

GREEN LEAF HOMEOWNERS ASSOCIATION, INC.

ACC REQUEST FOR EXTERIOR CHANGE

The owner must receive confirmation from the association manager that the ACC Request has been approved for the proposed work to commence.

Name: _____ Date Submitted: _____

Address: _____ Lot Number: _____

Phone: _____ Email Address: _____

I, the owner, request approval for the change(s) to my property indicated below. I understand that work may NOT BEGIN until these changes have been approved by the Architectural Committee (ACC). I further understand that once started, the changes must be completed in a reasonable time. Satisfaction of inquisitions and acquisitions of all building permits, licenses, setbacks, local codes and inspections are my responsibility. I also understand that if my homeowner association fee is delinquent, I will be denied on the basis of the account delinquency. Once the association fee is in a current status (including any and all fines or other outstanding debt to the homeowner association), the ACC will only then promptly review and act on the request. The ACC is not responsible for verifying current status and response time requirements.

Owners Signature: _____ **Date:** _____

DRAWINGS AND/OR PLANS OF YOUR PROPOSAL PLUS COLOR SAMPLES MUST ACCOMPANY THIS REQUEST.

Deliver with all items requested to:

Green Leaf Homeowners Association
c/o Alachua Management Services
PO Box 310

Alachua, FL 32616 or Email to: teata@amsalachua.com

Please describe in detail your proposed change(s) below. Include a copy of your property plat and indicate the exact location of the proposed change or addition. Also include a sketch/drawing with the following information: style, dimensions, materials, color of the proposed change or addition, and the proposed construction time schedule. Request for repaint must include a color sample. Should the ACC require additional information, your request will be deferred until additional information is received.

REQUESTED START DATE: _____

ESTIMATED COMPLETION DATE: _____

*** Misrepresentation of any item in the request will void any approval by this Board. ***

Description of Change(s): Addition/Alteration to Exterior: _____

*** Misrepresentation of any item in the request will void any approval by this Board. ***

Attachments: _____

VENDORS:

Contractors Name: _____ Phone: _____

Contractors Name: _____ Phone: _____

Contractors Name: _____ Phone: _____

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BOARD DECISION: (UP TO 30 DAYS TO RESPOND)

Date request received by ACC: _____

Approved: _____ Denied: _____

Comments: _____

Date: _____ Signature: _____