

Hi Neighbors:

Now that Outdoor Project Season is here, I just thought I'd toss a reminder out about when you need to complete a Design Review Committee Project Approval Request. <<http://homesteadfarm.org/wp-content/uploads/2009/11/DRC-Form.pdf>>

Generally, you should always check the Guidelines - located here <<http://homesteadfarm.org/wp-content/uploads/2009/10/Residential-Improvement-Guidelines2007.pdf>> - before doing any exterior work, because there are exceptions located in them. For example:

* Some windows were allowed to remain which did not have muntin bars. But when these are replaced, the new ones now must have muntin bars.

* Some garage doors have windows in them and, when replaced, will not be allowed to have windows in them.

In general, however, you can do general landscaping - under 200 square feet - and can replace/repair exterior features with identical manufacturer, model, and/or color without filing a Request.

Any landscaping over 200 square feet or which changes the manufacturer, model, style, color, other exterior change will require a Request to be filed.

Please do not send Requests to a Design Review Committee person, to a Board member, or to me. The person you send it to might be out of town or not available, and your requests might not get acted on for quite a while. Send all Requests to ACCU - see address below. They will log it and send email copies out. They know who is traveling and can't act on it. The DRC does it's work via email and the internet, but we can't work on something sitting in a mailbox. Thanks.

If you have any questions, call or email me. Email is generally better, as I usually get that when I am traveling.

To file a Request:

* Decide what you will want to do, get input from neighbors, get bids, etc.

* Don't start working until you receive an approved Request!

* Send the request to ACCU - see below. Do not send it to a Design Review Committee member.

* Then complete a Design Review Committee Project Approval Request<<http://homesteadfarm.org/wp-content/uploads/2009/11/DRC-Form.pdf>> including:

* If painting, color swatches and descriptions of where each color will go. Do not use words like "Accent color", but instead say "Front door and shutters". The Guidelines state we have a Paint Palette book, but I don't know where it is located and have never seen it - Sorry.

* If making any physical exterior change - including landscaping, then drawings or plans done to rough scale (hand drawn is fine as long as we can tell what is being done) must be included:

* Show the relevant information such as the Lot lines of the Lot, the outside boundary lines of the home as located on the Lot, etc. If a copy of an improvement survey is available, it is an excellent base from which to draw.

* Existing improvements, in addition to the home, should be shown on the drawing or plan and identified or labeled. Such existing improvements include driveways, walks, decks, trees, bushes, etc.

* The proposed improvements should be shown on the plan and labeled. Either on the plan or on an attachment, there should be a brief description of the proposed improvement, including the materials to be used and the exterior colors.

* All plans or drawings and other materials should show the name of the Owner, the address of the home, and a telephone number.

* Email the Request to Cherlynn Witt
cherlynnwitt@accuinc.com<<mailto:cherlynnwitt@accuinc.com>> or mail it to:
ACCU, Inc.
2140 S. Holly St.
Denver, CO 80222

Do not send to a Design review Committee person or to me.

* We have 30 days from receipt to approve the Request. If the Request is not complete, we have 30 days from the time we receive the required extra information. We try to get these done in 10 days or less, but vacations and special requirements on some requests can cause them to take longer.

* We will mail and usually call you with the results. If you included an email address, we will also email you the results.

* If we do not approve your request, we will tell you why and you can either correct the issue or appeal to the Homestead Farm Homeowners Association Board for a review.

Thanks,
Tony

Tony Hjelmstad
Design Review Committee Chairman
Homestead Farm HOA