

# Architectural Control Committee Submittal and Review Process

Following are the Review Procedures that each homeowner and the Architectural Control Committee shall adhere to regarding any changes and / or improvements within residential properties within Water Crest Subdivision. (ACC is shorthand for Architectural Control Committee)

Please note that an Architectural Control Approval form is not required when performing routine landscape maintenance to your property, such as planting flowers, trimming bushes, etc.

**Under no circumstances does approval by the Homeowners Association indicate full authorization.** In addition, it may be necessary to obtain building permits and structural approval as required by the city of Brunswick and/or Glynn County, please verify this with the City Code Enforcement Division prior to beginning any work. All improvements are subject to local building regulations and restrictions of record. If a homeowner proceeds without all necessary approvals, he / she may be subject to legal proceedings as well as having to remove all unauthorized improvements.

## **Building & Code Compliance:**

**<http://www.glynncounty.org/index.aspx?NID=862>**

*Permits:* Any and all major work done on residential property or commercial properties generally requires a permit.

- 1.** Homeowner shall review the Declaration of Covenants and Restrictions. This can be found on the community website at <http://watercrest.weebly.com/> under "Covenants & Restrictions". Homeowner shall submit all requests **in writing** to "Water Crest HOA / Architectural Control Committee" via email or direct mail. **\* Failure to submit your application to the ACC will result in a \$100 fine to the homeowner of said property.**
- 2.** No verbal requests will be taken.
- 3.** Please plan to submit your application at least 30 days prior to commencing improvements. Please plan accordingly to cover mail delivery. ACC meetings will be held the second Tuesday of each month and are subject to change.
- 4.** Please take care of all past due HOA fees prior to submitting your application. Only homeowners in good standing will have their applications reviewed by the ACC.

## **5.** Homeowner will include:

- What you intend to do,
- If a contractor is used, identify the person or company performing the work
- Plot plan, in rough form, with dimensions,
- Elevation, in rough form, with dimensions,
- Description of all surface finishes,
- Desired construction start and end dates,
- Stain / paint chip of finishes.

## **6.** For swimming pool requests please provide a letter from the contractor insuring No elevation changes to the surrounding properties PRIOR TO COMMENCEMENT OF ANY WORK.

Contractor must follow ALL HOA and city guidelines and ordinances regarding the drainage and security of the pool and pool equipment. Pool equipment must be screened from view.

## **7.** All requests will be reviewed by the ACC

**8.** In the event your request is disapproved, the Homeowner may request their attendance at the next ACC meeting by contacting the committee and requesting to be placed on the meeting agenda for an appeal.

**9.** Following review by the Committee, requests will be either approved, or disapproved.

**10.** Notification to be sent in writing to the homeowner within fourteen (14) days of the Committee meeting. If you email your request, you will receive a response via email.

**11.** Please double check your property plats to insure that you are meeting all building setbacks and easements before applying, this will prevent the need for a resubmission of any building permits.

# Water Crest HOA

## Application for Architectural Control Committee Approval

Please complete this form and attach a comprehensive diagram of the proposed property modification and send to the following:

Water Crest Homeowners Association  
 P.O. Box 1832  
 Brunswick, GA 31521

Or email: HOAwaterCrest@gmail.com

**Approval or disapproval notice will be given with the guidelines established in the current ACC guidelines. Please provide as much information as possible as to not delay the approval process!**

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

Evening Phone: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

Day Phone \_\_\_\_\_

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

**Check any that apply**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Home Addition    | <input type="checkbox"/> Driveway New/Extension     | <input type="checkbox"/> Garage Door       | <input type="checkbox"/> Shutters                 |
| <input type="checkbox"/> Exterior Design  | <input type="checkbox"/> Fence Stain/Color          | <input type="checkbox"/> Extra Landscaping | <input type="checkbox"/> Play Structure           |
| <input type="checkbox"/> Exterior Paint   | <input type="checkbox"/> Fence New/Replacement      | <input type="checkbox"/> Pool              | <input type="checkbox"/> Rear Patio Modifications |
| <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Satellite Dish (> 1 meter) | <input type="checkbox"/> Retaining Wall    | <input type="checkbox"/> Screening/enclosure new  |
| <input type="checkbox"/> Outbuildings     | <input type="checkbox"/> Other                      |  |   |

Is this a re-submittal?  Yes  No

**Description:**

**Attachments (Initial plans and specifications are required, all color changes require a sample)**

Tell us what supporting documents you are including:

<input type="checkbox"/> Plans Sealed and Signed By Professional Contractor	<input type="checkbox"/> Revised Plans/Specifications	<input type="checkbox"/> Lot Survey
<input type="checkbox"/> Color Plans/Samples	<input type="checkbox"/> Materials Designation Plan/Samples	<input type="checkbox"/> City Permit

**AGREEMENT:** By my signature below, I certify all information, data, and supplemental materials submitted in this application are complete, true and correct. I understand and agree no work may be performed prior to receipt of written ACC approval. I further understand that there may be no deviation from the terms of the written ACC approval; all deviations must be corrected at the homeowners' expense. I agree to be bound by the Association Rules, Regulations and standards. I certify my Association dues account is current and I have no outstanding fines or penalties and I am responsible for obtaining any necessary permits from the appropriate City of Glynn Building and Zoning Departments.

Est. Start Date:	Est. End Date:
Owner's Signature:	Owner's Signature: