

Shadow Brook Swim Club Homeowners Association

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

Architectural Control Committee (ACC) Request Form

Notification and Approval Time:

Please submit your request form and supporting documents via e mail to acc@shadowbrook.org --

- **At least two weeks prior to the beginning of work** for paint, landscaping, siding, or roofing projects
- **At least 30 days prior to the beginning of work** for exterior remodeling or new construction projects.

First Name(s)		Last Name(s)	
Address			
Home Phone		Cell Phone	
Email		Date of submission	
Start Date		Completion Date	

- If you do not receive an email within 48 hours confirming your request has been received, please resubmit or contact the ACC.
- Upon the completion of any work for which approval is required, the owner shall give written notice of completion to the Architectural Control Committee. Please send e mail when project is completed to acc@shadowbrook.org
- If your project involves any digging, you may be digging close to underground utility lines connected to your home. Contact 811 to have your underground lines marked before your project begins. Visit california811.org or call 811 at least two days prior to your digging or planting project to schedule a crew to come mark your underground lines. There is no charge for this service.

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. If this is a painting project, please indicate where each color will be used – siding, trim, entrance door, garage door, etc. Please refer to the Shadow Brook website - <https://www.shadowbrook.org> for ACC Rules and CC&R's.

Complete description of materials to be used

Manufacturer	
Product Name	
Color Name(s)	
Color Code(s)	
Paint finish (flat or matte) if applicable	
Date when samples will be available	

Architectural Control Committee ("ACC") Approval

Any ACC approval (for exterior remodeling, new construction, roofing, 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 and solar projects should be completed within 90 days of the approval date.