

**TYLER OAK CREEK 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](mailto:carrie@azaleamc.com); or mail to:

Attention: Azalea MC, LLC  
P.O. Box 46  
Flint, Texas 75762  
Email: [carrie@azaleamc.com](mailto: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.**

**Tyler Oak Creek 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:	_____	<b>New Home Construction</b>	_____

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: \_\_\_\_\_

\_\_\_\_\_

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**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.

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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**