

ARCHITECTURAL CONTROL COMMITTEE REQUEST

ASSOCIATION: Thornburg HOA DATE _____

In accordance with the recorded covenants, conditions, and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvements of his/her exterior deeded property to include, but not be limited to patio and deck construction, home addition, fencing, siding, swing sets, trampoline, basketball goals, etc. submit the following to the ACC Committee PRIOR to initiating work on the planned improvements:

ACC CHECKLIST: (PLEASE BE SURE TO COMPLETE THE FOLLOWING CHECKS)

- √ A completed ACC Improvement Request Form
- √ Complete and detailed building plans, picture or brochure of the improvement, materials listing, color of project and size, etc.
- √ Fences must be professionally installed, and a bid must also be included from installer.
- √ Official surveyor's plot plan showing the location of the proposed improvement and dimensions

**Please to be sure to include this checklist and all necessary documents with the ACC

Also be sure to submit information to the Town of Brownsburg, Committee does not approve if the town denies the request.

Incomplete applications will not be processed**

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (checklist) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any improvement/change is made without approval; the ACC Committee has the right to inform the homeowner to remove the improvement from the property. The committee also has the right to have the improvement removed at the homeowner's expense.

I hereby acknowledge that I have read and understand the Architectural Control Standards set forth by the HOA Board, as well as the Declaration of Covenants and Restrictions.

Homeowner's Signature

Date

Applications can be submitted the following ways:

Mail: Breckett Neighborhood Management LLC

PO Box 1138

Brownsburg, IN 46112

Email: Breckettneighborhood@gmail.com

ACC Form: Rev: 6/10/2020

THORNBURG ARCHITECTURAL CONTROL COMMITTEE-IMPROVEMENT REQUEST FORM

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner(s) Name _____

Email Address _____

Address _____ Brownsburg, IN 46112

Home Phone: _____

Work Phone: _____

1. Model, Unit type and lot number _____

2. Lot location: (for example: pond lot, corner lot, next to playground, etc.)

3. Briefly describe the improvement/change that you propose:

4. Who will do the actual work on this improvement/change?

- Homeowner Professional Contractor(s) Name _____

5. Materials to be used for the improvement/change:(Wood, Concrete, Other) Color of paint or stain

6. Will there be changes or modifications in basic utility services or existing structures?

Yes_____ No_____

If yes,
explain:_____

7. Please indicate any building permits that will be required: Yes_____ No_____

If yes,
explain:_____

I understand that the Architectural Control Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin exterior property improvement without written approval from the Architectural Control Committee. I understand that all improvements/changes must meet the requirements of the DCC&R's.

Homeowner's Printed Name	Signature	Date
Construction Start Date Estimated_____		Completion Date_____

COMMITTEE ACTION:

- Approved as submitted
- Approved with conditions stated in comments
- Deferred stated in comments
- Additional Information Required:_____
- Other:_____

- Denied stated in comments

Comments:

All approved projects must be completed in 30 Days from date of approval or request extension

Signed _____

ARCHITECTURAL CONTROL COMMITTEE Representative

Date