

Carriage House Village Homeowners Association, Inc.
ARCHITECTURAL MODIFICATIONS REQUEST FORM

Owner Name: _____
 Lot Address: _____
 Email: _____

Mailing Address (if different from Lot Address):
 Street: _____
 City, State, Zip: _____

As stated in the Declarations for the Carriage House Village HOA, the Architectural Control Committee MUST approve any modifications to the exterior of your home or landscaping **prior to** an Owner beginning any modifications.

DESCRIPTION OF IMPROVEMENT OR CHANGE REQUESTED:

The following must be included with your request:

- _____ Dimensions (length, width and height)
- _____ Detailed list of materials (roof, siding, shingle type, plant materials, etc)
- _____ Paint colors used (if applicable)
- _____ A copy of the city or county permit application for all pools (if applicable)
- _____ A copy of your property plat showing the location and measurements of the improvement(s)

It takes approximately **30 days** to process a request if all the information is received. A member of the Committee may ask to inspect the property, or ask for clarifying documents. *You will receive written notification once the Committee has made a decision.*

The form may be mailed or scanned in to the HOA at the following addresses:

Carriage House Village HOA
 10800 Pecan Park Blvd, Suite 340
 Austin, TX 78750

Email to: manager@CarriageHouseVillage.com

I understand that the Architectural Control Committee will act on this request within 30 days of receipt, and will contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the ACC. I further understand and agree that all construction will meet City/County codes, and that ACC approvals do not override City/County codes, but rather are intended to work within them.

Homeowner's Printed Name

Signature

Date

ASSOCIATION USE ONLY:

Date received:
 Date to Committee:
 Decision Date:
 Owner notified:

Committee Member 1 Vote: APPROVE MODIFY DENY
 Committee Member 2 Vote: APPROVE MODIFY DENY
 Committee Member 3 Vote: APPROVE MODIFY DENY

Form date: August, 2013