

## INTRODUCTION

In an effort to make Color Board submissions more efficient and uniform we have designed a Color Board layout which is accompanied by this helpful and easy to follow guide. A photo will be taken of each Color Board for our records following the Color Board Inspection / Review.

# General Information

## LIST OF THE THREE REQUIRED ITEMS TO BE SUBMITTED

- Color Board Application  
(The Color Board Application may only be submitted using the online Color Board Application.)
  - All Applications can be found on our website [www.kaacm.com](http://www.kaacm.com)
    - Go to the "RESIDENTAL" page of our website.
    - Click on the name of your community listed at the bottom of the "RESIDENTAL" page.
- Physical Color Board.
- Check (Application Fee)

## WHY ARE COLOR BOARDS REQUIRED?

Color Boards are required help determine if the colors and/or materials you have proposed are:

- Different enough from surrounding homes to be allowed for your use.
- Appropriate for the style of home and for the area in which it is located.

## THE COLOR BOARD AREAS

Depending on the home and number of materials, not all "Material Sample" areas of the Color Board may need to be used.

## SAMPLES & MATERIALS REQUIREMENTS

- No larger than 5"x 5".
- Mounted on a single Color Board.
- Texture can significantly affect the perceived color of Stucco and therefore the color must be submitted on a physical sample of the Stucco using the intended texture.

### ***Get Your FREE Color Boards!***

Available to be picked up at our office during normal business hours:

Mon – Thurs 8:00 – 5:00

Friday 8:00 – Noon

Visit us online for additional Contact Info

[www.kaacm.com](http://www.kaacm.com)

**▲ Important Note:** Actual / Physical materials are required. Photos may only be used in addition to the physical material sample.

### **MOUNTING SAMPLES & MATERIALS:**

All predominant materials, color swatches, etc. should be mounted to the very edge of the Color Board.

#### **+ Common Question:**

*Why mount materials, color swatches, etc. to the very edge of the Color Board?*

- When the Color Boards are brought to your lot, the Inspector conducting the review of the proposed materials and colors may need to hold up the samples mounted on the Color Board to existing homes in the area that may have similar colors and/or materials.
- Mounting these materials, swatches, etc. to the very edge allows the Inspector to make these comparisons without the need to pull your samples off the Color Board.

### **TEXT:**

For ease of readability, all text on board should be:

- SIZE: At least 24pt
- FONT: Arial or Calibri

**▲ Important Note:** *No handwritten text will be accepted.*

### **LABELING MATERIALS & SAMPLES:** *(in the following order)*

Each material should have the materials information (again in at least 24pt Arial font) directly below the sample as follows:

1. Location of Sample *TRIM, SIDING, ETC.*
2. Manufacturer's Name *SHERWIN WILLIAMS*
3. Manufacturer's Color Code *SW 7540*
4. Color Name *ARTISAN TAN*

### **UNAPPROVED ITEMS**

Any Samples/Materials/Items not included on the physical Color Board, regardless of if they are listed on the Color Board Application, are considered "Unapproved".

Any "Unapproved" Samples/Materials/Items installed and/or applied to the home may require, at the sole expense of the home builder, material and/or color changes even after the completion of the home.

### **USE THE COLOR BOARD LAYOUT GUIDE**

All Color Boards are required to comply with this Color Board Layout Guide, which is also provided on our website ([www.kaacm.com](http://www.kaacm.com)).

Any boards that do not comply with the Color Board Layout Guide will **NOT** be accepted for Review.

### **AVOIDING DELAYS**

To avoid delays in the Review of a Color Board & Application, please ensure that all Item information, colors & materials are included and identical on both the online Color Board Application as well as the physical Color Board.

Builders who submit incomplete and/or inconsistent Color Boards & Applications will be required to:

- Fill out a new online Color Board Application to include ALL materials.
- Pick up the incomplete Color Board to add any missing Items and return the corrected Color Board to our office for review.

## ***How to easily assemble your Color Board***

***“As Easy as 1,2,3...4”***

To further simplify the assembly of the Color Board, we have divided it into **four** Sections. Listed by their position on the Color Board from top to bottom as follows: *(Please see the Color Board Layout Example on the last page of this guide for further reference.)*

### **SECTION 1: TITLE & LOT INFORMATION** *(in the following order)*

1. Builder Company Name in all caps      *JOHN SMITH BUILDERS*
2. Physical Address      *1234 Allen Blvd.*
3. Legal Address      *Lot 1, Block 2, Section 3, Village of Creekside Park*
4. If desired, the Resident's name may be added below "Legal Address".

### **SECTION 2: RENDERING OR FRONT ELEVATION**

Either a 2D or 3D color rendering or color front elevation should be centered in this Section and be as large as Section 2 will allow.

*See? You're already half done. Section 3 is waiting for you on the next page.*

**SECTION 3: MATERIALS & SAMPLES** (Excluding Brick & Stone)

There should be no more than three predominant colors per house.

**+ Common Question:**




What types of items/materials are considered when applying predominant colors?

- Siding
- Stucco
- Trim
- Shutters
- etc.


**Reminder:** These materials & swatches must be mounted to the very edge of the Color Board.

**+ Common Question:**

What types of items/materials are not considered when applying predominant colors?

- Garage Door 
- Lamps 
- Roof
- Front Doors 
- Wrought Iron
- etc.

**Reminder:** These items can be mounted in the center of "Section 3" if necessary because they are not considered predominant color contributors.

For the items listed above with an  icon, you must include a color photo of the item (Front Door, Lamp, etc.) on the board in addition to the physical sample.

If the roof material is a color blend and not all pieces are the same, please include a color photo of the blend on the board in addition to the physical sample. *(The photo should include all color variations of the blend.)*

**▲ Important Note:** If the roof material is a heavy material such as clay tile, then it may be placed in Section 4 at the bottom of the Color Board.

Garage Doors and Front Doors must match be painted one of the three predominant colors unless they are wood doors and are being stained instead of painted.

*Three Sections down, just one to go. Section 4 is on the next page.*

**SECTION 4: BRICK, STONE & HEAVY MATERIALS**

When using Stone, Brick and/or Roof mix, please use a physical sample of the mix.

- These materials are mounted towards the bottom of the board due to their weight.
- If the brick/stone is a blend and not all pieces are the same, please include a color photo of the blend on the board in addition to the physical sample. (The photo should include all color variations of the blend.)

**Reminder:** All materials and samples must be mounted on one Color Board per lot. No additional sample boards will be accepted.

**Reminder:** Please remember to fully label each material as noted on Page 2 (LABELING MATERIALS & SAMPLES)

**Reminder:** Please mount these materials to the very edge (again for ease of comparison).

**Are you a more “Visual” person?**  
**Yeah, we are too.**

If you’re like us, then you’re probably thinking,

**“It would be great  
if I could **SEE** how the layout of  
a Color Board should look.”**

We thought so too.

**Join us on the next page and feast your eyes  
on the Color Board Exhibit.**

**Still have questions?**

**No problem, we’re here to help.**

*Just give us a call. One of our helpful and experienced Team Members will be happy to assist you.*

**281-367-5430**

Please note that manufacturers, names, colors, products, items, etc. noted in this guide are for example use only and do not indicate any pre-approved manufacturers, names, colors, products, items, etc.

FOR OFFICE USE ONLY - COLOR BOARD CHECKLIST

- ☐ Received by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_
- ☐ Full house plans & Color Board form attached to scheduled inspection.
- ☐ Inspected by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_
- ☐ Photo taken & saved to server by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_
- ☐ PDF of form saved to server & builder emailed by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Handle Cutout



\*Builders have 10 business days from the date an approval or disapproval was emailed to pick up their processed color boards before they are discarded.

SECTION 1

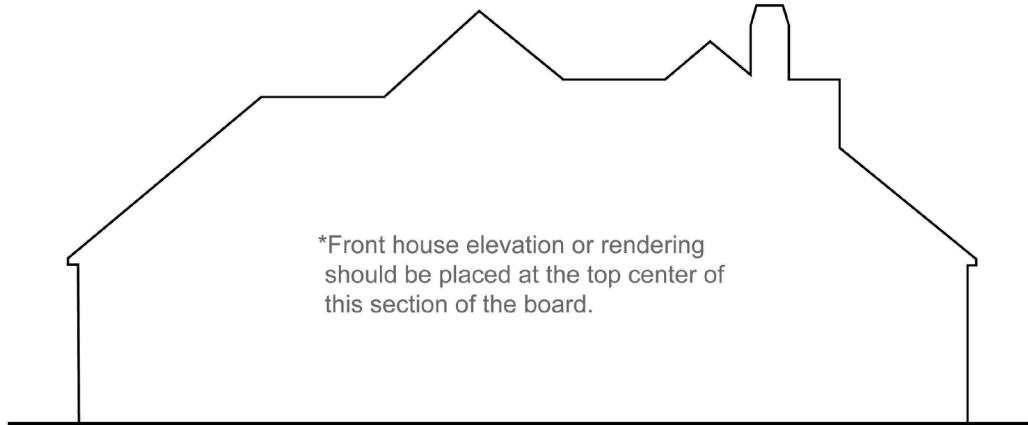
\*This section of the color board is the "Title & Lot Info Section".

\*Board should be vertically oriented with handle cutout at the top.

**BUILDER COMPANY NAME**  
**Physical Address**  
**Legal Address**  
**Residence name if desired**

\*Text in this area should be at least 24pt Arial font centered on the board and center justified. Builder Company Name in all caps.

SECTION 2



\*Front house elevation or rendering should be placed at the top center of this section of the board.

SECTION 3

\*The middle section of the board is the "Materials Sample & Info Section".  
 \*All predominant colors/materials other than the roof materials should be lined up to the very edge on the Color Board so that they may be held up to existing materials in the surrounding area for comparison. Material information should be placed directly below material sample and be at least 24pt Arial font.

**MATERIAL SAMPLE**

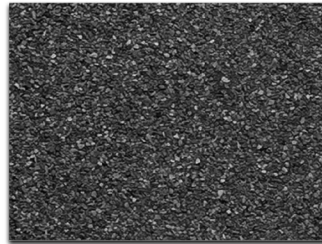
\*THERE SHOULD BE NO MORE THAN THREE PREDOMINANT COLORS PER HOUSE.

1. Location of Sample (Trim, Siding, etc.)
2. Manufacturer's Name (Sherwin Williams)
3. Manufacturer's Color Code (SW 7540)
4. Color Name (Artisan Tan)

**NON-PREDOMINANT COLORS/MATERIALS**  
 i.e.

Front Doors, Garage Doors, Wrought Iron, Lamps, etc.

\*Roof material should be centered towards the bottom of the materials section.



Roof Color Name  
 Manufacturers Name & Color Code

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SECTION 4

\*The bottom section is the "Brick & Stone Section".  
 Brick and stone samples should be mounted to the very bottom edge of the Color Board with the material information placed directly above the sample in at least 24pt Arial font.

1. Manufacturer's Name (Acme)
2. Manufacturer's Color Code (AS014)
3. Color Name (Gray Chopped Lueders)

1. Manufacturer's Name (Acme)
2. Manufacturer's Color Code (A1357)
3. Color Name (Abriq)

