

BULLARD CREEK RANCH PROPERTY OWNERS ASSOCIATION, INC.
Architectural Request Form Submission Guide

Please refer to the *Declaration of Covenants, Conditions and Restrictions (DCC&R)* for all architectural guidelines. If you have additional questions or concerns after reading the DCC&R, please call Carrie Montgomery with Azalea MC, LLC at (903) 262-0222 and she will be happy to assist you.

The Covenants state: "...No Architectural/Landscaping changes may be made without first getting approval from the *Architectural Control Committee (ACC)*...."

Azalea MC is not the ACC and does not make ACC determinations, acting only as a liaison between the Board of Directors/ACC and the homeowner(s).

1. Please **completely** fill out the ACC request form. If it is incomplete, the ACC will be unable to make a proper determination. The time period in which the ACC has to make a determination will begin when all materials have been submitted completely. We want to process your request as efficiently as possible and can better achieve this if the form is completed properly.
2. Please be certain to include **a copy of the plat of your lot** with the correct figures/measurements and placement of your improvement(s) clearly marked. You should have received a copy of your plat at closing. (*Should you need to obtain another copy of your plat it will be necessary for you to contact the title company that handled your closing.* Unfortunately, we **cannot** obtain this item for you.)
3. *Please include any construction plans and material samples, etc. you may have (depending on the project) as well as the requirements outlined in the covenants. This might include a list of materials like the type and color of wood, stain, brick, metal, etc. and possibly samples of the materials (at the ACC's request) after the initial application.*

Note: Azalea MC cannot fill out the ACC request form, plat, materials list, etc., for the homeowner. It is the homeowner(s) responsibility to obtain and complete these items. We will, however, assist in guiding you through this process as needed.

4. Once you have filled out the paperwork completely, included your plat, plans, and any other requirements according to the **covenants**, please email with a .pdf to carrie@azaleamc.com; or mail to:

Attention: Azalea MC, LLC
P.O. Box 46
Flint, Texas 75762
Email: carrie@azaleamc.com

5. In accordance with the Covenant guidelines, the ACC is allowed up to thirty (30) days in which to make and notify you of its' determination.
6. Once Azalea MC receives your completed application, it is logged and forwarded by email to the ACC.

Once Azalea MC receives the response from the ACC, the owner will receive an approval letter via email and/or by regular USPS. Should you disagree with the determination of the ACC, you have the right to request a *hearing*. The request for a hearing should be made in writing as soon as possible and sent to Azalea MC. Please note that Azalea MC does not have the ability to change a determination made by the ACC and/or Board of Directors.

We hope this guideline helps you with any Architectural Requests you may wish to submit.

Bullard Creek Ranch Property Owners Association, Inc.

Application for Home Improvement

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: HOME _____ CELL _____
 WORK _____ FAX _____

EMAIL: _____

APPLICABLE ITEMS REQUESTED (please check):

Modification to residence	_____	Fences/retaining walls/planters	_____
Landscaping	_____	Fence Staining	_____
Pool/Spa	_____	Patio Extension	_____
Arbor/Patio Cover	_____	Shed	_____
Basketball goal	_____	Trampoline	_____
Other Items:	_____	New Home Construction	_____

Brief Description: _____

SPECIFICATIONS

Fencing:
 Height _____
 Length _____
 Material _____
 Stain finish Color _____

Roof:
 Material _____
 Color _____
 Warranty _____

Building Exterior:
 Material _____
 Color Scheme: _____
 Exterior Walls _____
 Trim _____
 Other _____

Other Structures:
 Dimensions _____
 Siding Material / Color _____
 Roof Material / Color _____
 Total height of structure _____
 Variance requested and why? _____

Playground/Pool/Recreational Equipment:
 Dimensions _____
 Color _____

Patio Extension/Cover:
 Dimensions _____
 Color _____

Arbor:
 Dimensions _____
 Finish Color _____
 Pole Material _____
 Roof Material _____

Landscape Improvements:
 Tree Types _____
 Color _____
 Dimensions _____
 Retaining Walls/Planter Material _____

Contractor's Name: _____
 Address: _____
 Phone: _____

Owner's Acknowledgements: I understand: (Please initial each)

1. _____ that all proposed improvements must meet city, state and local codes. My signature indicates that these standards are met. I understand that all required permit(s) are my responsibility.
2. _____ **that any variation from the original application must be resubmitted for approval.**
3. _____ that no work on this request shall commence until written approval has been received.
4. _____ that any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed; that if alterations are made, I may be required to return the property to its former condition at my own expense if this application is denied wholly or in part, and that I may be required to pay all legal expenses incurred.

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- 5. _____ that any approval is contingent upon construction and alterations being completed in a workmanlike manner.
- 6. _____ that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
- 7. _____ that nothing herein contained shall be construed to represent that alterations to land or buildings in accordance with these plans shall not violate any of the provisions of building and zoning codes of the country to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restrictions.
- 8. _____ work has already been completed/started.

Please obtain your neighbors' signatures prior to submitting this application. It is a common courtesy to your neighbor to make them aware of your intent to make a change to your property. Neighbor signatures only indicate their awareness and in no way constitutes their approval or disapproval or that of the Committee or Board of Directors.

Neighbor Signature: _____ Date: _____

Address: _____

Neighbor Signature: _____ Date: _____

Address: _____

Neighbor Signature: _____ Date: _____

Address: _____

Neighbor Comments: _____

A complete set of working plans must be filed with this application (this should include plat plans, building floor plans, complete building elevations, materials, colors, grading and improvement plans and specifications). Please provide this by email with pictures or .pdf files. Samples of roofing materials and exterior color samples may be requested to be seen in person if a suitable picture or .pdf is not available.

Owner Signature: _____ Date: _____

Property Address: _____

Print Name(s): _____

**Please return this application to:
carrie@azaleamc.com, or
Azalea MC, LLC
PO Box 46, Flint, TX 75762**