

RIVERGLEN OF BRANDON HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL CONTROL COMMITTEE (ACC) **ACC REQUEST INSTRUCTIONS**

General Instructions:

1. The ACC Request Form should be submitted for approval by the ACC **prior** to any work, changes, or alterations to the exterior portions of your property that are viewable from the street or common areas.
2. Such changes, alterations or work which require the prior approval of the ACC include, but are not limited to:
 - a. painting the exterior of your home;
 - b. replacing front doors, garage doors, front facing windows, siding;
 - c. re-paving or adding of a driveway, walkway, decorative curbing;
 - d. adding or replacing of a wall or fence;
 - e. adding or replacing of an arbor, gazebo, swing set or major playground equipment;
 - f. construction of a pool;
 - g. adding or replacing a water softener, propane tank, pool heater, or shed;
 - h. replacing your roof or shingles on your roof;
 - i. other items or alterations that are viewable from the street.

The above list of items is not intended by the ACC or Riverglen of Brandon HOA to be a complete list of all work, alterations or changes that may need to be pre-approved by the ACC but instead is intended to provide the homeowner with a general sense of the items that require approval. Prior to submitting a request, consult the **Riverglen ACC Standards** (available on the Riverglen HOA website) for additional information regarding acceptable materials, architectural standards, and other limitations.

3. The request form must be submitted to the Property Management Company at the address on the form by the first day of the month in order for the request to be reviewed by the ACC and processed for that month.
4. The submission of the ACC Request Form does not in any manner relieve or excuse the homeowner from complying with all local ordinances, permitting requirements, or laws that may be relevant to the work, alternations or changes contemplated by the homeowner. The obligation to determine whether the requested improvement, alteration or addition complies with any applicable law, rule, regulation, code or ordinance is strictly the responsibility of the homeowner and not the association. The homeowner is required to obtain all required permits from local governmental entities.
5. Incomplete ACC Request Forms cannot be processed and will be returned to the homeowner without approval.

Additional Instructions for exterior painting requests:

The ACC and the Board of Directors have previously established an Exterior Paint Palette containing approved tri-color combinations for the body, trim and front door of homes in Riverglen Units 1, 2, 3 and 4. If the homeowner seeks approval for exterior painting using one of the already approved tri-color combinations from the Exterior Paint Palette, such request will generally be approved. Please note the colors specified for body, trim and door are not interchangeable with different combinations or within a single combination. The paint manufacturers listed in the Exterior Paint Palette are not the required manufacturer of the proposed paint. However, paint from a different manufacturer must be identical in color and quality to that set forth in the Exterior Paint Palette. Please contact the Property Manager to arrange a time to review the Exterior Paint Palette.

Note: **A request for any paint color not previously approved in the Exterior Paint Palette must include paint swatches attached to the ACC request form.** PHOTO IMAGES OR PAINT DROP(S) ON THE ACC REQUEST FORM ARE NOT ACCEPTABLE! Swatches will be retained by the association and not returned to the Homeowner. All exterior paint combinations are limited to a maximum total of 3 colors.

RIVERGLEN OF BRANDON HOMEOWNERS ASSOCIATION, INC.

**4131 Gunn Highway, Tampa FL 33624
(813) 600-1100 FAX (813) 963-1326**

ACC REQUEST FORM

Homeowner Information:

Print Name: _____ Address: _____

Phone Number: _____ Email: _____

Describe your Request: _____

- Attach any designs, diagrams, shingle examples, or other items you want the ACC to consider when reviewing your request. For fences, pools, sheds, etc. attach a plot survey showing the proposed location.

NOTE: If your request concerns or includes painting the exterior of the home, please read the additional instructions for exterior painting and provide the additional information sought below.

PAINTING DETAILS: Whether or not you choose a color or combination of colors from the Exterior Paint Palette, you must provide proposed paint colors for the BODY, TRIM, FRONT DOOR and any other exterior areas of your home that you are painting. If the requested color combination is not listed in the Exterior Paint Palette, paint swatches, paint name and code MUST be included with the request.

1. Body Color Name: _____ Paint Code: _____
2. Trim Color Name: _____ Paint Code: _____
3. Garage Door Color Name: _____ Paint Code: _____
(must be same color as either Body or Trim)
4. Front Door Color Name: _____ Paint Code: _____
5. Decorative Accent (ex.: Vents, Keys, Coins, etc.) Color Name _____ Paint Code: _____
(cannot be a 4th color - Must be the same color as Body or Trim or Front Door)

Undersigned agrees not to begin proposed work, changes, or alterations until the ACC notifies the undersigned in writing of its approval. The undersigned understands that if any exterior change is made before the request has received ACC approval, the ACC and the Homeowner's Association have the right to require the undersigned to remove any improvement, alteration or change that has not been approved by the ACC from the undersigned's property.

SIGNATURE OF OWNER: _____ **Date:** _____

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|---------------------------------|----------------------------------|
| FOR ASSOCIATION USE ONLY | |
| APPROVED _____ | |
| NOT APPROVED _____ | Reason (s) _____ |
| _____ | |
| DATE _____ | ACC Chairperson Signature: _____ |