

Architectural Application Procedures and Standards

Architectural Application Procedures

What needs Approval?

As per our Declaration XIII – Architectural Control, virtually any change to the exterior appearance of your property (i.e., home improvements, additions, alterations, modifications, fencing, landscaping, etc.) requires approval from the Board of Directors or Board appointed Architectural Control Committee. These procedures aim to ensure that any modifications or improvements made within the Deer Creek Village community adhere to the community's guidelines and maintain the desired aesthetic and standards. It's important for homeowners to follow these procedures to avoid any violations or issues.

- **Application Submission:**

- Fill out the DCV Architectural Improvement Application completely, including the start and estimated completion dates.
- Submit one application per type of home improvement project. Multiple applications are allowed for different projects.
- Send the application(pdf) and required attachments to DCVHoa.ACC@gmail.com or drop a hard copy at the Deer Creek Village clubhouse. When dropping a hard copy please email the above email address and email us to let us know the application was dropped off. This is not a regularly monitored drop box.

- Smart Forms can be found on the Sentry Management Community Pro Owners' Portal after January 2024. This will be a complete online process.

- Incomplete applications will be automatically denied until corrected.

- **Approval Timeline:**

- Allow 30 days from the receipt of the application for a response or approval.
- Do not start any work, including ordering materials, prior to ACC approval.

- **Special Approvals:** (ACC applications outside of pre-approved colors or styles).

- Projects requiring special board approval will be presented at the regularly scheduled board meeting.
- Applications must be received by the Wednesday prior to the meeting to be added to the agenda. Meetings are the second Thursday of each month unless change was noted at the prior meeting.
- Applications received after this date will be placed on the following month's agenda.
- Homeowners' presence at the board meeting is recommended but not mandatory.

- **Specific Projects and Documentation:**

- For projects like fences, screen rooms, patios, etc.:
 - Provide a detailed description of the project, including materials, dimensions, and finishes.
 - Include a plot plan or survey showing the project's location on the property.
 - Include all easements and show the project to scale on survey.
 - Obtain all adjacent property owners' signed permission when using the property lines.
 - Include photos of the areas to be improved.

- **Exterior Paint Approval:**
 - Complete the Architectural application.
 - Include photos of the home.
 - Provide color scheme number, paint brand, and/or color code in each section (Body/Trim/Door). Schemes may not be mixed and matched.
 - Circle areas to be painted under each color section.
 - Include existing roof color and gutter/flashing color for reference.

- **Color Schemes outside of pre-approved colors:**
 - Attach actual color samples to the application.
 - Photos and Photocopies will be rejected, and the application will be denied.
 - Provide color scheme number, paint brand, and/or color code in each section (Body/Trim/Door)
 - Circle areas to be painted under each color section.
 - Include existing roof color and gutter/flash color information for reference.

- **The Architectural Control Committee (ACC) will evaluate all plans.**
 - After receiving a request, a member of the ACC will contact you to discuss the specifics of the project. Arrangements will be made if an 'on-site' inspection is deemed necessary.
 - The ACC will then evaluate the plans using the standards provided in Article VIII, Section 8.2 of our Declaration.

- **Notification of Approval or Denial:**
 - Written approval or denial will be sent to the Management Company to forward it to the respective lot owner within a reasonable period of time (not to exceed 30 days).
 - NOTE: The ACC reserves the right to refuse approval of any proposed plans that, in its sole discretion, are not in the best interest of the Deer Creek Homeowners Association.

- **Notice of Completion:**
 - Homeowners must contact the Manager or ACC within 5 days of completing the project for final approval.
 - Projects completed without ACC approval may lead to violations and related actions. Arrangements will be made if an 'on-site' inspection is deemed necessary.

- **Expiration and Completion:**
 - Application approval is valid for 60 days.
 - Major construction must start before the expiration date and be completed within one year or in line with Orange County permits.