



Architectural Control Committee (ACC) for The Charter Exterior Property Change Request Form



The **START DATE** for your project must allow adequate time for the Architectural Control Committee (ACC) to review your request. *Please note that the ACC has up to 30 days to review this request.*

Homeowner Name: _____ Date Submitted: _____

Property Address: _____

Email Address: _____ Cell Phone: _____

Project Planned Start Date: _____ Project Estimated End Date: _____

Type of Property Change Requested:

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Paint Change | <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Deck/Patio | <input type="checkbox"/> Deck/Patio Cover | <input type="checkbox"/> Concrete/Driveway/Walkway |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Structure Addition | <input type="checkbox"/> Other _____ |

To avoid approval delays, additional explanatory materials such as architectural drawings, sketches, site/landscape plans, contractor specifications, photos, paint samples, type of materials, building permits, etc. must be included in your request. Please attach additional pages, if necessary.

Project Description:

Disclaimer and Acknowledgement Regarding Plan Submissions

Neither the Lone Tree Homeowners' Association, the Architectural Control Committee, nor their respective agents, employees, members, successors, or assigns shall be liable in damages to any person submitting plans and specifications for approval, or to any third party, by reason of mistake in judgment, negligence, or nonfeasance for approval, disapproval, or failure to approve any such plans and specifications. Every person who submits plans and specifications for approval agrees, by the submission of such plans and specifications, and every owner or tenant of any land or building site subject to or affected by such plans and specifications, covenants and agrees by acquiring title thereto or an interest therein, that they will not bring any action or suit against the Lone Tree Homeowners' Association, the Architectural Control Committee, or their representative agents, employees, members, successors, or assigns, to recover any such damages.

I understand that I must receive approval from the Architectural Control Committee (ACC) to proceed. I understand that ACC approval does not constitute approval by the local building department, and that I may be required to obtain a building permit. I agree to complete the changes I am requesting promptly after receiving approval.

Property Owner Signature: _____ Date: _____

Please submit this form to the ACC at mycharterhoaacc@gmail.com or 8471 Sweet Water Road Lone Tree, CO 80124

Please visit thecharterhoa.com/acc.htm for additional information.

The Charter's ACC Members:

Rita Seifert, Anne Rafferty, and Kelly Hyzy

For ACC Use Only

Date Received: _____ Received Via: _____ Received By: _____

☐ Approved as Submitted ☐ Approved with Conditions ☐ Not Approved

Comments, Conditions, or Reason for Non-Approval:

ACC Member: _____ Date: _____ ACC Member: _____ Date: _____

ACC Member: _____ Date: _____ ACC Member: _____ Date: _____

ACC Member: _____ Date: _____ ACC Reply Via: ☐ Verbal Response ☐ Written Response