

## **ARCHITECTURAL CONTROL COMMITTEE (ACC)**

Annual Report 2024-25 Recap

April 28<sup>th</sup> 2025

### **2023-24 Architectural Control Committee Members**

Ryan Corell (2026)  
641-583-1320  
rjcorell@gmail.com

Mike Janssen (2025)  
641-420-8726  
mike.janssen@hartlandlubes.com

Laura Doerfler (2026)  
641-425-8678  
ladoerfler@gmail.com

Steve Watson (2026)  
641-425-4613  
Steve@henkelconstruction.com

Sungha Josh Kim (2025)  
Kemsh7910@gmail.com

In 2024-25, we reviewed:

#### **2: New Construction/Home**

#### **24: Improvement Projects (Windows, doors, porch, solar, patio, landscaping, paint, deck, siding**

#### **5: Complaints**

We welcome questions on the procedures and requirements for improvement and new construction projects. Our procedures have not changed in the last year but for the benefit of anyone not familiar with them this report includes some general information to assist in the process. If anyone has a project that may include new materials or changes that may be questionable, please contact someone with the ACC to assist with any questions.

We encourage members to look at the Asbury website and read the "Rules and Regulations of Architectural Control Committee" which outlines the submittal process including the required forms as well as prohibited elements in Asbury Farms. The website also includes the bylaws and covenants which will answer many of the questions that come up. We have rejected applications involving exterior materials that are not allowed. The rules do not state the materials prohibited but rather those that are allowed. If any resident is not sure about a product, we encourage them to first bring it to the attention of a committee member before submitting an application. It is very important to remember that a contractor may say their material has been approved in other developments but that may not be the case in Asbury. Each project is unique, and the ACC must consider the implications of items not approved.

We want to note that the procedure for new homes and additions can be a little more complicated because there are specific parameters required. The footprint on the lot is important as well as the general appearance of a new house or addition and the City's building permit may even be contingent upon approval by the ACC. When a property is purchased, the covenants are in the abstracts and the new owners are already bound to these requirements, so it is wise to review them before starting any project. We encourage anyone hiring a contractor to review them before finalizing any plans or materials in case the request is not approved.

When we receive a request to look at a project, we try to accommodate the homeowner as quickly as possible. We don't want to hold up the job. At least two (2) of us look at every job and we try to give the homeowner an answer as quickly as possible. However sometimes the process is more extensive, especially if it is a material or product currently not approved or not present in Asbury. There are also instances when the Asbury Board of

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Directors needs to be involved in a decision. All homeowners should be aware of the bylaws and the approval process to help plan work accordingly. Do not assume we will automatically approve every request.

### **WHAT DO WE REQUEST ON A JOB?**

THE “RULES AND REGULATIONS” REQUIRE THAT WE APPROVE ANY CHANGES THAT WILL ALTER THE APPEARANCE OF YOUR PROPERTY.

There are two forms to the Asbury Farm website that identify the different type of projects you may have and assist in providing the information we require. One form is titled “**New Construction**” and the other is “**Improvement Projects**”. These forms are to be filled out with every project along with plans and details as applicable. We request that the applicable form be filled out describing the project and include the name, address, phone number, and email address so we can get back to you in a timely manner. Emailing the forms and any supporting information is acceptable however hard copy drawings at a readable scale and material samples are required.

For new construction we will want to see a site plan, floor plans, elevations, proposed materials, and if possible, an artist rendering of the project. If it is a new house we need to know where any pavement will be (such as sidewalks, driveways, and patio areas). Any house addition would require the similar information for approval especially the relationship to the property line and/or common area. We have been requiring more lots be surveyed to ensure the location of any building addition. The final colors of the house must be approved including siding, masonry, trim, doors, windows, and shingles. Some materials and colors do not meet our approval so don't let an existing home be your guide. Also, some homes in the general area are on the end of streets that are not in the Asbury addition and are not required to follow our rules so please don't use them as an example.

For improvement projects regarding changes to the property such as decks/patios, landscaping, pavement, etc. we will want to see a site plan with the existing house, pavement, landscaping, property lines, and any utility easements on the property. The drawing should indicate the work involved and associated dimensions to the property lines. For any color or material changes we will want to see samples of the color on the appropriate material or color charts describing the color and applicable location, but no drawings are required. If there is no change in color, you do not need approval from the committee. If you are changing the material but keeping the same color, you will need approval from the committee.

When we approve a project, the homeowner must be completed within nine months, or the approval process will need to be redone. New homes often take longer than nine months and as long as progress is visible additional time is given without a request by the homeowner.

We want to see good improvements and maintenance in the area to keep Asbury the fine neighborhood it has been for years. Likewise, if any resident owners have concerns and/or complaints about property condition or projects, please contact one of the committee members.

Respectfully submitted by Ryan Corell, Chair, Asbury Architectural Control Committee