

# ARCHITECTURAL CONTROL COMMITTEE - IMPROVEMENT REQUEST FORM

(Rev. 4/16/2004)

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 Control 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.

**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 \_\_\_\_\_  
Austin, Texas \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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 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
_____ ACC Member Initials / Date	_____ Approved or Disapproved

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RETURN THIS COMPLETED FORM AND ATTACHMENTS TO  
ALLIANCE ASSOCIATION MANAGEMENT; 600 ROUND ROCK WEST DR. #601 ROUND ROCK, TEXAS 78681; (512) 310-2300; Fax (512) 310-2355



Date: \_\_\_\_\_

To: \_\_\_\_\_

Fax #: \_\_\_\_\_

From: Christine Gamache, Alliance Management



Date: \_\_\_\_\_

To: Christine Gamache, Alliance Management

Fax #: (512) 310-2355

From: \_\_\_\_\_

## ACC COMMITTEE REVIEW OF HOMEOWNER'S REQUEST FOR IMPROVEMENT

H.O.A. \_\_\_\_\_ Date Committee Received Request: \_\_\_\_\_

Homeowner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

☐ Exterior Change/Improvement

Approval requested for (Detail homeowner's request):

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_____ Committee Member Approval	_____ Date	_____ Approved	_____ Disapproved
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_____ Committee Member Approval	_____ Date	_____ Approved	_____ Disapproved
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_____ Committee Member Approval	_____ Date	_____ Approved	_____ Disapproved
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If disapproved, why?

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What changes are recommended before request will be reconsidered for approval?

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☐ Return to Homeowner**cc: Unit File with Attachments**