

**VILLAS OF ROCK CREEK COMMUNITY ASSOCIATION, INC.**  
**ARCHITECTURAL CHANGE REQUEST**

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

**CHECK THE APPROPRIATE PROJECT DESCRIPTION(S). IF "OTHER," PLEASE**

**STATE:**   ☐ The proposed project is routine exterior maintenance, either repair or replacement (such as, roof, siding, windows, front door) and all materials are in accordance with approved colors and materials (NOTE: list of approved roof materials and siding colors is on association website).   ☐ The proposed project is replacement of existing mulch (either wood to rock, or rock to wood) in same or similar sized beds.

- ☐ The proposed project is a replacement or addition to the landscape - plants only.   ☐ The proposed project is a replacement or addition to the landscape – plants and hardscape (such as, a brick or concrete patio, a stone wall, retaining wall, a wood arbor, etc. and other non-living elements).
- ☐ The proposed project is a change or addition that would alter the structural appearance of your property (such as, adding a porch, room addition, etc).   ☐ The proposed project involves a change in the line of sight to the pond
- ☐ Other: \_\_\_\_\_

**BRIEFLY DESCRIBE THE PROPOSED PROJECT (NOTE: #1 and #2 above do not require a description or attached plan):**

Please attach plan indicating the location and dimensions of the project

Estimated time, after approval, to complete the project \_\_\_\_\_

Name of Contractor, Company

**CHECK THE APPROPRIATE BOX(ES):**   ☐ Will the proposed project affect or encompass the underground sprinklers?   ☐ Will there be any modifications in basic utilities (such as, electrical, gas, water, sewage, cable, sidewalks, driveway, etc)?

- ☐ Will there be city building permits required?   ☐ Will the project work be done by someone other than the homeowner?

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## FOR ARCHITETURAL CONTROL COMMITTEE USE ONLY

*Proposed Process: Form is submitted to the association management group – association management group sends as soon as possible but no later than 48 hours to Committee members – members respond asap but no later than 24 hours to acknowledge receipt to ensure a minimum of 3 members reviewing. If 3 do not respond within 24 hours, association management group sends request to Board of Directors. Each request needs a minimum of 3 reviewers. If first 3 responders approve, association management group can provide approval to Owner. Initial response should be as soon as possible, but no longer than 5 days.*

Committee Member /Board Member NAME \_\_\_\_\_

\_\_\_\_ I approve as submitted because it is in accordance with Covenants & Restrictions \_\_\_\_

I deny as submitted because it violates the following Covenants & Restrictions:

\_\_\_\_ I defer until receipt of the information listed below or an on-site visit with owner:

\_\_\_\_ I recuse myself from this decision due to potential conflict of interest

Board Approved 04.15.2020