

ARCHITECTURAL REVIEW COMMITTEE (ARC)- IMPROVEMENT REQUEST FORM

Subdivision: _____

Date _____

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 improvement of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following to the Architectural Review Committee prior to initiating work on the planned improvements:

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

Do not submit unless all three blanks are checked and the required information is accompanying.

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 his property. Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request.

PLEASE **PRINT** THE FOLLOWING INFORMATION:

Owner Name _____

Address _____

Home Phone: _____

Work Phone: _____

Email: _____

Fax: _____

Briefly describe the improvement, which you propose?

Who will do the actual work on this improvement?

Location of improvement (check actual areas 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 - Color _____

_____ Cement _____ Stucco

_____ Wood - Color _____

_____ Electric

_____ Siding Wood _____ Aluminum _____

_____ Glass

_____ Paint - Color _____

_____ Stain - Color _____ Other

(Explain) _____

I understand that the Architectural Review Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision.

I agree not to begin property improvement without written approval from the Architectural Review Committee. I understand that all construction will meet with City codes and that the Architectural Review Committee approvals do not override the City codes but rather, are intended to work with them.

Homeowner Signature

Date

Construction Start Date

Estimated Completion Date

ARC Member Initials / Date

Approved or Disapproved

RETURN THIS COMPLETED FORM AND ATTACHMENTS TO

Preferred Association Management Company
P.O. BOX 20014
Austin, TX 78720