

# ARCHITECTURAL REVIEW COMMITTEE - IMPROVEMENT REQUEST FORM

Subdivision: Estates at Settlers Park

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 \_\_\_\_\_

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

\_\_\_\_\_ ARC Member Initials / Date

\_\_\_\_\_ Approved or Disapproved

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

\_\_\_\_\_

\_\_\_\_\_

**RETURN THIS COMPLETED FORM AND ATTACHMENTS TO**  
GOODWIN MANAGEMENT; 11149 RESEARCH BLVD. SUITE 100, AUSTIN, TEXAS 78759; FAX (512) 346-4873; OR EMAIL TO: KAREN.VAUGHN@GOODWINTX.COM  
*If you are not contacted within 5 working days from submittal, an email follow-up to the property manager is recommended*