will be returned to the homeowner for completion before the committee will review and submit a decision.

