

MAKING CHANGES THAT REQUIRE ARCHITECTURE CONTROL (ACC) OR LANDSCAPING COMMITTEE (LC) APPROVAL

Key Information

- The **ACC** (Architecture & Control Committee) is a committee required in the CC&R's and is appointed by the Board of Directors. The **LC** (Landscaping Committee) is an ad hoc committee appointed by the Board of Directors. These two committees coordinate their efforts.
- The **ACC and LC** review and make decisions related to proposed changes to properties within Savannah Greens (SG)
 - ACC or LC approval is **required before making changes** related to construction, alteration, modification, removal or destruction of **any of the original "as-built" structures and landscaping** within SG
 - Section 13 of the CC&R's provides details
 - A quick list of examples includes (but not limited to):
 - Patio covers
 - Skylights
 - Windows
 - Roof exhaust fans
 - Satellite dishes or antennae
 - Outdoor wiring or lighting
 - Fence modifications, including gates and posts
 - Hot tubs
 - Landscaping outside the patio area
 - Modification of exterior parking spaces
 - See **CC&R section 5.14** and the **Responsibilities Matrix** for additional examples

How Does This Work?

- For a **simple explanation**, there is an annotated step-by-step chart on the next page.
- The detailed instructions can be found in **CC&R section 13.07**

STEP BY STEP INSTRUCTIONS

Step 1	I have an idea for a change I'd like to make	Yea! Ideas are good. Now we have some checking to do.
Step 2	Check to see if my idea will need to be reviewed and approved by the ACC/LC	Check the Responsibilities Matrix and CC&R's, section 5.14 Ask by sending an email to the ACC/LC via Riverside Management (RM)
Step 3	If the initial idea seems to require ACC/LC review/approval, fill out the ACC or LC request form and send it to RM. They will forward it to the appropriate committee.	There are detailed instructions in CC&R section 13.07 and on the forms. Remember: if you go ahead without approval, you could have to pay to reverse the change. So, PLEASE check before moving forward with your idea
Step 4	The ACC/LC will review your request.	They may request additional information or want to talk with you before making a decision. Decisions are required to be made within 45 days, but usually are done more quickly if it is a simple request. Remember: it is unwise to sign a contract or do work before you get approval
Step 5	The ACC/LC will meet and make a decision and communicate it to you	Decision will be one of the following: Approve/Deny/Conditional Approval
Step 6a	If the decision is Approve	Proceed BUT , be sure to read CC&R section 13.09 regarding complaints and inspections
Step 6b	If the decision is Deny	Reasons will be provided to you. You can request a meeting with the ACC within 10 days to discuss the decision. If the decision remains Deny, you have the option to request an appeal to the Board
Step 6c	If the decision is Conditional	You will be asked to update your application information and plans to meet the conditions before moving forward
Step 7	When a project is Complete , you must notify the ACC/LC so that they can do a final review of the results	Yea! All done!! Remember that future maintenance and insurance coverage of this change are your responsibility

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