

## **REQUEST TO THE LONG MEADOW ASSOCIATION, INC., (“LMA”), ARCHITECTURAL CONTROL COMMITTEE (“ACC”).**

Instructions and Notes: v. Please be sure to read and understand all material on Page 2, which explains why the ACC exists and why you are required to submit this form before embarking on any alteration or exterior change or use to your home. If in doubt, please contact a member of the ACC rather than assume that your proposed work on your house does not require ACC approval.

1. If submitting a paper application, please submit four copies of a complete application to a member of the ACC. If submitting an electronic copy, please email a scan/pdf of the completed application to [acc@longmeadowassociation.com](mailto:acc@longmeadowassociation.com). You must submit hard copies of anything larger than a letter-sized sheet of paper (e.g. plats, surveys, blueprints), as well as physical samples (e.g. material, paint samples).
2. A “complete application” consists of this form, signed by all property owners (“you”), and complete plans and specifications for the work/changes/additions/uses. In cases of additions to the house, the application must also include the survey/plat certified by a local surveyor, and plans under architect’s seal.
3. If required, the ACC will contact you for payment of nominal fees as outlined in the covenants/Bylaws. Please contact a member of the ACC for fee information.
4. Your complete application will be considered by the three ACC members (and, if applicable the LMA-chosen architect) and then the LMA Board for final approval. One copy will be returned to you with the ACC’s decision. You may be required to sign and return that, showing you agree to the ACC’s that decision. Be advised that any decision by the ACC relates only to compliance with the “architectural covenants” as required and delineated in the underlying restrictive covenants and LMA Bylaws.
5. A favorable decision by the ACC does not obviate your responsibility of conforming to all applicable County building codes, construction codes, setbacks, easements, zoning codes, restrictions etc. It is therefore understood that prior to commencing any work, you must obtain all necessary permits/approvals from the appropriate authorities, in addition to securing the approval by the ACC.
6. Please only complete PART A of this form. PART B will be completed by the ACC.
7. In the event this Request is denied, you have the right to communicate with the ACC in an attempt to reconcile any differences.

Since this document is available on the web, we have chosen to respect the ACC Members’ privacy and not post their names and contact details for the world to see. Please email [acc@longmeadowassociation.com](mailto:acc@longmeadowassociation.com) or contact the Long Meadow Association President ([president@longmeadowassociation.com](mailto:president@longmeadowassociation.com)) for any information, including the names and addresses of the ACC Members to submit this application (or any required parts) in paper form.

## **Explanation of the Architectural Control Committee (“ACC”) and Request Form.**

Years ago, Gordon Sugar (who built this development) personally supervised the RESTRICTIVE COVENANTS which appear in our deeds. In 1985, this control was assigned to The Long Meadow Association, Inc., and the bylaws governing them were approved by the residents. Our homeowner's association is now the authority, acting through its Architectural Control Committee (“ACC”), to grant or deny permission to homeowners who want to make changes to the exterior of their property as well as others matters (like the uses thereof) addressed in the covenants.

The covenants govern how you use your property. You should have received a copy of these when you settled on your property. For your convenience, members of the ACC can provide you with a copy of the covenants, or you can download them at <http://longmeadowassociation.com/faq>. This is not merely an Association matter, it's a legal matter. The association has simply taken over the handling and the implementation of the architectural covenants that pertain to ownership in Long Meadow. But we do recognize that there may be some misunderstandings and lack of knowledge as to the content and meaning of the covenants.

These covenants, which run with the land (Article VII of the By-laws and 1950's deed are recorded in the Land Records), became applicable to you when you purchased your property. This means that you must submit your written plans and specifications (under architect's seal in cases of substantial changes/additions, etc), along with a Request Form to the ACC for approval before making any alteration or exterior change or use to your home. **You must first obtain written approval from the ACC for any and all changes of any nature on your property.**

Please understand that any change in your property that is visible from the outside — including change of paint color, new siding, fencing, changes to windows, any doors, satellite dishes, solar panels, additions, separate buildings, garages, shacks/sheds, and property use — all must first be approved in writing by the ACC on the following form. The foregoing is not an exhaustive list.

The ACC's function is simply to make sure that they advise a home owner as to whether change requests conform to the covenants and bylaws, and to approve or disapprove the change(s). These neighbors are volunteers and we hope you will make their job easier and cooperate with them. The Committee may require detailed plans and specifications under architect seal. Please do not wait to apply to the ACC until the contractor is at your door and ready to perform work. The ACC has 30 days to pass on your Request and if you amend it, the 30 days starts anew.

What happens if you do not file with the ACC and you build something that turns out to be in violation of the covenants? The answer is that you may have to tear it out or tear it down. And if you refuse, it may wind up in court and the Association will look to you for expenses, including legal bills.

On the plus side, we all have an opportunity to make sure that our properties remain attractive and our property values high. It is for the good of all! So, please play by the rules!

Thanks for your help. Sincerely,

The Long Meadow Association, Inc.



ACC Request Form. PART B:      Date Rec'd: \_\_\_\_\_, Date of Decision: \_\_\_\_\_

Decision: \_\_\_\_\_ Approved  
          \_\_\_\_\_ Approved with attached contingencies  
          \_\_\_\_\_ Denied

Approval is subject to the following contingencies:

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(see attached contingency form, if any)

ACC Members:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Signatures

3. \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Print or type names

3. \_\_\_\_\_

Property Owners:

The undersigned property owners acknowledge receipt of this Request to ACC form and agree to abide by the terms hereof.

\_\_\_\_\_  
Signatures

\_\_\_\_\_  
Print or type names