

## **FREQUENTLY ASKED QUESTIONS ABOUT ARCHITECTURAL CONTROL COMMITTEE (ACC) PROCEDURES**

### **WHAT IS THE PURPOSE OF THE COMMITTEE?**

The purpose of the committee is to help maintain property values by protecting the environmental and architectural integrity of Belvedere in accordance with the provisions of the Declaration. Most covenants state that no building, structure, or improvement of any character shall be erected, placed, added to, or altered on any lot until the building plans, specifications, and a site plan showing the location of the proposed structure or structures have been submitted to and approved by the Architectural Control Committee as being in compliance with the restrictions as to use, quality of workmanship and materials, nature of materials, harmony of external design and colors with existing and proposed structures, and location of improvements with respect to topography, finished grade elevation, lot boundary and building lines, and within the scheme and design of the community.

### **WHAT ACTION IS REQUIRED OF OWNER(S)?**

Prior to making any change or improvement, any owner planning to change or add to the existing structures on a lot must submit a request in writing to the ACC stating the details of the intended change, improvement, or need for variance and attaching samples or plans to describe the projected change or addition more clearly. If any change, improvement, or action in variance from the Declaration is taken prior to written approval of the ACC, the Association has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property.

### **WHICH TYPES OF ITEMS REQUIRE WRITTEN APPROVAL?**

Some examples of improvements/alterations requiring written approval from the ACC include (refer to the Declaration for other details as this list is not intended to be all-inclusive):

- Changes in impervious cover
- Solar collectors
- Material changes in landscaping
- Flagpoles
- Rainwater collection
- Driveway extensions and parking pads
- Satellite dishes or antennae
- Playscapes
- Fences and walls
- Storage buildings, patio covers, arbors, gazebos, etc.
- Exterior light fixtures and landscape lighting
- Swimming pools

### **CAN THE COMMITTEE GRANT VARIANCES FOR CERTAIN DETAILS?**

The Committee is authorized to grant selective variances for things such as location, height, number of improvements, materials, etc, but the owner must request this variance, giving reasons why it should be granted so that the Committee can make a reasoned decision.

### **WHY DO WE HAVE TO PUT EVERYTHING IN WRITING?**

The formal request and approval process is necessary to assure that every owner's desire to improve his or her property can be given due process without discrimination. It will also provide the owner(s), the Committee, and the Association Board with a permanent record of actions taken under the Declaration.

### **WHAT DO WE NEED TO SAY IN THE REQUEST?**

Several owners have already requested and been granted approval to add improvements to their property by following the procedures outlined in the Covenants, but there are some owners who have expressed surprise and consternation about having to "ask permission" to improve their own property. Your subdivision was developed and made subject to a Declaration of Protective Covenants and all owners become obligated to follow the terms of the Declaration when they receive the deed to their property. The simple form below has been created to make it easier for all owners to submit a request for improvements.

# BELVEDERE ARCHITECTURAL CONTROL COMMITTEE IMPROVEMENT REQUEST FORM

In accordance with the recorded covenants, conditions, and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering exterior improvements of his deeded property to include, but not be limited to patio covers, decks, outside buildings, pools, fencing, landscape lighting, building additions, etc. submit the following to the Architectural Control Committee prior to initiating work on the planned improvements.

- (1) A completed Improvement Request Form.
- (2) Complete and detailed building plans, material listing, and specifications.
- (3) A property site/plot plan showing the location of the proposed improvement.

**FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2 & 3) PRIOR TO COMMENCEMENT OF CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT.** If any change is made without approval, the Committee has the right to require that the homeowner remove the improvement from their property. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to initial request.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Briefly describe the improvement which you propose: \_\_\_\_\_  
\_\_\_\_\_

Who will do the actual work on this improvement?

Homeowner \_\_\_\_\_ Contractor name & phone # \_\_\_\_\_

Location of improvement (check actual areas that apply):

Front of dwelling     Back of dwelling     Side of dwelling     Roof of dwelling     Garage     Yard  
 \_ Patio     \_ Other (describe)

Material to be used for the improvement (check applicable items):

Stone     Cement     Stucco     Pavers     Wood     Hardyboard     Metal     Glass  
 Tile     Electrical     Plumbing     Irrigation     Landscaping     Lighting  
 Paint     Stain     Color \_\_\_\_\_

Other (explain)

I understand that the Architectural Control Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the ACC. I understand that all construction will meet applicable codes and that the Committee approvals do not override those codes, but rather, are intended to work with them.

\_\_\_\_\_  
Homeowner's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Construction Start Date

\_\_\_\_\_  
Estimated time of Completion

**Return this form to Megan Maedgen at the Belvedere Amenity Center**

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