

# Shadow Brook Homeowners Association

Mailing Address: P.O. Box 20271, San Jose, California 95160-0271 – Email: [ACC@shadowbrook.org](mailto:ACC@shadowbrook.org)

## Architectural Control Committee (ACC) Request Form

First Name(s)		Last Name(s)	
Address			
Home Phone		Cell Phone	
Email			

All request forms and supporting documents must be submitted to the ACC via email to [acc@shadowbrook.org](mailto:acc@shadowbrook.org). Acknowledgement of receipt of this form will be via email.

### Brief description of work to be done

Please attach plan drawings for landscaping, remodeling, or siding projects, and include all applicable preparation/installation methods required by the HOA rules. Please refer to the Shadow Brook website - <https://www.shadowbrook.org> for ACC Rules and CCR's.

### Complete description of materials to be used

Manufacturer	
Color Name(s)	
Color Code(s)	
Paint finish (flat or matte) if applicable	
Date when samples will be available	
Date when work is to begin	
Date when work is to be completed	

### Notification and Approval Time:

Please submit your request for paint, landscaping, siding, or roofing projects at least two weeks prior to the beginning of work and at least 30 days prior for exterior remodeling or new construction projects. This will provide enough time for the ACC to coordinate its schedule to review the proposed work.

This form must be submitted by email. If you do not receive an email from the ACC confirming it has been received within 48 hours, please resubmit or contact the ACC.

**Architectural Control Committee ("ACC") Approval:** Any ACC approval (for exterior remodeling, new construction, landscaping, etc.) is effective for six (6) months from the approval date. After that time, approval is considered expired and you must resubmit your plans. Painting projects should be completed within 90 days of the approval date.

Architectural Control Committee: [acc@shadowbrook.org](mailto:acc@shadowbrook.org)

---

<b>For committee use</b>	Date received	Date acknowledged
Notification of approval	Start date	Completion date