# 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 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 of 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 change 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 include (refer to the Declaration for other details):

- \* Antennae
- \* Playscapes
- \* Solar Collectors
- \* Major change in landscaping
- \* Swimming Pools

- \* Satellite Dish
- \* Fences and walls
- \* Storage Building, Patio Cover
- \* Flagpoles, light fixtures

#### 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 outlined in the Declaration of Protective Covenants, but there are some owners who have expressed surprised and consternation about have to "ask permission" to improve their own property. Your subdivision was developed and made subject to a Declaration of Protective Covenants 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 request for improvements.

# ARCHITECTURAL CONTROL COMMITTEE IMPROVEMENT REQUEST FORM

ASSOCIATION:			DATE:		
In accordance with the recorded coverights and values, it is required that a patio covers, decks, outside buildings initiating work on the planed improve	ny owner who , fencing, bui ements.	o is considering improve Iding add-ons, etc. subm	ments of his deeded pro it the following to the A	perty to include, but i	not be limited to
(1)	A completed	Improvement Request	Form	T 101 /1	
(2)	Complete an	d detailed building pla site/plot plan showing t	ns, material listing and	1 specifications	
FAILURE TO SUBMIT THE REQU DENIAL OF YOUR REQUEST FOI homeowner to remove the improvem urged to review the recorded deed res	ESTED ATT  R IMPROVEMENT TO THE ITEM IN THE ITEM IN THE ITEM ITEM ITEM ITEM ITEM ITEM ITEM ITE	ACHMENTS (ITEMS I MENT. If any change is property. Any homeow	,2&3) PRIOR TO COM made without approval	ISTRUCTION MAY , the Committee has t	he right to tell the
PLEASE PRINT THE FOLLOWING	INFORMAT	TION:			
Owner Name:		Address:			
Home Phone:			p:		
Briefly describe the improvement wh					
Who will do the actual work on this i Homeowner  Location of improvement (check actu  Front of dwellingBack o	mprovement?  al areas that a	Contractor name & papply)	phone#		
PatioOther (describe)			Roof of dwelling	Garage	
Material to be used for the improvem Brick – Color Wood – Color		·	Electric	Stucco	
Siding Wood Paint - Color Other (explain)			Glass Stain	Color	
I understand that the Architectural Cotheir decision. I agree not to begin proconstruction will meet the City codes work with them.	ontrol Commi operty impro	ttee will act on this requivement without written a	approval from the ACC	Committee. I unders	tand that all
Homeowners Printed Name		Signature		I	Date
Construction Start Date		Estimated time of co	mpletion		
	Return	this form to the address	or fax listed below:		
		ANCE ASSOCIATION			

ALLIANCE ASSOCIATION MANAGEMENT
115 WILD BASIN ROAD, SUITE 308, AUSTIN, TEXAS 78746
512.328.6100 FAX 512.328.6178