

**STONECREEK HOA**  
**REQUEST FOR HOME IMPROVEMENT APPROVAL**  
**ARCHITECTURAL CONTROL COMMITTEE FORM**

Please review the following information before completing the attached form.

- 1) All Architectural Control Committee forms (ACC Forms) should be completed and returned to Borg Property Services prior to initiating work on a planned improvement. The Covenants, Conditions and Restrictions (CC&R's) of Stonecreek HOA allow the Architectural Control Committee 45 days for approval / denial of this request.
- 2) **It is the responsibility of the Homeowner to verify with the Town of Gilbert as to whether a building permit is required. Permits are generally required for any improvement attached to the house. A few examples of improvements which would require a permit, at the time of the revision, are:**

**Patio Cover**  
**Room Addition**  
**Improvements that interfere with front, rear, or side yard easements**  
**Free standing structures that exceed size requirements**  
**(Requirements set by the Town of Gilbert)**

- 3) The permit **must** accompany the completed ACC form or this request will be denied due to the need for further information.
- 4) Drawings and/or sketches paint chip color, screen and/or awning material, and/or pictures must accompany your request. A drawing of placement of the improvement on your property must accompany your request.
- 5) If you should have any questions regarding your intended improvement please contact Borg Property Services at 480-456-6927.
- 6) Any improvements completed without written authorization may result in the homeowner having to remove the improvement from the property.
- 7) In an effort to protect each individual homeowner's rights and maintain property values, it is required that any homeowner considering improvement of their deeded property submit a REQUEST FOR HOME IMPROVEMENT APPROVAL to the Architectural Control Committee for approval from the Homeowner's Association. **This includes any changes to the property that will change the outside appearance of the property**
- 8) Residents of Stonecreek HOA, Phase One (1), should be aware of easement issues when submitting an ACC request.
- 9) **ALL APPROVED IMPROVEMENTS MUST BE COMPLETED WITHIN 60 DAYS OF ARCHITECTURAL CONTROL COMMITTEE APPROVAL TO AVOID A FINE OF \$50.00**

MANAGEMENT AND ACC  
INFORMATION ONLY FOR

Lot # \_\_\_\_\_

Date Received from Homeowner \_\_\_\_\_

Date Received from A.C.C. \_\_\_\_\_

Date Homeowner Notified of request  
Approval / Denial \_\_\_\_\_

Account Balance \_\_\_\_\_  
Only Homeowner's with a \$0.00 or  
credit balance will be reviewed.

**STONECREEK HOA  
C/O BORG PROPERTY SERVICES  
P.O. Box 40397  
MESA, ARIZONA 85274-0397  
(480) 838-6900  
(480) 456-9439 FAX**

**REQUEST FOR HOME IMPROVEMENT APPROVAL**

**OWNER'S NAME:** \_\_\_\_\_ **LOT #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**HOME PHONE:** ( ) \_\_\_\_\_ **WORK PHONE:** ( ) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Briefly, describe the improvement that you propose:** \_\_\_\_\_

\_\_\_\_\_

**Who will do the actual work on this improvement:** \_\_\_\_\_

\_\_\_\_\_

**Location of improvement (Check applicable areas)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Front of House | <input type="checkbox"/> Back of House | <input type="checkbox"/> Roof of House |
| <input type="checkbox"/> Side of House  | <input type="checkbox"/> Garage        | <input type="checkbox"/> Patio         |

**Other (Describe)** \_\_\_\_\_

**Material necessary for proposed improvement (Specify):**

- |                               |                              |
|-------------------------------|------------------------------|
| _____ <b>Paint – Color(s)</b> | _____ <b>Cement</b>          |
| _____ <b>Stain – Color(s)</b> | _____ <b>Pipe</b>            |
| _____ <b>Lumber – type(s)</b> | _____ <b>Electrical</b>      |
| _____ <b>Brick – Type(s)</b>  | _____ <b>Fence – Type(s)</b> |
| _____ <b>Screen – Type(s)</b> | _____ <b>Height</b>          |
| _____ <b>Other (describe)</b> | _____                        |

I understand and agree with the conditions of Page 1.

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

Please return this completed form along with any drawings, permits, and samples to:

Stonecreek HOA  
 C/o Borg Property Services  
 P.O. Box 40397  
 Mesa, Arizona 85274-0397

*COMMITTEE USE ONLY*

Date Received by the ACC \_\_\_\_\_

Approved

Denied

\_\_\_\_\_  
STONECREEK HOA DESIGNATED REPRESENTATIVE

\_\_\_\_\_  
DATE

NOTES FROM THE A.C.C.:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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