

# ARCHITECTURAL IMPROVEMENT APPLICATION

In accordance with the Association governing documents, the following items require prior approval from the Architectural Control Committee: re-painting, re-roofing, planting or removing trees, major landscape improvements, sprinkler systems, fencing, sheds, porches, covered decks, or other exterior structures. Please submit this application for ACC approval to [acc@meadowsatrockcreek.com](mailto:acc@meadowsatrockcreek.com) or to the property manager, Charity Williams, at [charityw@wpmsouth.com](mailto:charityw@wpmsouth.com). The ACC will review your application upon receipt, and return a determination within 30 days (but often much quicker!).

**Owner Name:** \_\_\_\_\_

**Street address:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Brief description of project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PAINTING** (please indicate brand and color code/name, and attach paint samples)

Primary color: \_\_\_\_\_

Accent color: \_\_\_\_\_

Trim: \_\_\_\_\_

**LANDSCAPING** \*Attach a sketch of the proposed new landscaping.

Type and height of trees (check one:  planting  removing ): \_\_\_\_\_

Retaining wall dimensions, materials, and color: \_\_\_\_\_

\_\_\_\_\_

**NEW CONSTRUCTION / REPLACEMENT / REPAIR** \*For any new construction, attach drawings and plans.

Project dimensions (*h/l/w of structure, linear feet of fence, etc.*): \_\_\_\_\_

Type of wood or other materials: \_\_\_\_\_

Color of wood or other materials: \_\_\_\_\_

**When do you plan to begin the work?** \_\_\_\_\_

**Notes or additional information:** \_\_\_\_\_

\_\_\_\_\_

**Owner signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

ACC REVIEW	
<b>Date Received:</b>	<b>Date Reviewed:</b>
<b>Governing provision:</b>	
<input type="checkbox"/> CC&R <input type="checkbox"/> Rules & Regs Section: _____	Criteria considered:
<input type="checkbox"/> Approved	Conditions of Approval (if any):
<input type="checkbox"/> Denied	Reasons for Denial (*required):
ACC signature:	Date:
Printed name:	Method of delivery:

**RIGHT TO APPEAL:** If you feel that the ACC’s decision was reached in error, you may submit additional information *that is responsive to the reasons for denial*, and request reconsideration of your application. A request for reconsideration can be submitted informally by emailing the ACC directly.

You also have the option to appeal the ACC decision directly to the Board. To do so, please complete the ACC Appeal Form (available on the website), and return the form to the property manager, Charity Williams, at [charityw@wpmsouth.com](mailto:charityw@wpmsouth.com). Your appeal will be considered at the next regular Board meeting, or at a special meeting called for that purpose, but in any event no later than 30 days from the receipt of the appeal. The appeal process is described in more detail on the ACC Appeal Form (and, see CC&R Section 6.4).