

# **Graemont Estates Homeowners Association**

## **Architectural Control Committee Procedures and Request Form**

### **What is the purpose of the committee?**

The Architectural Control Committee (ACC) is here to provide for the preservation of the values and amenities of Graemont Estates, including the Common Areas and each Lot by insuring the creation and maintenance of a high quality, architecturally harmonious subdivision. The Board of Directors appoints each of the members of the ACC. The ACC has the power to approve and disapprove, without limitation, construction projects within Graemont Estates. Article IV Section 4.1

### **What action is required?**

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. If any change is taken prior to written approval of the ACC, the Association has the right to fine, assess, suspend and/or proceed with other remedies as allowed by law. Article IV Section 4.3. and 4.5

### **What are the requirements prior to beginning construction?**

Prior to beginning construction, the builder or general contractor shall first register with the ACC and be subject to their approval. Builder should be prepared to post a \$5000 bond or show proof of bond with the association and email proof of insurance to [graemontHOA@gmail.com](mailto:graemontHOA@gmail.com). The builder agrees to abide by all Covenants and shall be liable to the Association for any damages. For smaller projects, the ACC may waive all or part of this requirement as part of the approval process. Article IV Section 4.8.

### **Can the Committee grant variances?**

Yes, the Board of Directors and the ACC reserve the right to adjust the enforcement of policies based on individual situations, which will take into consideration the seriousness of the violation, the necessity for legal action, and the costs to the Association.

### **Can I submit plans electronically?**

Yes. Plans can be submitted to [graemontHOA@gmail.com](mailto:graemontHOA@gmail.com).

### **What is the timeline?**

The ACC intends to return project requests, approved or denied within 30 days, although 60 is granted in the Declarations.

# Architectural Control Committee Procedures and Request Form

Owner:		Contractor:	
Address:		Address:	
Phone:		Phone:	
Construction Address:			

Type of construction:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> New home         | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Roofing           |
| <input type="checkbox"/> Addition         | <input type="checkbox"/> Sidewalk      | <input type="checkbox"/> Exterior Painting |
| <input type="checkbox"/> Pergola          | <input type="checkbox"/> Tree Removal  | <input type="checkbox"/> Deck              |
| <input type="checkbox"/> Storage Building | <input type="checkbox"/> Drainage      | <input type="checkbox"/> Satellite Dish    |
| <input type="checkbox"/> Fence            | <input type="checkbox"/> Landscaping   | <input type="checkbox"/> Other             |

Describe the project. Attach documents, such as site plans, construction drawings, elevations, height, specifications, materials, color, etc. as needed to convey the full scope of the project to the ACC.

I have read, understand and agree to comply with the Declaration of Covenants, Restrictions, and Conditions of Graemont Estates as filed in Smith County Records Vol 6552 Page 153-182. As well as any other Rules and Regulations, including fines, as identified by the Board or the ACC at the time of this Form.

Owner:	Date:
Contractor:	Date
ACC Member Approval:	Date