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: ______________________________________ Wk/Cell Phone: ________________________________

Home 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

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