

**ASC CHECKLIST**  
**www.commonsatvalleylakes.com**

- Complete the attached ASC packet in its entirety.
- A copy of your Plot Plan/Survey (provided at the closing of your home or obtained from your local Records Office) with the proposed change(s) clearly marked on the plot plan. Include the dimensions of the improvement(s) to your lot (fence, deck, patio, etc.).*
- Include a Picture and/or Brochure of the item or materials used to make the item. If the item is already installed, please take picture of completed project.*
- For Fencing Improvements, include the bid from the professional installer who will be installing the fence.*

*Please be sure to include this checklist and all necessary documents with application, as incomplete applications will not be processed. It is the goal of the Committee to approve all applications within 15 days of receiving a completed application.*

*\*An ACC form must be submitted and approved by the ACC Committee before work can begin on your improvement.*

*\* An approved ACC form does not indicate compliance with any/all building, city, county, state laws and/or ordinances.*

*\* It is the homeowners responsibility to confirm property lines and/or utility easements and applicable setbacks before beginning the improvement.*

**Applications can be submitted the following ways:**

**Mail:           Main Street Management, LLC  
                  PO Box 745  
                  Lafayette, IN 47902**

**Fax: (765) 742-6401**

**Email: [info@mainstreetmanagementllc.com](mailto:info@mainstreetmanagementllc.com)**

ARCHITECTURAL STANDARDS COMMITTEE  
COMMONS AT VALLEY LAKES HOA, INC.  
[www.commonsatvalleylakes.com](http://www.commonsatvalleylakes.com)

**Homeowner Request for Change**

*Please complete items 1-5 only and provide owner of record signature.*

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Lot Number \_\_\_\_\_

2. Briefly describe the proposed change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Please list below the major construction materials which will be used in this project. Be as specific as possible. (Exterior materials must conform to those used on the original building or be sufficiently compatible.)

\_\_\_\_\_

\_\_\_\_\_

4. Lot Description. (Please check all that apply)

Pond Lot

Next to Playground /Common Area

Corner Lot

5. Project schedule:

A. The project will be done by:  Homeowner  
 Contractor(s) Name \_\_\_\_\_  
 Both

B. Please indicate the approximate time needed to complete the project, subsequent to the Board approval. \_\_\_\_\_

C. Please indicate any building permits that will be required. \_\_\_\_\_

\_\_\_\_\_

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**NOTE:** All submitted materials shall remain the property of the Association. You may wish to make a copy for your personal records. The Board/Architectural Committee is allowed up to 30 days from date of receipt to approve your request.

If your home is newly constructed, you are encouraged to wait until the "final grade" has been established on your lot before installing any fencing or landscaping improvements.

All improvements should be done in accordance with all recorded Covenants, Conditions, and Restrictions for The Commons at Valley Lakes. All codes and regulations met thru the City or County that you live in must also be met.

I hereby acknowledge that I have read and understand the ARCHITECTURAL STANDARDS set forth by the Board, as well as the Declaration of Covenants and Restrictions for The Commons at Valley Lakes. This application meets all standards as well as the recorded Declaration. It is required that applicant contact city and municipal entities to secure the necessary permits required for the project. Should the applicant not do so, violates said permits and/or does not follow in detail the Covenants and Rules of the Association, the applicant may have to remove improvement to bring into compliance with above. If applicant does not remedy the situation, the applicant hereby gives consent that the HOA has their approval to enter the property and remedy the situation and charge the applicant for all costs associated with the remedy including legal and related fees.

Homeowner's \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_

----- **DO NOT WRITE BELOW** -----

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**ARCHITECTURAL STANDARDS COMMITTEE**  
**The Commons at Valley Lakes.**

**Committee Action:**

- Approved as submitted
  - This improvement must meet Architectural Standards and the recorded Declaration.
  - Complete site clean-up and repair of any damage to common area or adjacent property to be the responsibility of the applicant. Approval based on plans as submitted.
  - Owners are responsible for knowing not only the location of all easements, but also any and all agency's rights within those easements.
  
- Approved with conditions stated in comments (The above 3 items also apply to approval with conditions)
- Deferred
  - Additional information required: \_\_\_\_\_
  - \_\_\_\_\_
  - Other: \_\_\_\_\_
  - \_\_\_\_\_
  
- Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_

All approved projects must be completed in 120 Days from date of approval.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
ARCHITECTURAL STANDARDS COMMITTEE Representative