



## Architectural Control Committee (ACC) for The Charter Exterior Property Change Request Form



The **START DATE** for your project must allow adequate time for the Architectural Control Committee (ACC) to review your request. *Please note that the ACC has up to 30 days to review this request.*

Homeowner Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Property Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Project Planned Start Date: \_\_\_\_\_ Project Estimated End Date: \_\_\_\_\_

### Type of Property Change Requested:

<input type="checkbox"/> Paint Change	<input type="checkbox"/> Roof Replacement	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Deck/Patio	<input type="checkbox"/> Deck/Patio Cover	<input type="checkbox"/> Concrete/Driveway/Walkway
<input type="checkbox"/> Fence	<input type="checkbox"/> Structure Addition	<input type="checkbox"/> Other _____

***To avoid approval delays, additional explanatory materials such as architectural drawings, sketches, site/landscape plans, contractor specifications, photos, paint samples, type of materials, building permits, etc. must be included in your request. Please attach additional pages, if necessary.***

### Project Description:

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### Disclaimer and Acknowledgement Regarding Plan Submissions

Neither the Lone Tree Homeowners' Association, the Architectural Control Committee, nor their respective agents, employees, members, successors, or assigns shall be liable in damages to any person submitting plans and specifications for approval, or to any third party, by reason of mistake in judgment, negligence, or nonfeasance for approval, disapproval, or failure to approve any such plans and specifications. Every person who submits plans and specifications for approval agrees, by the submission of such plans and specifications, and every owner or tenant of any land or building site subject to or affected by such plans and specifications, covenants and agrees by acquiring title thereto or an interest therein, that they will not bring any action or suit against the Lone Tree Homeowners' Association, the Architectural Control Committee, or their representative agents, employees, members, successors, or assigns, to recover any such damages.

I understand that I must receive approval from the Architectural Control Committee (ACC) to proceed. I understand that ACC approval does not constitute approval by the local building department, and that I may be required to obtain a building permit. I agree to complete the changes I am requesting promptly after receiving approval.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit this form to the ACC at [mycharterhoaacc@gmail.com](mailto:mycharterhoaacc@gmail.com) or 8471 Sweet Water Road Lone Tree, CO 80124**  
*Please visit [thecharterhoa.com/acc.htm](http://thecharterhoa.com/acc.htm) for additional information.*

### The Charter's ACC Members: Kelly Hyzy

#### For ACC Use Only

Date Received: \_\_\_\_\_ Received Via: \_\_\_\_\_ Received By: \_\_\_\_\_

Approved as Submitted       Approved with Conditions       Not Approved

Comments, Conditions, or Reason for Non-Approval:

ACC Member: \_\_\_\_\_ Date: \_\_\_\_\_  Verbal Response  Written Response  Text Response  
ACC Member: \_\_\_\_\_ Date: \_\_\_\_\_  Verbal Response  Written Response  Text Response  
ACC Member: \_\_\_\_\_ Date: \_\_\_\_\_  Verbal Response  Written Response  Text Response  
ACC Member: \_\_\_\_\_ Date: \_\_\_\_\_  Verbal Response  Written Response  Text Response