

**READ THIS FIRST BEFORE SUBMITTING ACC REQUEST**

**HOA Guidelines**

All roofing replacements projects require ACC pre-approval. Homeowners who fail to gain ACC approval and proceed with work may be subject to fines as outlined in the [Governance Policies](#), 38-33.3-209.5 (1)(b)(IV). The HOA reserves the right to review and approve all requests by way of the [Revised and Consolidated Protective Covenants](#).

**Re-roofing with the same material and color requires approval and is not automatic as some existing roof colors or styles may not be re-approved.**

**All Homes within CKSII Sections 1,2 and 3 are required to submit ACC Requests (even if you are a non-member).**

**ACC Recommendations**

The Architectural Control Committee recommends that the roofing of homes should complement and take into consideration the color of the existing brick, windows, and paint colors. The intention is to promote harmonious living and preserve the intended design of the community.

**Please See Next Page for Request Form Details**

**Request Form**

**Please provide details about your project:** This will allow the ACC review process to move quickly. The Homeowner is responsible for providing samples, drawings, pictures, and other documentation as requested by the ACC.

- 1) **Roofing Plan:** Clearly state and provide the Brand, Shingle Type, and Color Finish being installed. Also note the roofing installer. (*Jeffco regulations/ permitting can be found below*)
- 2) **Current Photo:** Please provide a photo of the front of your home showing the paint and brick color. Also provide a link or photo of the sample roofing material.

**Sample ACC Request – Roofing Plan:**

Project Info info

Project Type: Roof

Project Description: Replacement of roof and gutters on house and backyard shed.  
IKO Dynasty Class 3 Impact Resistance Asphalt Shingle  
Color: Shadow Brown  
Link: <https://www.iko.com/na/residential-roofing-shingles/performance/dynasty/>  
Contractor: ABC123 Roofing 303-303-3030  
Gutters: 4" Matching house trim color (white)

Describe Improvement in detail. Use the Drop Zone to attach if necessary paint samples, building materials, building or landscape plans, fence layouts, product brochures and other plans for structures.

Additional Details

Project Documents: drop zone

Upload OR Mail a photo of your home.

File: Choose Files No file chosen

**[ACC REQUEST FORM](#)**

**Online Form:** <https://office.smartwebs.com/Arc//SWForms/index.cshtml#/forms/10805f4c-10c3-eb11-811b-000c2903e046>

**Compliance with Local Municipalities**

Homeowners are responsible for any work, construction, or improvements to their property and must be entirely compliant with applicable building codes and zoning regulations. Approval by the Architectural Control Committee is not an endorsement of design, material, labor, or contractor, and any such approval shall not provide compliance with building codes, zoning codes, county ordinances, or any other regulation as set forth by local, state, or federal law makers. **Permits are required for all work.**

Jefferson County Website:

<https://www.jeffco.us/> (Type in the search bar: Re-Roofing) >> <https://www.jeffco.us/2191/Re-Roofing>