

ACC Improvement Request Form



Neighborhood:

Date:

Return this form and all attachments to:

Spectrum Association Management, LP
8303 North Mopac Expy, Ste. B120
Austin, TX 78759

Attach the Items Listed Below:

Per the governing documents of your neighborhood the following items must be submitted in order for us to process your request.

Phone: (512) 834-3900 Fax: (512) 834-3901

Email: contact@spectrumam.com

1. Detailed building plans must be submitted including the height, length, and width of the proposed improvements.
2. A property site/plot map showing the location of the proposed improvement must be submitted.
3. Submit a picture of each existing unapproved improvement.

Name: E-mail:

Address:

Home Phone #: Work Phone #:

Briefly Describe the Improvement:

Materials to be Used: (Check all applicable items)

- Brick Stain Shingles
 Stucco Wood Cement
 Siding Paint

List all of the colors that will be used.

Other:

Location of the Improvement: (Check all areas that apply)

- Front Yard Back Yard Side Yard

Other:

I understand the Architectural Control Committee (ACC) will act on this request and contact me in writing regarding their decision. I agree not to begin work on this improvement without written approval from the Architectural Control Committee. I understand if any change is made without the approval, I may be required to remove the improvement from my property. I also understand all construction must comply with the Association governing documents and city/county codes. The ACC does not override the city/county codes and the approval from the ACC is not an approval by the city/county. I agree to obtain necessary municipal/county permits prior to commencement of any work. I understand failure to start or complete the improvement within the time specified on the application shall result in withdrawal of approval unless an extension is requested and approved in writing. I agree not to alter existing drainage patterns on my lot without express approval of the Board or committee. I understand an approval is not a guarantee of structural safety or engineering soundness. I understand that failure to comply with all items explained in this agreement will result in withdrawal of this approval. I understand that by signing or by electronically emailing this form I agree to all terms within this agreement.

Project Start Date:

Completion Date:

Signed By

Sign here if you are printing or mailing the form. Otherwise, choose Save As from the File menu, save a copy to your computer and email it to <mailto:contact@spectrumam.com>.)