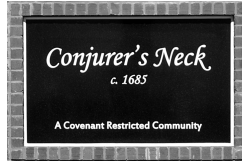


# ARCHITECTURAL CONTROL COMMITTEE (ACC) CHANGE REQUESTS



It is the responsibility of the ACC to review and approve any changes to a Homeowner's property, as stated in the Conjuror's Neck covenants. The general covenants establish the authority of the Declarant (Developer) and Association Board of Directors to create and maintain an Architectural Control Committee (ACC). These standards have been written to establish rules that guide the ACC in its review of design and construction, to define and establish the basis and reasoning for those rules, and to assist the builder and homeowner in understanding the rules by providing illustrations and explanations of requirements where helpful (Conjuror's Neck Disclosure Package, Design Standards § 1.2.1).

The ACC has been established to implement these standards. Although the standards contain a listing of specific requirements to be followed, the very nature of design is an individualistic process. Consequently, the responsibility of the ACC is to interpret the goals of the community and these standards as they relate to each design submittal (Conjuror's Neck Disclosure Package, Design Standards § 1.2.2).

Each property owner within Conjuror's Neck is responsible for his or her property's compliance with these standards. Any proposed improvements to be made to that property may affect that compliance, and the covenants require the owner obtain approvals from the ACC (Conjuror's Neck Disclosure Package, Design Standards § 1.4.1).

A Homeowner must fully complete the specific form relating to each change request and submit the form along with designated payment (amount specified on each form) to the Conjuror's Neck Homeowners' Association (HOA) Board. The payment amount required varies by request, and is required by the HOA in order to accept and process your request. With the submission of each request, we ask that you include a personal time frame planned for your requested changes. Please note that the review process takes time, so plan accordingly if you have a time constraint.

Submittals prepared for consideration by the ACC need to be complete and accurate. Submittals for design review must include drawings prepared as described in the covenants. Applications for color approval must be accompanied by color chips. All requested information on the application forms must be furnished. The committee may, at its discretion, reject applications that are incomplete or inaccurate (Conjuror's Neck Disclosure Package, Design Standards § 1.5.1).

**If you have any questions in regards to the ACC, request/approval process, fees, etc., please contact our ACC by email [ConjurorsNeckHOA@gmail.com](mailto:ConjurorsNeckHOA@gmail.com).**