



CRYSTAL FALLS HOA ARCHITECTURAL CONTROL COMMITTEE IMPROVEMENT REQUEST FORM

Address: _____ Community/Phase: _____

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual owner's property rights and values, it is required that any owner who is considering exterior improvement of his property, to include, but not be limited to patio covers, decks, outside buildings, play structures, fencing, building add-ons, etc., submit the following to the Architectural Control Committee (ACC) **prior to initiating work on the planned improvements:**

1. _____ A completed Improvement Request Form
2. _____ Complete and detailed building plans, material listing, color samples, and specifications
3. _____ A property site plan with dimensions, showing the location of the proposed improvement

FAILURE TO SUBMIT THE REQUESTED ITEMS PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without written ACC approval, the Owner may be required to remove the improvement from his property. An Owner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request. Owners are responsible for ensuring that all work on their property is in compliance with city and state laws, as well as the Crystal Falls HOA deed restrictions and construction procedures.

PLEASE PRINT THE FOLLOWING REQUIRED INFORMATION

Owner Name: _____ Email: _____

Mailing Address: _____

Home Phone: _____ Wk/Cell Phone: _____

Briefly describe the improvement: _____

Who will do the actual work: _____

Location of improvement (check all areas that apply):

- Front of home Back of home Side of home Roof of home Garage Patio Other

(Describe) _____

Material to be used for the improvement (brick, wood, stucco, paint, etc): _____

NOTE: Any colors must be approved by the ACC. Please include a sample.

I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction must meet with City codes and that Architectural Control Committee approvals do not override the City codes but rather are intended to work in conjunction with them.

Homeowner Signature _____ Date _____

Construction Start Date _____

Estimated Completion Date _____

ACC Member _____ Date _____

Approved / Disapproved _____

Comments: _____

RETURN THIS COMPLETED FORM AND ATTACHMENTS TO:
Crystal Falls HOA, 901 Crystal Falls Pkwy, Suite 203, Leander, TX 78641
Phone 512-986-7444 Assistant@CrystalFallsHOA.com