

Architectural Change Process at Farmington Chase

Dear Community,

The Farmington Chase Board of Directors and the Architectural Control Committee welcomes you to beautify your home, but encourages the community to follow the proper process in order to expedite approvals as well as avoid complications or fees. Please note, all requests must be submitted to the ACC, not Imagineers. Imagineers is not involved in the approval process.

Requests can be submitted to **ACC Request Box** located at the superintendent's maintenance garage (near the dumpsters) – or - the following homeowner's mailboxes:

- #132 Bob Langston bugs007@comcast.net
- #83 Mary Jane Parlow parlow83@aol.com
- #87 Marcia Magoon marciacm2000@yahoo.com

Please keep in mind that the ACC is a committee of three volunteers. In order to maintain consistency and fairness to all homeowners, we are committed to following the process outlined below.

[Approval Process](#)

Step One

Obtain information about size, color, composition, model number, brochures, etc. of all the materials you want to use.

Step Two

Submit your proposal **by the first day of the month** for review by the Board of Directors later in the month. No exceptions.

Step Three

Submit **five copies** of a written proposal with the above information to the Architectural Control Committee. You need to submit only one copy of a manufacturer's brochure. Provide a certificate of insurance from your contractor prior to commencement of work.

Step Four

The Architectural Control Committee will review your proposal on the **first Tuesday of every month** and make a recommendation to the Board of Directors at their next meeting.

If you do not submit ALL the required documents by the first of the month, your request will not be considered until they are received. No Exceptions.

Even if you follow the guidelines, you still must request and receive approval before making changes.