

Architectural Control Committee Approval Reminder

There are many types of common additions and changes, such as adding/modifying a fence, a pool, landscaping, pergolas, sport courts, tennis courts, playscapes, basketball hoops, trampolines, swing/play sets, etc., that residents may want to add to their homes and lots. To protect property values and to minimize the impact of all desired modifications of your property on your neighbors and the community at large, **all** projects such as the aforementioned including any other change that **impact/change/modify the exterior of the home or lot** must be submitted in advance to the Granada Architectural Control Committee (ACC) for consideration. Keep in mind that the ACC may deny any project including those that do not meet the Design Guidelines or that may negatively impact a neighbor or the community. Should you proceed with modifications without receiving ACC approval the HOA may require removal or modifications at the homeowner's expense. Town approval may be required for your project however, the ACC must approve all projects.

To seek ACC review for your project your project's description should be submitted using the ACC Architectural Modification Request form. You should review the CCRs and Design Guidelines <http://www.granadahoa.com/documents/architectural-documents.aspx> to ensure all the necessary drawings and plans which are submitted for review conform to the minimum requirements specified in the HOA governing documents. If you are using a contractor, they normally supply the necessary drawings/documentation. Once complete, all required drawings/documentation should be emailed to the ACC at **acc@essexhoa.com**.

For many projects, the committee will rely primarily on the documentation you provide for their approval decision. But, for larger projects and those that may have an impact on your neighbors, the committee will contact you to schedule a site visit to review the plans with you and may seek input from neighboring homeowners. Often, homeowners find benefit from these visits for useful suggestions by the committee members or architect.

Once the ACC receives all the necessary documentation, you will receive an email within 30 days from the ACC indicating whether the project is approved, denied or will be considered with modifications. Project approvals are good for one year.

Sincerely,

Board of Directors,
Granada Homeowners Association, Inc.