

# Architectural Control Committee Submittal and Review Process

Following are the Review Procedures that each homeowner and the Arvhitectural Control Committee shall adhere to regarding any changes and / or improvements within residential properties within Country Brook.

Please note that an Architectural Control Approval form is not required when performing routine landscape maintenance to your property, such as planting flowers, trimming bushes, etc.

**Under no circumstances does approval by the Homeowners Association indicate full authorization.** In addition, it may be necessary to obtain building permits and structural approval as required by the city of Allen and / or Collin County, please verify this with the City Code Enforcement Division prior to beginning any work. All improvements are subject to local building regulations and restrictions of record. If a homeowner proceeds without all necessary approvals, he / she may be subject to legal proceedings as well as having to remove all unauthorized improvements. Currently the list of improvements that require a City permit are:

## Building & Code

Compliance (<http://www.cityofallen.org/forms.htm>)

Permits:

Accessory Building (Site Built)

Accessory Building (Pre-Manufactured)

Alteration, Repair, Fire Damage, & Misc.

Decks (30" or higher)

Fence, Subdivision Fence, or Screening Wall

Foundation

General Building Permit

Irrigation

Patio Cover, Carport, & Shade Arbor

Plumbing, Electrical, & HVAC

Pool

Residential Addition

Roof

Water Heater

1. Homeowner shall review the Declaration of Covenants, Conditions, and Restrictions. This can be found on the neighborhood website. Homeowner shall submit all requests **in writing** to "Country Brook HOA / Architectural Control Committee".
2. No verbal requests will be taken.
3. Please plan to submit your application at least 30 days prior to commencing improvements. Please plan accordingly to cover mail delivery.
4. Homeowner will include:
  - o What you intend to do,
  - o If a contractor is used, identify the person or company performing the work
  - o Plot plan, in rough form, with dimensions,
  - o Elevation, in rough form, with dimensions,
  - o Description of all surface finishes,
  - o Desired construction start and end dates, and
  - o Stain / paint chip of finishes.
5. All requests will be reviewed by the committee.
6. Homeowner may request their attendance at the next ACC meeting by contacting any ACC member or the management company representative and requesting to be placed on the meeting agenda for any appeal.
7. Following review by the Committee, requests will be either approved, or disapproved.
8. Notification to be sent **in writing** to the homeowner within fourteen (14) days of the Committee meeting.
9. Please double check your property plats to insure that you are meeting all building setbacks and easements before applying, this will prevent the need for a resubmission of any building permits.

# COUNTRY BROOK

## Application for Architectural Control Committee Approval

Please complete this form and attach a comprehensive diagram of the proposed property modification and send to the following:

Country Brook HOA  
 P.O. Box 1567  
 Allen, TX 75013

Or email: beverly@nmitx.com  
 Or fax: 972.359.1171

*Approval or disapproval notice will be given with the guidelines established in the current ACC guidelines.*

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Check any that apply**

- |   |   |  |   |                                       |
|---|---|--|---|---------------------------------------|
| <input type="checkbox"/> Home Addition    | <input type="checkbox"/> Driveway New/Extension     | <input type="checkbox"/> Garage Door       | <input type="checkbox"/> Shutters                 | <input type="checkbox"/> Outbuildings |
| <input type="checkbox"/> Exterior Design  | <input type="checkbox"/> Fence Stain                | <input type="checkbox"/> Extra Landscaping | <input type="checkbox"/> Play Structure           | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Exterior Paint   | <input type="checkbox"/> Fence replacement          | <input type="checkbox"/> Pool              | <input type="checkbox"/> Rear Patio Modifications |                                       |
| <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Satellite dish (> 1 meter) | <input type="checkbox"/> Retaining Wall    | <input type="checkbox"/> Screening/enclosure new  |                                       |

Is this a re-submittal?  Yes  No

**Description**

**Attachments (Initial plans and specifications are required, all color changes require a sample)**

Tell us what supporting documents you are including.

<input type="checkbox"/> Plans Sealed and Signed By Professional Contractor	<input type="checkbox"/> Revised Plans/Specifications	<input type="checkbox"/> Lot Survey
<input type="checkbox"/> Color Plans/Samples	<input type="checkbox"/> Materials Designation Plan/Samples	<input type="checkbox"/> City Permit

Est. Start Date:	Est. End Date:
Owner's Signature:	Owner's Signature:

**AGREEMENT:** By my signature above, I certify all information, data, and supplemental materials submitted in this application are complete, true and correct. I understand and agree no work may be performed prior to receipt of written ACC approval. I further understand that there may be no deviation from the terms of the written ACC approval; all deviations must be corrected at the homeowners' expense. I agree to be bound by the Association Rules, Regulations and standards. I certify my Association dues account is current and I have no outstanding fines or penalties and I am responsible for obtaining any necessary permits from the appropriate City of Allen Building and Zoning Departments.