

# 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

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

Email: [contact@spectrumam.com](mailto:contact@spectrumam.com)

## 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.

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 [contact@spectrumam.com](mailto:contact@spectrumam.com).)