

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):

- * Antenna
- * Playscape
- * Solar system
- * Major change in landscaping
- * Swimming pool
- * Satellite dish
- * Fence and wall
- * Storage building, patio, patio cover
- * Flagpole, Light fixture, Fixed basketball goal
- * Rain harvesting system

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 herein has been created to make it easier for all owners to submit request for improvements.

**ARCHITECTURAL CONTROL COMMITTEE
IMPROVEMENT REQUEST FORM**

ASSOCIATION: Hillcrest 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 improvements of his/her deeded property to 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 proposed improvement location and dimensions and distances to property lines

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 require that the homeowner to remove the improvement and/or return the property to its original condition. Any homeowner considering any exterior improvement and/or modification to their property is urged to review the recorded deed restrictions prior to initial request.

Owner's Name: _____ Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

Briefly describe the improvement which you propose:

Who will do the actual work on this improvement?

Homeowner: _____ Contractor's Name: _____

Contractor's Phone#: _____ Contractor's Email: _____

Location of improvement (Mouse click to 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 (Mouse click to check applicable items):

Brick - Color _____ Cement Stucco
 Wood - Color _____ Electric
 Siding - Wood Aluminum Color _____ 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 ACC Committee. I understand that I am responsible for the construction / work meeting Federal, State and Local laws, codes, regulations and/or governmental requirements, and that the ACC Committee approval(s) do not make any representation or warranty that the plans, specifications or work comply with Federal, State, or Local laws, codes, regulations and/or governmental requirements.

Homeowner's Printed Name

Signature

Date

Construction Start Date
Mail Completed Form and Documents to:
PS Property Management Co., Inc.
P.O. Box 7079
Round Rock, TX. 78683
Attn: Hillcrest ACC

Estimated time of completion
Fax Completed Form and Documents to: PS
Property Management Co., Inc.
512-251-3470
Attn: Hillcrest ACC

NOTE: If you have scanner capability, print completed form, scan it with the required documents, and email to:

info@psprop.net Attn: Hillcrest ACC