

Homeowner Guidelines for Submitting Architectural Project Requests

Review the Association's Covenants, Conditions, and Restrictions (CC&Rs) Design Guidelines (available in your Homeowner Portal – access via eHammersmith.com) for the specific project.

- Does the Association have a paint specific review form?
- Does the Association have an approved color palette?
- What are the guidelines for shed dimensions, decks, paint/shingle material/color?

Plan ahead! The review timeline can be 30 – 90 days (specified in the CCR's, Design Guidelines)

Provide a complete/accurate review form. Most Associations have a specific review form available in your Homeowner Portal – access via eHammersmith.com.

Processing is delayed when information and documentation is missing from your request.

Provide supporting documentation for the request:

- Image/illustration of the existing condition
- Image/illustration/plot plan with detailed information for the request
- All dimensions/measurements
- Image/illustration of **exact** location for the specific item(s) requested
- Samples/images of all materials to be used
- Samples/images of colors to be used
- Any additional information to clarify the request for the Board/Committee

Paint

- Provide manufacturer's paint color samples labeled with paint color name, code, and area of use (trim, body, and/or accent).

Roof

- Provide an image/sample of proposed shingle, warranty info, and brochure.
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Review forms must be completed by the Homeowner. Request forms completed by anyone other than the Homeowner will not be processed.

Include your email address on the form.

Submit the information to CommunityCare@eHammersmith.com via email in one .pdf document rather than providing multiple attachments, jpg and links, or submitting by fax. Fax is difficult to read.

Your efforts to improve the process are appreciated!

