

# Indian Lakes Association

5202 Halifax Drive Virginia Beach, Virginia

Phone: (757) 474-1867 Email: [management@indianlakesassociation.com](mailto:management@indianlakesassociation.com)

## Architectural Control Committee (ACC) Request Form

### General Homeowner Information:

Homeowner Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Offsite Address: \_\_\_\_\_

**Date Submitted to Management:** \_\_\_\_\_ **(Completed by Office Personnel)**

The Board of Directors/ACC Committee will be given 30 days upon the date of receipt of the final materials required to review and submit a vote for the application. If the application is due to urgent needs for repairs, such as water intrusion, please reach out to the manager to expedite the review. Applications are reviewed on the 3<sup>rd</sup> Monday or 3<sup>rd</sup> Thursday of every month and must be submitted by the Friday before the review date to be included in the month's review.

### **Instructions for Submitting This ACC Request Form**

Please remember that you may be required to receive the proper permits from the City of Virginia Beach before beginning a project. These permits need to be obtained prior to submitting this request form to the ILA Management Team.

This form must be fully completed and submitted to the Architectural Control Committee or to the Board of Directors by way of hand delivery at the ILA Management office to the Management Team **OR** via certified mail with return receipt request.

This form must be submitted before the start of any architectural addition/modification project begins. Please note the project cannot start until an official approval letter is received. If you have questions about or need assistance with this form, please contact the ILA Management Team at 757-474-1867.

The Indian Lakes Association Architectural Control Committee (ACC) is dedicated to keeping our community aesthetically pleasing in order to maintain resale values in our community. Owners of property in the Indian Lakes Association (ILA) Community are subject to certain design conditions and restrictions as set forth by the ILA Architectural Guidelines. In accordance with Article VII, Section 7 of the ILA Declarations, Covenants, and Restrictions, all exterior changes, additions, or modifications must be approved by the Architectural Control Committee (ACC) or the Board of Directors. **The following items will not be approved: wire, chain link or metal fences.**

### **Application Procedures:** (Application must be submitted by homeowners only.)

1. Complete this request form.
2. Attach the following:
  - a. Permits Obtained from the City (if applicable)
  - b. Sketches
  - c. Site Plans
  - d. Pictures
  - e. Color Samples
  - f. Manufacture Information (if applicable)
  - g. Any Other Pertinent Information

3. Return the completed request form to the ILA Management Team by hand or via certified mail with return receipt request.
4. ACC will review the request. If the request is incomplete or requires more information, you will be contacted.
5. The ACC will make a decision on your request at the next Committee or Board Meeting.
6. The ILA Management Team will notify you of the ACC's decision within 30 days of receipt of request.

In the event your request is denied, you have a right to appeal the ACC's decision. To appeal a denial, please submit a brief letter explaining why you are appealing the denial, a copy of this application, and a copy of the ACC review form. This should be submitted to the ILA Management Team to allow the Board of Directors the opportunity to review your appeal and make a ruling. If you wish, you may address the board in person during the next scheduled board meeting - but only after submitting your appeal in writing.

## **Architectural Addition/Modification Request**

### **Type of Addition/Modification Being Requested:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> New Structure or Shed | <input type="checkbox"/> Pool Exterior Painting |
| <input type="checkbox"/> Deck or Fencing  | <input type="checkbox"/> Solar Panels          | <input type="checkbox"/> Other: _____           |
| <input type="checkbox"/> Landscaping*     | <input type="checkbox"/> Driveway              | _____   |
| <input type="checkbox"/> Room Addition    | <input type="checkbox"/> New Roof              | _____   |

*\*Normal landscaping does not require ACC approval unless making major landscaping changes to the front of the property such as adding large boulders, major water features, grade changes, etc.*

### **Project Description/Notes:**

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### **Are Permits Required for this project?**

- YES (*If yes, you must attach copies of the permits*)       NO

### **Included Attachments with the application:** (Please check all that apply)

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> Architecture       | <input type="checkbox"/> Manufacture | <input type="checkbox"/> Landscape Design |
| <input type="checkbox"/> Sketches Site Plan | <input type="checkbox"/> Information | <input type="checkbox"/> Other:           |
| <input type="checkbox"/> Color Swatches     | <input type="checkbox"/> Permits     |   |

Estimated Start Date: \_\_\_\_\_ Estimated. Completion Date: \_\_\_\_\_

**Homeowner(s) Signature(s):** \_\_\_\_\_

## Architectural Committee Review

**This page is for internal use only; please submit this blank page with the application.**

This form is used by the Architectural Control Committee (ACC) to review Architectural Additions/Modifications Request forms submitted to the ACC Committee and/or may be used by the ILA Board of Directors in the event of an appeal or absent committee vote.

### **Receipt of ACC Review Form**

Received By \_\_\_\_\_

Date(s) of Receipt \_\_\_\_\_

Reviewed By BOD\_\_\_ ACC\_\_\_

Date of Board Meeting: \_\_\_\_\_

### **ACC/BOD Review/Appeal Results**

**Approved as submitted if all required permits are obtained.**

**Approved with stipulations below:**

\_\_\_\_\_

**Rejected/NOT permitted with reasons why below:**

\_\_\_\_\_

**Incomplete application is rejected, must be resubmitted with the requested information below:** (The application will remain on hold for up to 60 days until the requested information is provided. If it is not provided within 60 days a new application will be required for submission.)

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Date ACC application was reviewed: \_\_\_\_\_

(This application must be completed within one year of the reviewed date entered above or the approval will expire)

\_\_\_\_\_  
*Signature of an ILA Officer or of the ACC Chair*

*\*This form must be signed by an ACC committee chairperson or by an ILA office of the Indian Lakes Association Board of Directors for this application to be valid.*