



Windows / Patio Doors / Shutters / Siding / Roofing / Gutters

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

Planned start date: _____ Planned completion date: _____

CHECK PROJECT CATEGORY.		APPLICATION MUST INCLUDE A CURRENT PHOTO OF THE HOME. See page 2 for required project information.	
Windows – White frames with rectangular grids and traditional brick mold. Front windows must have grids.		Siding	
Patio Doors		Roofing -- See Roofing Guidelines.	
Shutters – See Shutter Guidelines. Louvered. Proportioned to windows. Painted accent color.		Gutters – Color to match trim.	

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

Paint Color Existing Body _____ Paint Color Shutters _____

I understand that prior to beginning the project:

- ✓ Applications **MUST** include a current photo of the property and complete project information per the checklist on page 2.
- ✓ No work on this request shall begin until written approval from the ACC has been received.
- ✓ Applications must be presented to the office.
- ✓ The ACC shall have 30 days from the date of receipt to approve this application.

I understand that once started and after the project is complete:

- ✓ All roofing –ACC requires a product package label showing manufacturer, product and color once materials are delivered.
- ✓ Homeowners **MUST** notify the ACC WITH PHOTOS of completed work to 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.

Approval is valid for one year from the approval date. After 12 months, if the proposed project is not started, a new application will need to be submitted.

Applicant signature: _____ Date _____

Date received at HOA office: _____

Approved _____ Date _____	Denied _____ Date _____
Application approved with the following conditions:	Application denied for the following reasons: <input type="checkbox"/> Change does not comply with RIG/Colonial Aesthetic. <input type="checkbox"/> Other - Specify

If your application is denied, please submit a new application with required information/changes.

ACC Final Inspection Approval:	Date:
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Residential Improvement Information and Checklist

Please attach the required documents to your architectural application. Additional information may be requested.

Windows

Windows on the front elevation must have grids. Gridded and non-gridded windows are not allowed on the same elevation except for bay and picture windows.

- Product information and specifications on all windows.
- Window brick mold must be white.

Doors -- Patio

- Product information and specifications.
- Grids must match the color of the door frame.

Shutters

The preferred style has straight edges, individual vanes and a horizontal mullion. Other styles are raised panel and board & batten. Recommend priming and painting all sides.

- Product information on shutters.
- Must be painted accent color.
- See shutter guidelines.

Siding

- Product information on any new siding.

Roofing

- Product information, color and specifications.
- All roofing requires a product package label to be provided to the ACC once materials are delivered.

Gutters

- Color to match trim.

The Architectural Control Committee is charged with evaluation of each proposed property 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**
- **Paint Style Boards**
- **Approved front entry door boards**
- **Approved garage door boards**

All information is published on the website under the *Home Updates* tab: www.homesteadinthewillows.org

When the project is complete –

1. Please notify the ACC that the project is complete at homesteadacc@gmail.com.
2. Please provide photos of completed work.