

THE PRESERVE AT BARTON CREEK  
ARCHITECTURAL CONTROL COMMITTEE (ACC)

QUESTIONS ASKED ABOUT THE ARCHITECTURAL CONTROL COMMITTEE'S PROCEDURES

WHAT IS THE PURPOSE OF THE COMMITTEE?

The purpose of the Committee is to maintain property values by protecting the environmental and architectural integrity of The Preserve at Barton Creek in accordance with the provisions of the Declaration. The covenants state that no building, structure or improvement of any character shall be erected, placed, added to or altered on any lot until the building plans, specifications and a site plan showing the location of the proposed structure or structures have been submitted to and approved by the Architectural Control Committee and Home Owners Association for The Preserve at Barton Creek as being in compliance with the restrictions as to use, quality of workmanship and materials, nature of materials, harmony or external design and colors with existing and proposed structures, and location of improvements with respect to topography, finished grade elevation, lot boundary lines and building lines, and within the scheme and design of Declarant.

WHAT ACTION IS REQUIRED OF OWNER(S)?

Prior to making any changes or improvement, any owner planning to change or add to the existing structures on a lot must submit a request (using the attached Improvement Request Form) in writing to the ACC stating the details of the intended change, improvement or need for variance and attaching samples or plans to clearly describe the projected change or addition. If any change, improvement or action in variance from the Declaration is taken prior to written approval of the ACC, the Association has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property.

WHAT ACTIONS REQUIRE PRIOR APPROVAL?

- \* The action changes the exterior appearance of a structure, alters the landscape design or increases the footprint of the house;
- \* Other types of projects that change the appearance of your home or lot, i.e., repainting the home in a new color scheme, building a playscape, installing landscape lighting, solar panels and water-collection devices, etc.;
- \* There is a redesign of roof or a change in the type of color of roof material. Roof repairs and replacement using material identical to the existing roof material does not require an application to the ACC;
- \* Fence installations and landscape redesign and alterations that change drainage flow;
- \* There are improvements that add impervious ground cover, such as driveways, walkways, parking pads, patios and sports courts;
- \* Installation of a flagpole;
- \* New pool construction and major redesign of an existing pool or hot tub.

Note: Routine maintenance and repairs necessary from time to time to maintain the condition of your home or replace dead landscaping may be completed without application to the ACC so long as there is no change in the appearance or footprint of your home.

CAN THE COMMITTEE GRANT VARIANCES FOR CERTAIN DETAILS?

The Committee is authorized to grant selective variances for things such as location, height, number of improvements, materials, etc., but the owner must request this variance, providing reasons as to why it should be granted so that the Committee can make a reasoned decision.

WHY DO WE HAVE TO PUT EVERYTHING IN WRITING?

The formal request and approval process is necessary to make sure every owner's desire to improve his/her property can be given due process without discrimination. It will also provide the owner(s), the Committee and Association Board with a permanent record of actions taken under the Declaration.

If you have any questions concerning a change you may be considering which falls within the above guidelines, please don't hesitate to call a member of the ACC. Also, if you are unable to locate your updated 2012-2013 Rules and Regulations for the Preserve at Barton Creek, please let a Board Member or ACC member know.

All applications to the ACC must first include an Improvement Request Form (see attached copy) from CMA, 101 River Hills Drive, Georgetown, TX 78628; Office: 512-339-6962, fax : 512-339-1317; email: [frontdesk@cmaaustin.com](mailto:frontdesk@cmaaustin.com).

In the event oversized trucks (including tractors and bobcats) will be used by the contractor/home owner during the construction/improvement, a \$150 nonrefundable fee will be required before any construction/improvement can go forward. The check is to be made out to The Preserve at Barton Creek and is to accompany the completed application and plans (per Article II, Section 2 of Rules and Regulations of The Preserve at Barton Creek Homeowners Association, Inc., revised 2/2010).

Once the completed Improvement Request Form and attached plans, check, etc. have been sent to CMA, CMA will send the information to the ACC Chairman and Committee members. The ACC will review the proposal, ask questions of the homeowner if necessary and provide comments concerning the proposal. Once the ACC members have reviewed the proposal and addressed questions/concerns, the ACC Chairman will notify the HOA Board of the homeowner's request and the Committee's findings, the HOA Board will vote on the request. Once the HOA Board has voted, both CMA and the ACC Chairman will contact the homeowner of the decision of the HOA Board and Committee.

Please note there may some ACC periodic inspections of the project. Once the project has been completed, the homeowner is to notify the ACC so that the file can be closed.



Other Notes: (explain) \_\_\_\_\_

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I understand that the Architectural Control Committee will act on this request within the required amount of time as outlined in the CC&R's based on the receipt of my submittal and will contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the ACC Committee. I understand that all construction will meet all city codes and that the ACC Committee approvals do not override these codes but rather are intended to work with them. I also understand that I have 90 days to finish the project once approved.

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Homeowners Printed Name

\_\_\_\_\_

Email Address

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_/\_\_\_\_/\_\_\_\_

Construction Start Date

\_\_\_\_\_

Estimated time of completion

**Email to: [frontdesk@cmaaustin.com](mailto:frontdesk@cmaaustin.com)**

Please remember to attach your plans.

Sending from your email is a sufficient signature.

**Send it to:**

**The Preserve at Barton Creek ACC**

**101 River Hills Drive**

**Georgetown, TX 78628**

**Office 512-339-6962**

**Fax: 512-339-1317**