



Architectural control committee
Request for approval

Date of Application: _____ Contact Phone or E-Mail: _____

Homeowner: _____

Property Address: _____

New Construction*: _____ Y _____ N (If yes, three sets of plans are required)

Modification:

_____ Exterior color scheme change (Color samples must be provided on a 5 x 7 minimum sample on a similar surface to be painted)

_____ Landscape: Plan showing existing landscape and proposed changes. Proposed plants need to be identified by size and type. A complete plant list must be included. The ACC guidelines require 5-gallon shrubs to be planted a minimum of 5-feet on center and one-gallon perennials a minimum of 3-feet on center.

_____ Remodel* _____ Front/Security Door

_____ Roof _____ Windows

_____ Deck* _____ Shutters

_____ Fence _____ Driveway

_____ Shed _____ Other

*A plan review fee will be required before release of the final approved plan. Contact the office.

When possible, please include a digital photo of the area to be modified. You can e-mail your request to katrina@caughlinhoa.com. If your request requires a color or material sample, you can drop it off at the office. Samples can be dropped off after hours. Please make sure it is marked with your name and address). There is a mail slot next to the door for documentation.

The ACC meets the 2nd and 4th Wednesday of every month. Your attendance is not required. The deadline to be placed on the agenda is the Friday prior to the meeting. If you have any questions, please call the office at the number captioned below.

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www.caughlinhoa.com