

# Guidelines and Instructions for Sandy Point Architectural Change Request

All Sandy Point homeowners are responsible for submitting a Sandy Point Architectural Change Request for every planned project. Please, do not start a project, sign any contracts or order materials for a project before getting approval from the Architectural Control Committee.

## STEP #1: Notify ACC in Writing



- Via email or a short note notify the ACC chairperson about every planned project 30 days in advance of the project's estimated start date.
- The ACC chairperson will contact you to discuss the project and set up a meeting (Step 2)
- Complete steps 1 and 2 before filling out the Sandy Point Architectural Change Request forms.

## STEP #2: Pre-Project Meeting



- Before submitting a full Architectural Change Request, member/s of the ACC, Sandy Point Property Manager, and project contractor must meet with you to discuss the project details.
- During the meeting, the required information and documents that the homeowner must submit with the request will be identified for the homeowner.
- The meeting will help eliminate back and forth requests for missing information, documents, or plan adjustments in order to be in compliance with the Sandy Point architectural guidelines.

## STEP #3: Submit Request



- how to get the forms: download from the SP website, copy from the SP Homeowners Handbook or request copies from the ACC chairperson.\*
- [www.sandypointcondos.com](http://www.sandypointcondos.com). To access the forms use the Sandy Point Homeowners user ID and password. Click on the Residents Only tab, then click on Sandy Point Forms to download.
- Submit 2 copies of your completed request and supporting documentation to the ACC chairperson.

## STEP #4: Onsite Project Meeting with ACC



- Your request will be forwarded to ACC members for review. The ACC will contact you within 10 days to schedule an onsite meeting to discuss your ACC Request and documents you submitted for approval.
- ACC members, SP Property Manager, the homeowner and if needed the project contractor.
- Please direct all questions regarding your request to the ACC chairperson. The SP Property Manager does not manage the approval process.

## STEP #5: Project Approved , Approved with Conditions or Denied



- You will be notified in writing, usually within 10 days after the ACC has received all required information and documents, provided the meeting described in step 4 above has occurred.
- More complex projects can require a longer period of time to review and may also require a \$500 security deposit or 10% of the project cost whichever is greater.
- Sometimes a project that has been denied can be modified to meet the approval guidelines and a new Architectural Control Change Request can be submitted.

### \*ACC FORMS

The following forms are required for all requests: 1. Guidelines and Instructions for Architectural Change Request (2 pages)  
2. Homeowner Change Request Checklist (1 page)  
3. Sandy Point Architectural Change Request (5 pages)

In addition, print and submit the Sandy Point Supplemental Change Request Instructions for any of the following:

1. **Decks:** new, replacement, repair, stain (if a new color).
2. **Windows, Doors and Skylights:** new, replacement, color (must match trim or siding color) Must fit existing opening.
3. **Appliance and Mechanical Systems:** for water heater, HVAC (furnace, air conditioning), dryer vent or other vents.
4. **Solar Energy Systems:** portable, may not be attached to roof, siding, trim, decks, fences, walkways, docks, common ground.