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## IX. Procedure for Filing an ACC Request

If there is one covenant almost every homeowner will become familiar with at one point or another it is the Architectural Control Committee (ACC) Article VIII in the CCR's and request form. Whether you are building new or just planning an exterior refresh our association covenants require a request for change. This is to keep the harmony and natural look to our neighborhood. These changes include, but are not limited to landscaping, pools, roof shingles, siding, gutters, paint, color changes, tree removal, etc. In the case of home exterior projects, even if replacing shingles or siding with the same color there must be a request submitted before a project can start. If this is not done the WOL HOA Board of Directors may ask you to stop your project until this is completed and accepted by the ACC. This is at the homeowner's expense and can cause long and expensive delays in your project. Please read the section on ACC in your copy of the WOL HOA Covenants for details.

There are two ways you can file a request to the ACC for any exterior changes. One is to use the attached copy of the ACC Request form in your welcome/ handbook packet. The other is to use the fillable electronic request form on the **WOL HOA Website** under **ASSOCIATION** and use **Request for Improvements**. Once one of these options is chosen please fill out with as much detail as possible. The more information included, the faster the ACC can move ahead on approving your project.

### **The ACC recommends details including:**

**Drawings (Required)** – Plans for home - Drawings for a deck, shed, sidewalk, placement of a pool, etc.

**Fencing** – Fencing has been and will continue to be limited to the use around a pool or other application required by code.

**Diagrams** – Layout of landscaping, location of any structures, and location of any tree removal or plantings must be included in request

**Colors** – Siding, shingles, paint, stain, rock, masonry, etc.

**Brands** – If you know please include the brand/style of materials for your home – this will speed up the review process.

**Shrubs** – What kind of trees and shrubs you will be planting if known.

**Masonry** – Style, Color. If changing the stone the percentage and stone will need to be approved.

**Trees** – Any live tree removal must be approved and a request is appreciated for any tree live/dead removal. This is for any complaints for noise or questions about your projects from other neighbors. Addition of trees, type and location also needs ACC approval.

**Etc.** – Any other details that may pertain to your project that may help the ACC approve your project.

Once the request is filled out, simply send it to the ACC. This is best by emailing the committee chair with the email listed on the committees/members page, or another, but slower, option is mailing it to the WOL HOA P.O. Box. The ACC will acknowledge the receipt of the request and advise you on any next steps, and work with you towards your project being approved. The ACC is a volunteer committee in conjunction with the BOD. The ACC has up to 45 days to respond back to any request with approval, denial or need more information. Please plan accordingly. The ACC tries to respond much more quickly but is not required to do so per Article VIII.