

The Homeowners' Association for Chandler Creek, Inc. Architectural Control Committee – Improvement Request Form

(Rev. 03/2017)

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 included, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., to submit the following to the Architectural Control Committee prior to initiating work on the planned improvements:

- (1) This completed Improvement Request Form
- (2) Complete and detailed building plans, material listing and specifications, etc.
- (3) A property site/plot map showing the location of the proposed improvement (preferably the survey map provided to owner when they purchased the home)
- (4) City of Round Rock building permit (if required by the City – contact 512-218-5550 for more information) *****NOTE: ALL APPLICATIONS FOR SWIMMING POOLS, SOLAR PANELS, DECKS, PATIO COVERS AND SHEDS MUST BE ACCOMPANIED BY A CITY OF ROUND ROCK PERMIT – NO EXCEPTIONS*****

FAILURE TO SUBMIT THE REQUESTED ITEMS (ITEMS 1, 2, 3 & 4) 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 request removal of the improvement from the property by the homeowner. Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request. **I also understand that if I have an outstanding balance due to the HOA, my application may not be considered.**

PLEASE **PRINT** THE FOLLOWING INFORMATION:

Owner Name as listed on HOA Account: _____

E-mail address (**required**): _____

Property Address: _____

Mailing Address (if different): _____

Daytime Phone Number (**required**): _____ Alternate Phone Number: _____

Briefly describe the proposed improvement: _____

Projected Start Date: _____ Projected Completion Date: _____

Who will do the actual work on this improvement?

Homeowner

Contractor (name & phone number: _____)

Location of the improvement (check all areas that apply):

Front of dwelling

Roof of dwelling

Back of dwelling

Garage

Side of dwelling

Patio

Other (explain) _____

Material to be used for the improvement (check applicable items):

Brick – color (_____)

Wood – color (_____)

Siding – color (_____)

Paint – color (_____)

Shingles – color (_____)

Cement

Stucco

Electric

Gas

Stain – color (_____)

Other (explain) _____

I understand that the Architectural Control Committee will act upon this request within 30 days of receipt of a **fully completed application packet** 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 of Round Rock 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: _____

Please send (via US mail, fax or e-mail) this completed form and ALL required attachments to:

PS Property Management (Attn: CCHOA)
P.O. Box 7079
Round Rock, TX 78683
Tel: 512-251-6122 / Fax: 512-251-3470
admin@psprop.net