

LEGENDS COUNTRY CLUB CHANGE REQUEST FOR ARCHITECTURAL CONTROL APPROVAL

Name: _____ Address: _____

Email Address: _____ Phone Number: _____

Homeowner Association/Community: _____

DESCRIPTION OF WORK TO BE PERFORMED: _____

ACC REQUEST APPROVAL PROCESS OCCURS MONTHLY: A MISSED CUTOFF ADDS 30 DAYS TO THE PROCESS



The Master ACC Meeting is held the second Wednesday of each month in the Activities Room in the Clubhouse. Requests must be received at the Legends Clubhouse with all of the required approvals and documentation **no later than noon Friday the week before the Master ACC meeting.** **Important: Approvals take as little as 5 days and as many as 35 days based on when the request was received.**

ACC APPROVAL REQUEST REQUIRED DOCUMENTATION CHECK LIST. SEE OTHER SIDE FOR WORKSHEET:

	YES	NO	N/A
Homeowner to perform the proposed work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of proposed work –Cages provide 3D view. Hurricane Shutters provide a picture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plantings to be used are on the recommended list located on Legends website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan with location and plant names required. Local Approval Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drawing depicting location of work if applicable (use your survey for this document)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paint Color if applicable with attached paint chip sample	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submission to local HOA/Condo Association for review and approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL FORMS: REQUIRED ONLY FOR VENDOR PERFORMED WORK

Certificate of Liability Insurance <u>must name homeowner as the Certificate Holder</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All original forms and documentation must be attached to the ACC approval request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By my signature below I acknowledge my responsibility and attest to ensure that no work will begin until I receive notice that this request is signed and approved by BOTH my local ACC chair and the Master Board ACC chair, if applicable.

Requestors Signature _____ Date: _____

*Requesting members household cannot be a part of the approval process.

() APPROVED () DISAPPROVED

LOCAL ACC CHAIRPERSON SIGNATURE: _____ Date: _____

LOCAL ACC EMAIL ADDRESS: _____

() APPROVED () DISAPPROVED

MASTER ACC CHAIRPERSON SIGNATURE: _____ Date: _____

Approved Master Board September 27, 2023

ACC REQUEST WORKSHEET

I acknowledge and accept full financial responsibility for any damage incurred - Initial Box



ROOF REPLACEMENT

Contractor _____
 Manufacturer _____ Style _____
 Color _____
 Super Gutter Replaced YES NO Color Bronze White
 New Gutters YES NO New Downspouts YES NO
 Color Bronze White
 Size _____

Note: Vents etc. painted to match roof color

CAGE REPLACEMENT

Contractor _____
 Change Size YES NO Color Bronze White
 Screen Color _____
 New Gutters YES NO New Downspouts YES NO Color Bronze White

Note: 3D drawing required

EXTERIOR HOUSE PAINTING

Contractor _____
 SW Base Color/ Number _____ / _____ SW Trim Color/ Number _____ / _____
 SW Garage Door Color/ Number _____ / _____ SW Front Door Color/ Number _____ / _____

DRIVEWAY/WALKWAY REPLACEMENT

Contractor _____
 Widen Driveway YES NO _____ FT
 Widen Walkway YES NO _____ FT
 Pavers YES NO Concrete YES NO OTHER _____
 Color _____
 Pattern _____

WINDOW REPLACEMENT

Contractor _____
 Impact YES NO Double Pane YES NO Single Pane YES NO
 Size For Size YES NO Frame color/material _____ / _____

Note: If grids, must replace with same style (grids)

LANDSCAPING

Contractor _____
Must present design plan with name of plantings and location / sketch of any plant removal

POOL

Contractor _____
 New YES NO (Diagram Required if New) Refurbishment YES NO Interior color
Note: Color pictures of waterline tile, coping tile and pool deck surface