

QUESTIONS ASKED ABOUT ARCHITECTURAL CONTROL COMMITTEE (ACC) PROCEDURES

WHAT IS THE PURPOSE OF THE COMMITTEE?

The purpose of the committee is to maintain property values by protecting the environmental and architectural integrity of the Subdivision in accordance with the provisions of the Declaration. Most covenants state that no building, structure or improvement of any character shall be erected, placed, added to or altered on any lot until the building plans, specifications and a site plan showing the location of the proposed structure or structures have been submitted to and approved by the Architectural Control Committee for the Association as being in compliance with the restrictions as to use, quality of workmanship and materials, nature of materials, harmony or external design and colors with existing and proposed structures, and location of improvements with respect to topography, finished grade elevation, lot boundary lines and building lines, and within the scheme and design of Declarant.

WHAT ACTION IS REQUIRED OF OWNER(S)?

Prior to making any changes or improvement, any owner planning to change or add to the existing structures on a lot must submit a request in writing to the ACC stating the details of the intended change, improvement or need for variance and attaching samples or plans to more clearly describe the projected change or addition. If any change, improvement or action in variance from the Declaration is taken prior to written approval of the ACC, the Association has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property.

WHAT TYPES OF ITEMS REQUIRE WRITTEN APPROVAL?

Some examples of improvements/alterations requiring written approval from the ACC may include:

Antennae, Satellite Dish Installation, Light fixtures, Playscapes, Fences, Retaining Walls, Garage Door Replacement, Solar Devices, Storage Buildings/Sheds, Decks, Major change in landscaping, Patio Cover, Trampolines, Swimming Pools, Flagpoles

Check your governing documents for your specific Association!

CAN THE COMMITTEE GRANT VARIANCES FOR CERTAIN DETAILS?

The Committee is authorized to grant selective variances for things such as location, height, number of Improvements, materials, etc, but the owner must request this variance, giving reasons why it should be granted so that the Committee can make a reasoned decision.

WHY DO WE HAVE TO PUT EVERYTHING IN WRITING?

The formal request and approval process is necessary to assure that every owner's desire to improve his or her property can be given due process without discrimination. It will also provide the owner(s), the Committee and the Association Board with a permanent record of actions taken under the Declaration.

WHAT DO WE NEED TO SAY IN THE REQUEST?

A number of owners have already requested and been granted approval to add improvements to their property by following the procedures outlines in the Declaration, but there are some owners who have expressed surprised and consternation about having to "ask permission" to improve their own property. Your subdivision was developed and made subject to a Declaration and all owners become obligated to follow the terms of the Declaration when they receive the deed to their property. The simple form on the reverse has been created to make it easier for all owners to submit requests for improvements.

ARCHITECTURAL CONTROL COMMITTEE REQUEST FORM

ASSOCIATION NAME: _____

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvements of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, buildings, building add-ons, garages, pools, etc. submit the following to the Architectural Control Committee prior to initiating work on the planned improvements:

- (1) A completed Request Form
- (2) Complete and detailed building plans, a material listing and specifications
- (3) A property survey/plot plan showing the location of the proposed improvement

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1 ,2 & 3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from their property. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to initial request. . If contractor/city permit requires a portable toilet facility, please place location on site plan or plat. The association may request further information to be submitted, in accordance with the governing documents. The association reserves the right to decline to review a submittal until all applicable materials for the submittal are received.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Owner Name(s): _____

Property Address: _____

Lot #: _____ Section: _____

Phone: _____ Email: _____

_____/_____/_____

Construction Start Date

Estimated time of completion

PROJECT DESCRIPTION

<input type="checkbox"/> Pool/Spa	<input type="checkbox"/> Patio/Deck
<input type="checkbox"/> Landscape Improvement	<input type="checkbox"/> Fencing
<input type="checkbox"/> Play scape	<input type="checkbox"/> Other _____
<input type="checkbox"/> Storage Shed/Outbuilding	

Please submit all applicable information along with this form

Location of improvement (Check area(s) that apply)

___ Front of dwelling ___ Back of dwelling ___ Side of dwelling ___ Roof of dwelling ___ Garage
___ Patio ___ Other (describe) _____

Material to be used for the improvement (Check applicable items)

Brick: Specify Color _____

Wood: Specify Color _____

Siding: Specify Type _____

Painting: Specify Color _____

Stain: Specify Color _____

Cement

Electric

Aluminum

Stucco

Rock

Glass

Who will do the actual work on this improvement?

Check one: Owner _____ Contractor _____

Contractor Name _____ Contractor Phone # _____

Contractor Email _____

*Please Note: This form is being provided as a courtesy and as a general guideline for modification submittals. It is the owners responsibility to verify specific requirements and deadlines needed for the submission with the association's governing documents (including covenants, conditions and restrictions, rules and regulations, architectural guidelines, and all other governing documents) prior to submitting the request for review and approval. By this form, neither the association nor Certified Management of Austin, LLC make any representations about the specific requirements of the governing documents. Copies of all governing documents are available from Certified Management of Austin LLC for a copy fee. Submitting this form is part of the submittal process. The association will review request and render decisions based on the associations governing documents. I agree that no construction, installation or modification shall commence without prior written approval from the Association, except as expressly provided by the governing documents. I understand that all construction will meet City codes and that the ACC committee approvals do not override these codes but rather are intended to work with them. The committee's failure to respond to a submittal within any time frame does not represent approval of the request unless otherwise expressly provided by the association's governing documents. ***Required Field: Failure to complete will result in delay of processing request and may result in application being denied.***

Signature

Date

Email to: modifications@inframark.com and attached all required materials, plans, photos

To mail submittal send to:

Inframark

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