

# ROCK CREEK MASTER HOMEOWNERS' ASSOCIATION, INC.

## Architectural Control Committee (ACC) Request Form

(For the latest form and info, go to ACC at [www.rockcreekhoa.com](http://www.rockcreekhoa.com))

1. Read this page, the ACC Process and corresponding policy before submitting application(s). (The ACC process and policies can be found on [www.rockcreekhoa.com](http://www.rockcreekhoa.com) under the ACC tab and POLICIES, or on the owner portal under Association Documents. Some improvements will have an article in the Declaration of Covenants, also found on the owner portal or website under the RESOURCES tab and GOVERNANCE.)
2. Read and complete the bottom of this page (page 1)
3. Complete page 2 and gather all required corresponding documents.
4. Email Page 1, 2 and corresponding documents to [manager@rockcreekhoa.com](mailto:manager@rockcreekhoa.com).

The Architectural Control Committee has 45 days to review any complete request. The time will begin once the complete application is submitted (including any additional requested documents.) The Committee will only expedite requests on emergency cases such as occurring or possible interior damage or bodily harm.

Each application should include pictures of the home, area of requested improvement, project specification sheets and pictures of items being installed.

The project applications marked with an asterisk ("\*"; below) should also include a Plot Plan (also called an Improvement Location Certificate; or ILC) obtained from the Town of Superior. ***The improvement plans should be drawn to scale, with dimensions on the Plot Plan. Replacing plants (except trees) within an existing approved landscape plan does not require approval. For tree removal or replacement, an "X" should indicate where the tree is being removed and an "O" should indicate a new installation.***

- |               |                     |                    |
|---------------|---------------------|--------------------|
| - Arbor*      | - Deck/Patio*       | - Deck/Patio Cover |
| - Doors       | - Driveway/Walkway* | - Fencing*         |
| - Garage Door | - Landscaping*      | - Paint            |
| - Roof        | - Solar Panels      | - Windows          |

### REQUIRED:

- I understand that I must receive the advanced written approval from the ACC for all exterior work to proceed. (This applies even if I am replacing or re-painting an existing item, including the roof, that will be substantially unchanged.)
- I understand that ACC approval does not constitute approval by the local building department and that I may be required to obtain a building permit. I understand that I am responsible for researching if a building permit is required by the Town of Superior. I agree to follow all Town of Superior code and requirements, and those of other applicable higher jurisdictions (County/State/Federal). I also understand that approval of the Town of Superior, or the granting of a building permit – does not constitute approval by the ACC. The Town and the HOA have separate jurisdictions.
- I have read the ACC Process and Policy or Declaration Article corresponding with my desired improvement.
- I understand that more information may be requested at any time.

\_\_\_\_\_  
Initial

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**SUBMIT TO:** Rock Creek HOA C/O RowCal HOA Management at [manager@rockcreekhoa.com](mailto:manager@rockcreekhoa.com)

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address (if different than the property address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Type of Improvement:**

- |  |  |
|--|--|
| <input type="checkbox"/> Arbor                   | <input type="checkbox"/> Deck/Patio              |
| <input type="checkbox"/> Deck/Patio Cover        | <input type="checkbox"/> Doors                   |
| <input type="checkbox"/> Fencing                 | <input type="checkbox"/> Driveway/Walkway        |
| <input type="checkbox"/> Landscaping             | <input type="checkbox"/> Garage Door             |
| <input type="checkbox"/> Radon Mitigation System | <input type="checkbox"/> Home Addition/Expansion |
| <input type="checkbox"/> Windows                 | <input type="checkbox"/> Paint                   |
|  | <input type="checkbox"/> Pool/Sauna/Hot tub      |
|  | <input type="checkbox"/> Roof                    |
|  | <input type="checkbox"/> Solar Panels            |
|  | <input type="checkbox"/> Other: _____            |

**Description:** (Do not write "see attached". Include general description with paint brand and codes/color and which colors will be used for specific items- body, trim, accent, etc., building material type and any other pertinent information. Please attach further descriptive detail if needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Included Documents:**

- |  |   |
|--|---|
| <input type="checkbox"/> Pictures of Current Items                                 | <input type="checkbox"/> Picture/Examples of New Items  |
| <input type="checkbox"/> Plot Plan with the project drawn to scale with dimensions | <input type="checkbox"/> Project Specification Sheet    |
| <input type="checkbox"/> Drawings  | <input type="checkbox"/> Signed Policy (for Solar)      |
| <input type="checkbox"/> Aerial and Street renderings (for solar)                  | <input type="checkbox"/> Other: _____                   |
|  | <input type="checkbox"/> Neighbor Approvals (for fence) |

**By signing I have read and understand the terms of my ACC request.**

\_\_\_\_\_  
Homeowner Name Homeowner Signature Date