



# The Retreat at Storm Branch

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## Architectural Control Committee Guidance

Homeowners:

Section 1, Article III of our *Declaration of Rights, Restrictions / Affirmative Obligations and Conditions* identifies restrictions regarding property and residential improvements for our neighborhood. Specifically, section 8 requires that improvements must be approved in writing by the *Architectural Control Committee* (ACC) **before work begins**.

Please ensure that requests are properly submitted through the Association Link portal (<https://alink.cincwebaxis.com>). Doing so will ensure compliance and help to avoid the cost of rework.

**Homeowners should review the full restrictions**, but a summary of these are provided here for general awareness.

### Required Information and Conditions Needed for ACC Review and Approval

**Fences** - please include:

1. The material and style (i.e. Wooden Shadow Box or Black Aluminum Ornamental, including height).
2. The site plan (i.e. a sketch or map) showing the location of the fence with measurements of the fence, distance from all property lines if the fence is not on the property line, gates and where it attaches to the main house.
3. Acknowledgement that access to the site must be through the homeowner's property (i.e. not through common property or walking trail).
4. Acknowledgement that materials or dumpster will not be stored on the street.

**Pools** – please include:

1. The site plan showing:
  - a. the pool layout with concrete deck or above ground pool with wood decking
  - b. the location of the pool pump, filter, etc. with overflow and drain
2. The fence location and material, if the yard is not fenced.
3. Acknowledgement that all required permits remain visible for project duration.
4. Acknowledgement that all excavated dirt will be hauled away.
5. Acknowledgement that access to the site must be through the homeowner's property (i.e. not through common property or walking trail).
6. Acknowledgement that materials or dumpster will not be stored on the street.

**Small Storage Sheds (under 200 ft<sup>2</sup>)** – please include:

1. The site plan showing the location on lot with measurements from the side and rear property lines.
2. A brochure or plans showing the style, material, and colors.
3. Acknowledgement that colors will match the existing home.
4. Acknowledgement that access to the site must be through the homeowner's property (i.e. not through common property or walking trail).

**Larger Storage Sheds (>200 ft<sup>2</sup>)** – please include:

1. The site plan showing the location on lot with measurements from the side and rear property lines.
2. A brochure or plans showing the style, material, and colors.
3. Acknowledgement that colors will match the existing home.
4. Acknowledgement that access to the site must be through the homeowner's property (i.e. not through common property or walking trail).
5. If the shed is built on site, an acknowledgement that the materials or dumpster will not be stored on the street.

**Detached Garage** – please include:

1. The site plan showing the location on lot with measurements from the side and rear property lines, and driveway access.
2. The architectural plans including the floor plan, elevations, details, type of materials and colors.
3. A copy of the building permit.
4. The name of the contractor with license number.
5. The construction schedule including start and finish dates.
6. Acknowledgement that all required permits will remain visible for project duration.
7. Acknowledgement that access to the site must be through the homeowner's property (i.e. not through common property or walking trail).
8. Acknowledgement that materials or dumpster will not be stored on the street.

\*Please note that additional information may be required and will be determined on a case-by-case basis.