



# ACC REQUEST INSTRUCTION GUIDE



ARCHITECTURAL CONTROL COMMITTEE

# ARCHITECTURAL RULES

## WHAT ARE THE ARCHITECTURAL RULES?

The Gates at Savannah Quarters community was developed with the intent that homes harmonize with each other and present a pleasing and consistent style. To ensure the preservation of the existing design and to prevent the introduction of design that is not in keeping with the community theme, the Board of Directors and the Architectural Control Committee (ACC) hereby recognize and adopt the style and form of the existing community's Architectural standards as required by the governing documents. This standard shall be in effect until new guidelines and standards are adopted and published. Approvals may be subject to assessments being up-to-date.

The Architectural Control Committee is responsible for reviewing all Architectural Modification Requests made by residents for improvements to the house's exterior or lot. The Board also reviews Architectural Guidelines and recommends changes or additions to the Board of Directors for adoption.

The ACC has the right to modify, revise, add, delete or make any changes to these guidelines by joint resolution with the Board of Directors.

The Architectural Guidelines are available to review here: [www.thegatesatsavannahquarters.com](http://www.thegatesatsavannahquarters.com).

## DO I HAVE TO SUBMIT AN ACC REQUEST?

Yes, The Gates at Savannah Quarters has recorded covenants that are part of all deeded land in the community. To preserve the community's aesthetics, homeowners must gain approval from the Architectural Control Committee before making any exterior modifications. **Before work begins, all exterior changes to a home or homesite (including landscaping, fencing, exterior painting, gutters, solar panels, pools, etc.) require ACC approval.** Any work starting without prior approval is subject to violation fines and possible legal action.

## WHO REVIEWS ACC REQUESTS?

The Architectural Control Committee is responsible for reviewing all Architectural Modification Requests made by residents for improvements to the home's exterior or homesite. The Committee also reviews Architectural Guidelines and proposes changes and additions to the Board of Directors for adoption. The Committee members are fellow homeowners in the community; they're appointed by the Board of Directors and volunteer their time to review and provide decisions on proposed modifications.

## IS THERE A COST TO SUBMIT AN ACC REQUEST?

Yes, there is a \$25 submission fee.

## HOW LONG DOES IT TAKE?

ACC requests are reviewed multiple times per month. However, the ACC may take up to 30 days for you to receive a decision. You will be emailed of the decision to the email address on the ACC form.



**NOTE:** The timeframe of 30 days is from receipt of a complete application and all necessary forms. All ACC requests must be submitted in one package, with all of the required documentation, color samples, your plat survey marked with the location of proposed changes, etc. Homeowners should make sure everything is included before submission.

# HOW TO SUBMIT AN ARCHITECTURAL REQUEST FOR APPROVAL

## ARCHITECTURAL CHANGE REQUEST STEPS

To submit an ACC request, please follow the below steps.

### STEP 1

- Before submitting a request, the homeowner should review the ACC Guidelines to ensure their request aligns with the rules. The guidelines are on the community website. Requests that are outside the rules will be denied.

### STEP 2

- Complete the ACC request form found on the community website.
- You must submit the required documentation and payment as outlined in the architectural guidelines.

### STEP 3

- The ACC Committee will review the request and notify you via email of any updates and the final decision.
- The ACC has up to 30 days to review submitted requests. NOTE: The 30 days starts once all required documentation is received. Incomplete or missing documentation will delay the review or result in denial.

### STEP 4

- Only after receiving approval can you begin the requested changes. If you alter or change your plans after ACC approval, you must re-submit those changes to the ACC for re-review.
- All notices and decision emails will come from the community manager.

### STEP 5

- Once the project is complete, the homeowner must send a photo to the board to close out the project at [board@thegatesatsavannahquarters.com](mailto:board@thegatesatsavannahquarters.com).

# ARCHITECTURAL CONTROL COMMITTEE

## ACC REQUEST INSTRUCTION GUIDE

### WHAT DO I NEED TO SUBMIT?

***Before you begin your ACC request, please*** make sure ***you have all the required information ready.***

Submit the below to the ACC to process your request. Missing items will delay your request and could result in possible denial.

Remember, we need the information to help us determine that your request is within the ACC rules. If we can't make that decision based on your submission, we will have to wait or deny your request until you provide the information needed.

### EMAIL SUBMISSION

Submit your request via email to [savannah@sentrymgt.com](mailto:savannah@sentrymgt.com); you must include ***all of the below items, along with an Architectural Request Form***, which is available on the community website. (Outdated forms will be denied)

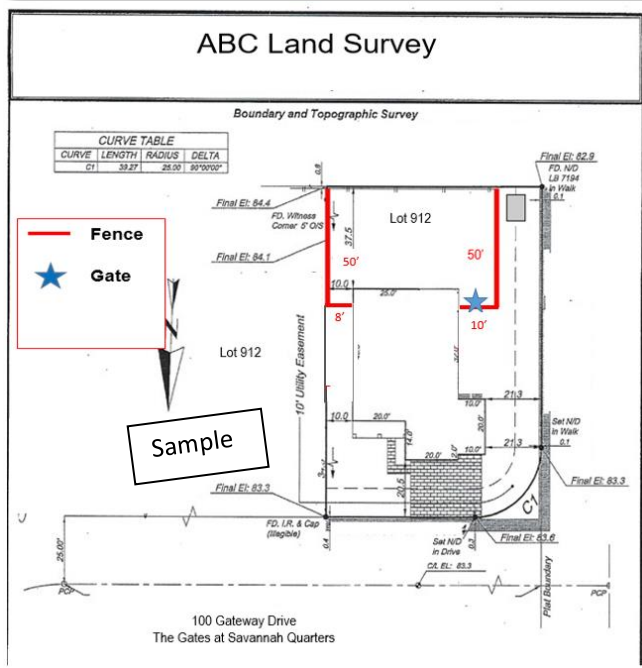
1. Copy of your **lot survey** with *locations of changes clearly marked with measurements*
2. Copy of the **vendor proposal/estimate** showing the kind, shape, height, materials, and color to be used and the location and measurements. (If doing this yourself, include a copy of the material receipts)
3. **Color photos** of the materials/changes requested. Examples include:
  - a. Color photos of fence panels, pavers, or mulch.
  - b. Sketches of landscape designs.
  - c. Diagrams of solar panel installation showing the location of panels on the rear of the home, conduits, electrical boxes, etc.
  - d. Photos of shrubs or trees you wish to plant.
  - e. Photos of landscape edging and color.
  - f. If changing the paint color combination, include the colors of the homes to the left, right, and across the street - if you need clarification on the colors, email the board for assistance.



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## EXAMPLE OF PROPER LOT SURVEY MARKING & DOCUMENTATION

It's essential to submit a copy of your lot survey with marked locations and measurements of the proposed changes. Include the vendor estimate/proposal with the materials, vendor name, and other information, and submit color photos of the materials.



**ABC Fence**

Customer Order Form

CUSTOMER NAME:	UTILITY LOC:
ADDRESS:	100 Gateway Dr.
PHONE NUMBER:	PERMIT YES
SALES REP:	FINAL PAYMENT
	The Gates at Savannah Quarters

**SKETCH**

HOUSE

Neighbors Vinyl

Gate

60'

50'

9'

11'

pin

pin

pin

pin

COLOR:	White
STYLE:	Dogwood Home
HEIGHT:	6'
TOTAL LF:	196 LF
NUMBER OF GATES:	3
WIDTH OF GATES:	1-5' Walks, 2-4' Walks
JOB NOTES, ANNOTATE ON SKETCH:	
TEAR-OUT MATERIAL (CIRCLES):	N
TEAR-OUT MATERIAL (CIRCLES):	N
FENCE LINE OBSTRUCTIONS:	N
SLOPE > 5 DEGREES (Y/N):	N
CORNER DRILL-TYPE:	N
CUSTOM WORK:	N

**INSTALL (CIRCLE ONE)**

☒ FOLLOW FLOW

☐ STEPPED INSTALLATION

☐ PLEASING TO THE EYE

**COMMENTS TO INSTALLER:**

Sample

Detailed description: This is a customer order form for ABC Fence. It includes a section for customer information, a sketch of the fence layout, and a table of specifications. The sketch shows a house with a fence line around it, including a gate. The table lists specifications such as color (White), style (Dogwood Home), height (6'), total length (196 LF), number of gates (3), and width of gates (1-5' Walks, 2-4' Walks). It also includes a section for job notes, annotations on the sketch, and a table for tear-out material, fence line obstructions, slope, and custom work. The form is signed by 'The Gates at Savannah Quarters'.

