

Springbrook Glen Homeowners Association
Request for Architectural Committee Approval

Note: Please review the Springbrook Glen HOA Covenants, Conditions and Restrictions and Architectural Rules, and local building codes before making your request, as no approval for improvement or variance may annul the CC&Rs or local building codes.

Address: _____ Date of Request: _____

Owner: _____ Telephone: _____

1. Is this an existing improvement?

Yes _____ No _____
(If yes please attach a photo)

2. Are you current with all your homeowners association assessments?

Yes _____ No _____

3. I request permission from Springbrook Glen HOA Architectural Committee to make the following improvements to my property: (note: one major improvement per request form.)

4. List the type of materials for construction, and colors (include information on all parts of improvements such as roof, sidewalls, etc, attach **2 copies** of any manufacturers' cut sheets and paint swatches). Please refer to Section 1.19, Plans and Specifications, of the CC&Rs for information that is required to process your improvement request(s).

5. Attach **2 copies** of a dimensioned picture, drawing, or plan of your proposed improvement. Also include **2 copies** of your plat plan/lot survey on the original size paper (Legal 8.5" x 14"), with your proposed improvement

Note: Request of additional information either not provided, or deemed necessary by the Architectural Committee, will cause the delay of the process, thus extending the review period appropriately.

Signature of Home Owner

Date

Mail To: Springbrook Glen HOA P.O. BOX 92649 Austin, Texas 78709
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The Architectural Committee will make every effort to review your request in a timely fashion, and issue a ruling in writing; at no time will a verbal approval be issued. No Architectural Committee member, HOA Board Member, HOA Staff Member, or other HOA representative is empowered to give verbal approval to any improvement. The only valid approval of an improvement is the "Request For Architectural Committee Approval" form which has been signed by the home owner and the HOA Board.

Once the Architectural Committee has ruled on your proposed improvement, one of the two copies of your plans, drawings, and/or paint swatches will be returned to you, for your records.