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 survey with dimensions, showing the location of the proposed improvement & setbacks

Incomplete submissions will be returned until complete. 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. I understand the ACC has 30 days to approve this application.

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

Revised 7/2018