

ARCHITECTURAL CONTROL COMMITTEE (ACC) - IMPROVEMENT REQUEST FORM

(Rev. 10/13/2017)

Subdivision: Meadows of Brushy Creek HOA

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 exterior painting, roofs, patio covers, decks, outside buildings, sheds, fencing, building add-ons, playsets, basketball goals, solar panels, pool/spas, pergola/arbor, landscape, walkways etc., submit the following to the Architectural Control Committee prior to initiating work on the planned improvements:

- (1) Completed ACC Improvement Request Form
- (2) Complete and detailed building plans, material listing and specifications
- (3) Property site/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/Board has the right to request that homeowner remove the improvement from their property. Any homeowner considering any exterior improvement or modification to the property is urged to review the recorded deed restrictions prior to initial request.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Owner Name _____ Address _____

Home Phone _____ Cell Phone _____

Email Address _____

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 Control Committee (ACC) 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 Control Committee. I understand that all construction will meet with City codes and that the Architectural Control 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

Comments: _____

SEND TO THE FOLLOWING IF YOU ENCOUNTER ANY ISSUES UPLOADING APPLICATION
GOODWIN MANAGEMENT, 11149 RESEARCH BLVD. SUITE 100, AUSTIN, TX 78759; FAX (512) 346-4873
OR EMAIL TO: MBCMANAGER@GOODWINTX.COM

If you are not contacted within 5 working days from submittal, an email follow-up with the association manager is recommended