Inwood Forest
Community Improvement Association, Inc.

ARCHITECTURAL CONTROL COMMITTEE (ACC) SUBMITTAL FORM

Date: _____

Owner: _____

Property Address: _____

Home Phone: _____ Work Phone: _____

Type of Improvement(s): (Check Appropriate Item(s))

____Painting ____Decking ____Roofing (Type) ____Fencing (Heights Required)

____Addition to Structure ____Replacement of Existing Materials ___Other

(Describe Below) _____

_____

Location(s): _____

Contractor to perform work: _____

_____

(List all contractors involved and work to be performed by each; or list work to be performed by owner as a do-it-yourself project)

Starting Date: _____ Completion Date: _____

Submittals: (Check Appropriate as required by Deed Restrictions)

____ Color Samples ____ Elevations ____ Layout of Lot

____ Pictures ____ Plan Material Information

____ Material Samples ____ Other (Please explain) _____

NOTE: All improvements, other than painting, require a layout of the improvements on a plot plan.

I agree not to start work on the improvement until I have received written approval from the ACC. I have included plans, specifications, and plot plan describing work to be performed for consideration by the ACC. I understand The ACC has 30 days to review this request.

Owner's Signature: _____

*****FOR OFFICE USE ONLY*****

Request ID Number: _____ *Reviewed By:* _____

Date Received: _____ *Date of Reply:* _____

Approved: _____ *Disapproval*: _____

Comments: _____

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Inwood Forest
Community Improvement Association, Inc.

ARCHITECTURAL CONTROL COMMITTEE
PROCEDURES FOR APPROVAL

The Architectural Control Committee (ACC) of Inwood Forest Community Improvement Association (IFCIA) is charged with the responsibility of protecting the environmental integrity of the subdivision in accordance with the provision of the Deed Restrictions for all Sections of Inwood Forest. Before any building, fence, wall, or other structure or improvement of any nature is placed, constructed, erected, or maintained on any Lot, and before any exterior addition to, or change, or alteration thereto is made, the construction plans and specifications must be submitted to and approved in writing by the ACC. The ACC's review focuses on (a) conformity and harmony of external design and location in relation to the surrounding structures and topography, (b) quality of workmanship and materials, and (c) conformity to the Deed Restrictions.

All Property Owners and their leaseholders or renters, should the Lot's structures be leased or rented, are required to comply with the Deed Restrictions of Inwood Forest per Section Number. A copy of the Deed Restrictions can be made available for copying.

Any plans and specifications submitted to the ACC must include the following required documents and information:

1. Completed and signed "Architectural Control Committee Submittal Form". Such form is attached to this document.

2. A site plan showing the location, with dimensions, of the improvement/alteration in relation to existing structures and lot lines. The site plan should also show, with dimensions, the orientation of the improvement/alteration with respect to streets, walks, minimum setback lines, easements, and any neighboring structures. The survey or plat you received when you bought the property can be used for this purpose.

3. An elevation plan showing the nature, shape, height, and widths of the improvement and/or alteration (with dimensions).

4. A list or description of the material to be used.

5. Construction plans and specifications concerning any mechanical, electrical, or plumbing improvements and/or alterations to be made, if appropriate.

6. The name, contract, and phone number of the contractor to be used. If you are going to do the work yourself, include a description of your experience and/or credentials that qualify you to do the work.

About the Application

1. Sufficient detail should be provided to enable the Committee to clearly understand the

improvement/alteration. Dimensions that accurately locate the improvement/alteration on the Lot are particularly important. The more detail that is provided, the sooner the design review can be completed and approval given.

2. Documents that are larger than legal size paper (8-1/2 x 14) are to be submitted in duplicate. The ACC does not have the facilities to copy documents larger than legal size paper, and two complete sets are needed: one set for the Committee files and one set to be returned to you with the ACC's decision of approval (or disapproval) affixed.

About the Review

1. The committee may contract consultants to assist in the review of the applications for design approval. Such consultants may contact you regarding detail design consideration.

2. The ACC conducts it meetings once a month, or as necessary. Completed "Architectural Control Committee Submittal Form" applications are reviewed at that time.

3. It is prudent to obtain ACC approval before obtaining any city construction permits.

4. In emergency situations requiring repairs, such as damage caused by wind storm, lighting, hurricane or other catastrophic events, the chairman of the ACC shall have single power of application approval for the following maintenance and/or repair or replacement, provided the maintenance and/or repair or replacement is of the same or better quality than the original, and that it complies with all restrictions and architectural guidelines. Such approval can be oral, with documentation such as plans and details and applications submitted at a later date.

5. Approval by the ACC does not waive your requirements to comply with any federal, state, county or local laws, ordinances, or statutes.