Dear Neighbor/Highcroft Homeowner:

The ACC Request For Change form. (located on the highcrofthoa.com website under documents will need to be submitted to the ACC along with the additional required materials needed to have your submission(s) reviewed by the ACC. Some examples of what you might need ACC approval on are, but not limited to, structural additions to your home, fencing, additional landscaped beds, etc. The following procedures should be adhered to when submitting an ACC Request For Change Form.

1. Fill out *completely* the ACC Request For Change form.

2. Attach the necessary materials to support your request.

3. Make a copy for your records (in the case of a lost request).

4. email the completed form and supporting documentation to highcroftaccptc@gmail.com

5. The ACC Committee has 30 days from receipt of the Completed Request, to review and approve the request. Please plan accordingly.

6. The Request will be reviewed and one of four decisions will be made:

 “Approved”

 “Approved with Conditions”

 “Not Approved” (will usually be accompanied with alternate solutions or suggestions)

 “Need Additional Information”

7. Once a decision is made then a member of the ACC will contact the requesting homeowner

with the decision via E-MAIL. One exception would be if an onsite inspection was needed. In that case a member of the ACC will contact the homeowner to set up a mutual time for the inspection. All decisions will be communicated in writing in order to properly document the decision. If you give an e-mail address on the Form, then your decision will be given via e-mail. You will be instructed, however, to print out the e-mail and keep a hard copy for your records.

8. If additional information is needed, it will then become the responsibility of the

 homeowner to provide the ACC with the additional requested information in a timely

manner that coincides with the targeted completion date. The ACC cannot be responsible for following up with the homeowner to obtain this additional information. Once the additional information is received, it will be presented at the next ACC meeting and one of the four above-mentioned decisions will be made and the homeowner will then be notified as noted in Item #7.

9. If an onsite inspection is needed, then the inspection will be performed and a decision will then be made and communicated to the homeowner. This decision may either occur onsite or at the next ACC meeting depending on the circumstances.

If you should ever have questions regarding an ACC Request, we ask that you direct all inquiries to the highcroftaccptc@gmail.com

Thank you for your cooperation with the ACC approval process that has been set forth.