

# Architectural Control Committee

## Homeowner Request for Change on Property

### Return Request to:

#### Pines of Greenwood ACC

P. O. Box 472 -- Greenwood, IN 46142

steve.milbourn@aol.com

Request

Date \_\_\_\_\_

**This Request for Change is only good for sixty (60) days from the date the ACC Committee signs the Request. The project must be completed within the sixty (60) days. After that you must reapply for a new permit.**

01. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip Code

E-mail \_\_\_\_\_ Lot # \_\_\_\_\_

02. Describe the proposed change: \_\_\_\_\_

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03. Will there be changes or modifications in basic utility services or existing structures to accommodate the proposed change(s)? Please indicate.

	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Electric	_____	_____	Exterior Wall(s)	_____	_____
Telephone	_____	_____	Patio Fencing	_____	_____
Gas	_____	_____	Patio Slab	_____	_____
Water	_____	_____	Sidewalks	_____	_____
Sewage	_____	_____	Pavement(s)	_____	_____
TV Cable	_____	_____	Other _____		

04. 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.)

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04. Continued – \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

05. Will the proposed project extend beyond your property line? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
If yes, please provide the name and address of the affected homeowner below  
Name \_\_\_\_\_ Address \_\_\_\_\_

06. If the proposed project is an addition or alteration that would change the structural appearance of your residence, please attach the following information:  
A. Blueprints or working drawings indicating all necessary dimensions and elevations.  
B. If available, a photograph or drawing of a similar completed project.

**\*\*\*\* NOTE:** *A plot plan indicating the location and dimensions of the project must be included for any Architectural Change Request.*

**Your plans will be returned to you if a Plot Plan is not included.**

07. Project schedule:  
A. The project will be completed by: \_\_\_\_\_ Homeowner  
\_\_\_\_\_ Contractor(s) or \_\_\_\_\_ Both  
Contractor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
B. Please indicate the approximate time needed to complete the project, subsequent to the Committee approval \_\_\_\_\_  
C. Please indicate any Building Permit(s) that will be required.  
\_\_\_\_\_  
\_\_\_\_\_

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**NOTE:** All submitted materials remain the property of the Homeowners Association.  
You may wish to make a copy for your personal records.  
I hereby acknowledge that I have read and understand the **Architectural Controls Standards** set forth by the Committee.

**Homeowner's Signature** \_\_\_\_\_

Reference Address \_\_\_\_\_

**DO NOT WRITE ON THIS PAGE**

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ACC Committee Action:

- ☐ Approved as submitted
- ☐ Deferred
- ☐ Additional information required

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☐ Other

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☐ Denied -- Comments

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Authorized Signature(s): 1 \_\_\_\_\_

**Pines of Greenwood**

**Homeowners** 2 \_\_\_\_\_

**Association Officers**

**(ACC Committee)** 3 \_\_\_\_\_

Date: \_\_\_\_\_

***If you have any additional questions, you may call  
Steve Milbourn, President – Pines of Greenwood HOA  
317-525-7291 or e-mail – [steve.milbourn@aol.com](mailto:steve.milbourn@aol.com)***

# Please read the following information –

**Ordinance No. 99-12 -- Section 1 -- 1.3.2.5.** established The Pines Planned Unit Development District in 1999. There were certain items that **were not allowed**, i.e., including -- **detached garages, carports, utility storage sheds, and above-ground swimming pools are prohibited**. In-ground swimming pools are permitted in rear yards only and shall not encroach upon easements.

**The new Ordinance No. 24-45, was passed on December 2, 2024 -- utility storage sheds, hot tubs or spas, and above-ground swimming pools are now allowed. A hot tub or spa and an above-ground swimming pool would also require a fence around the backyard to encompass the hot tubs, spas, and in-ground or above-ground swimming pools.**

## Steps to Obtain a Permit for any of the items above –

01. You must apply for a permit if you are applying for any of the above items.
02. Complete an Architectural Control Form (ACC). This form is on our website. Complete the form and mail it to: The Pines of Greenwood HOA, P.O. Box 472, Greenwood, IN 46142.
03. Once we receive the form with documents provided, we will sign off on the form and return a copy to you. Once you have received your copy, You will take the signed copy of the ACC form to the Greenwood Planning Department.
04. The Greenwood Planning Department will issue you a permit. The City will collect a permit fee.
05. **If you do not obtain a Permit and go through this process, the City of Greenwood can shut your project down. The Building Commissioner or his representative may stop at at your home to review your project.**

Sincerely



Steve Milbourn

*President – (Term expires Dec. 31, 2025)*

The Pines of Greenwood HOA

Cell Phone: 317-525-7291

e-mail: [steve.milbourn@aol.com](mailto:steve.milbourn@aol.com)

cc: Sharon Lidrbauch, Vice President -- [sharonbauch@att.net](mailto:sharonbauch@att.net) – (Term expires Dec. 31, 2026)  
Melissa Burton, Secretary -- [meldietel@sbcglobal.net](mailto:meldietel@sbcglobal.net) – (Term expires Dec. 31, 2027)  
David Woloszyk, Board Member -- [davidwoloszyk@outlook.com](mailto:davidwoloszyk@outlook.com) – (Term expires Dec. 31, 2025)  
Ashley Koers, Board Member -- [ashleykoers28@gmail.com](mailto:ashleykoers28@gmail.com) -- (Term expires Dec. 31, 2027)