

Heritage Lakes Homeowners Association Guide for the Architectural Control Committee Process

All REPAIRS, REPLACEMENTS and ADDITIONS that are made to your exterior residence require approval as follows:

1. Plan ahead and wait for an approval to proceed with the project.
2. An Architectural Control Committee (ACC Form-Application for Home Improvement) can be found on the Heritage Lakes Website at heritagelakes-hoa.org or contact John Vickers at Select Management Company (972) 755-1063 for an ACC request form.
3. Complete the form and return it to Select Management Company.

Note: In order to expedite the approval process, please ensure that copies of your specifications, plat plans, etc. are included with submission of the ACC form.

Note: If the ACC request form is not complete, Select Management Company will contact you in writing or by telephone.

4. Select Management Company will email your request to the Heritage Lakes Homeowner's Association ACC for review.
5. ACC requests will be reviewed by the ACC members and each will respond with their approval or denial via an email to Select Management Company.
6. Select will forward the ACC request with the ACC communications to the Board of Directors.
7. Select will mail a formal approval or denial letter to the homeowner.

Important information to know:

- Expect an answer within thirty (30) calendar days.
- The ACC process for approval begins on the date the request form is complete.
- Each homeowner is responsible for confirming that Select has received their ACC request form.
- Homeowners should never assume that an ACC request was either approved or denied until a formal letter is received back from Select Management.

ACC Request Form:

- 1 Make your request as detailed as possible, including drawings.
- 2 Name the contractor, the cost is not required.
- 3 Carefully detailed forms can most often be processed more quickly.
- 4 Identify necessary permits required from the City.

- 5 Include plat plans and specifications, if necessary.

Some examples of alterations, which require ACC consideration and approval, are:

1. The addition of gazebos, fences, trellises, retaining walls, storage sheds, pools, pavilions, window awnings, basketball goals, trampolines, birdhouses and other recreational equipment.
2. The replacement of an existing roof (if material or color will change) or the replacement or modification of an existing fence, particularly if the fence type and style will change.
3. Construction of additional rooms, including sunrooms, porches, patio, patio slab extensions, or covered outdoor patio structures.
4. Tree plantings and landscape changes.
5. Changes to the color of fence stain, trim, doors or house paint.