

ACC Home/Lot Improvement Request Checklist

July 1, 2025

Governors Point Property Owners Improvement Association (GPPOIA)

The importance of the Architectural Control Committee (ACC) in maintaining and/or improving the property values of **ALL** Property Owners within our subdivision cannot be overstated. Members of the ACC are volunteers and need to be supported by all Property Owners as well as the Board of Directors (Board).

This ACC Improvement Request Checklist is **not** intended to be a replacement for the GPPOIA Deed Restrictions and/or Bylaws. When looking for specific language or clarification, Property Owners should refer to the GPPOIA Deed Restrictions and Bylaws, dated June 2018, as their primary source of information.

The Board is providing this ACC Home/Lot Improvement Request Checklist to help Property Owners get through the improvement request process in as timely a manner as possible.

- Once a **fully completed** request form is received, the ACC has 30 days to make its decision.
 - Property Owners can avoid unnecessary and frustrating delays in the review process by ensuring that their initial request form is submitted with all required information entered on the form **and** by attaching any clarifying information or required documents. The more information initially supplied, the better. The ACC does what it can to expedite its review; however, it is up to the property owner to supply the ACC with the required forms, permits, and information in a timely manner.
- New Construction Requests:
 - Must include a copy of the property's survey or plat with the specific location of the new structure's location indicated on the survey or plat. This includes, but is not limited to, any new house, garage, carport, fence, boathouse, and/or other buildings/structures.
 - The new structure must be set back a minimum of 20 or more feet from the front property line. The front property line is defined as the location between the front two survey "pins" depicted on the survey or plat. It is **not** 20' from the center of the street or edge of the street.
 - The new structure, except for fencing, cannot be placed within any building lines/easement (i.e., 5' from sides & back property lines and 20' from front property line/pins).
 - Samples or photo representations and descriptions of the exterior walls, trim, and roofing colors and materials are required (i.e., walls will be cement board and painted "name of color." All trim will be painted "name of color." The asphalt shingles will be "name of color." The fence will be "name of color.")
- Remodeling/Replacement Requests:
 - If a current structure, including fencing, is being moved, extended, or otherwise modified from its current location, the New Construction restrictions and survey/plat submissions noted above apply.
 - Any currently "grandfathered" structure that is being remodeled or replaced, even if it is not being moved, extended, or otherwise modified from its grandfathered location, must be supported by the same survey/plat submissions as with a New Construction request.
- Fencing Requests:
 - In addition to the above survey/plat requirements, the height, material type (i.e., 6' wooden privacy, 4' chain-link, 4' wooden rail or picked, etc.) and samples or photos depicting the paint or stain or finish color must be submitted.
 - Fencing cannot be closer than 15' from the front property lines as depicted by the front survey **pins**.
- Paint and Stain Requests:
 - For all new construction, remodeling, or simply repainting any structure, including fencing, a sample or photo depiction of the paint or stain must be submitted.