

## ACC CHECKLIST

- Complete the attached ACC packet in its entirety.
- A copy of your Plot Plan/Survey (provided at the closing of your home or obtained from your local Recorders Office) with the proposed change(s) clearly marked on the plot plan. Include the dimensions of the improvement(s) to your lot (fence, deck, patio, etc.).*
- Include a Picture and/or Brochure of the item or materials used to make the item. If the item is already installed, please take picture of completed project.*
- For Fencing Improvements, include the bid from the professional installer who will be installing the fence.*

***\*\*Please be sure to include this checklist and all necessary documents with application, as incomplete applications will not be processed\*\****

***\*\*It is the goal of the Architectural Control Committee to approve all applications within 30 days of receiving a completed application\*\****

**Applications can be submitted the following ways:**

**Mail: Main Street Management, LLC  
5665 N. Post Road, Suite 120  
Indianapolis, IN 46216**

**Email: [info@mainstreetmanagementllc.com](mailto:info@mainstreetmanagementllc.com)**

**Fax: (765) 742-6401**

**<http://www.mainstreetmanagementllc.com/tuscany-village-HOA>**

ARCHITECTURAL CONTROL COMMITTEE

TUSCANY VILLAGE COMMUNITY ASSOCIATION

Homeowner Request for Change

Please complete items 1-5 only and provide owner of record signature.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
Address \_\_\_\_\_ Model or Unit Type: \_\_\_\_\_
Email Address: \_\_\_\_\_ Lot Number \_\_\_\_\_

2. Briefly describe the proposed change: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

3 Will there be changes or modifications in basic utility services or existing structures to accommodate the proposed change? Please indicate:

Table with utility services (Electric, Telephone, Gas, Water, Sewage, TV/Cable, Exterior Walls, Fencing, Patio Slab, Sidewalks, Pavements, Other) and Yes/No columns.

4. Please list below the major construction materials which will be used in this project. Be as specific as possible. (Exterior materials must conform to those used on the original building or be sufficiently compatible.)
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

5. Project schedule:
A. The project will be done by: \_\_\_\_\_ Homeowner
\_\_\_\_\_ Contractor(s) Name \_\_\_\_\_
\_\_\_\_\_ Both
B. Approximate project start date after approval: \_\_\_\_\_
Approximate project completion date: \_\_\_\_\_
C. Please indicate any building permits that will be required. \_\_\_\_\_
\_\_\_\_\_

http://www.mainstreetmanagementllc.com/tuscany-village-HOA

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I understand that under the Declaration of Covenants, Conditions and Restrictions, the board will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

In order to put a fence beyond the Drainage and Utility Easement lines, I understand that I will need to obtain a letter of approval from the Homeowners' Association, fill out the required City of Greenwood Encroachment Request Application package and seek approval from the City of Greenwood Board of Works. The Encroachment Package can be obtained from the City of Greenwood at [www.greenwood.in.gov](http://www.greenwood.in.gov) or by calling 317.887.5230.

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously one commenced and will be done in a good workmanlike manner by myself and/or a licensed and insured contractor.
4. All work will be performed at a time and manner to minimize interference and inconvenience to other unit owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, the community governing documents, regulations, and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Association, its Board of Director', its Agent and/or the Committee have no responsibility with respect to such compliance and that the Board of Directors' and/or its designated Committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications of work comply with any law, code, covenant, regulation, and/or requirement.
8. All work must commence within 90 days of receiving your approval letter.

NOTE: All submitted materials shall remain the property of the Association. You may wish to make a copy for your personal records.

I hereby acknowledge that I have read, understand and ill comply with the ARCHITECTURAL CHANGE STANDARDS set forth by the Board, as well as the Declaration of Covenants, Conditions, and Restrictions.

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

----- DO NOT WRITE BELOW -----

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**Committee Action:**

- Approved as submitted
- Approved with conditions stated in comments
- Deferred; additional information required in comments
- Denied; reason for denial stated in comments

Comments: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

ARCHITECTURAL REVIEW COMMITTEE Representative

<http://www.mainstreetmanagementllc.com/tuscany-village-HOA>