

CARTER RANCH HOMEOWNERS ASSOCIATION, INC.

Architectural Request Form Submission Guide

Please refer to the *Declaration of Covenants, Conditions and Restrictions (DCC&R)* for all architectural guidelines. If you have additional questions or concerns after reading the DCC&R, please call Ron Corcoran at (972-) 428-2030 ext 2200

The Declaration of Covenants, Conditions and Restrictions (DCC&R) of Carter Ranch Homeowners Association, Inc. states: "...No Architectural/Landscaping changes may be made without first getting approval from the Architectural Control Committee (ACC)...."

HOA Management is not the ACC and does **not** make ACC determinations. HOA Management acts as a liaison between the ACC and the homeowner(s).

- Please **completely** fill out the ACC request form. If it is incomplete, the ACC will be unable to make its' determination. The time period in which the ACC has to make a determination will begin when all materials have been submitted completely. We want to process your request as efficiently as possible and can better achieve this if the form is completed properly.
- Please be certain to include **a copy of the survey of your lot** with the correct figures/measurements and placement of your improvement(s) clearly marked. You should have received a copy of your plat at closing. (Should you need to obtain another copy of your plat it will be necessary for you to contact the title company that handled your closing. Unfortunately, HOA Management **cannot** obtain this item for you.)
- Please include any construction plans and material samples, etc. you may have (depending on the project) as well as the requirements outlined in the DCC&R. This might include a list of materials like the type and color of wood, stain, brick, metal, etc. and possibly samples of the materials (at the ACC's request) after the initial application.

Note: HOA Management cannot fill out the ACC request form, survey, materials list, etc, for the homeowner. It is the homeowner(s) responsibility to obtain and complete these items. HOA Management will, however, assist in guiding you through this process.

- Once you have filled out the paperwork completely, **include your survey**, and any other requirements according to the DCC&R, **please mail 2 copies**, if no material samples are to be submitted the application to the following address (emailed or faxed request will not be accepted):

Carter Ranch HOA ACC
1221 IH 35 E Suite 112.
Carrollton, Texas 75006

In accordance with the DCC&R guidelines, the ACC is allowed up to (30) thirty days in which to make and notify you of its determination. If a variance is required please allow (45) forty five days.

Once HOA Management receives your completed application, it is immediately logged and forwarded by mail or direct delivery to the ACC.

Once HOA Management receives the response from the ACC, the decision is logged and a copy of the application (including the decision) is returned to the applicant. Should you disagree with the determination of the ACC, you have the right to request a variance from the ACC. The request for variance should be made in writing as soon as possible and sent to Ron Corcoran. It will be processed, sent to the ACC, and you will be notified of the ACC's determination.

Please note that HOA Management does not have the ability to change a determination made by the ACC.

We hope these guidelines help you with Architectural Requests submittals.

Celina Carter Ranch Homeowners Association , Inc.
REQUEST FOR ARCHITECTURAL CONTROL COMMITTEE APPROVAL

This is your application for approval by the Architectural Control Committee of an improvement to your lot or home. Please read it carefully. The Architectural Control Committee will review your information and approve or deny your request. ***The Architectural Control Committee has up to (30) thirty days to respond with a decision (following the receipt of this request).*** Please forward TWO (2) completed request forms to (emailed or faxed requests will NOT be accepted):

Celina Carter Ranch HOA ACC
12211H 35E, Suite 112
Carrollton, TX 75006
(972) 428-2030

NAME: _____

HOME PHONE: _____

ADDRESS: _____

WORK PHONE: _____

FAX: _____

DESCRIPTION OF REQUESTED APPROVAL/BOARD NOTIFICATION:

_____ INSTALL SATELLITE DISH – Please include map or describe proposed location. Satellite dishes larger than eighteen to twenty four inches (18” to 24”) in diameter shall not be allowed unless they comply in all respects with the Declaration of Covenants, Conditions and Restrictions for Celina Carter Ranch Homeowners Association, Inc.

_____ FENCE ADDITION OR REPLACEMENT

_____ OTHER

DETAIL OF WORK:

Please include a copy of the Survey of your Lot showing the EXACT location, height/square-footage of the improvements, existing structures and property lines and a complete list of construction materials and construction drawings/plans.

CERTIFICATION AND AGREEMENTS:

Homeowner certifies that all materials submitted to the Architectural Control Committee with this application for review are true and correct. Homeowner understands and agrees that no work may be performed prior to or in deviation from the terms of a permit approved by the Architectural Control Committee. Homeowner agrees to be bound by the Architectural Control Committee Rules and Standards.

DATE OF APPLICATION: _____

ESTIMATED START DATE: _____ ESTIMATED COMPLETION DATE: _____

HOMEOWNER SIGNATURE: _____

Celina Carter Ranch Homeowners Association, Inc.
REQUEST FOR ARCHITECTURAL CONTROL COMMITTEE APPROVAL

DATE RECEIVED BY HOA MANAGEMENT _____

DATE RECEIVED BY THE ARCHITECTURAL CONTROL COMMITTEE _____

ARCHITECTURAL CONTROL COMMITTEE ACTION:

_____ Approved _____ Disapproved _____ Other

COMMENTS:

Celina Carter Ranch Homeowners Association Inc. Architectural Control Committee

By: _____

Date of Action: _____

THIS APPLICATION HAS BEEN REVIEWED FOR THE LIMITED PURPOSE OF DETERMINING THE AESTHETIC COMPATIBILITY OF DESIGN WITH THE VARIOUS PROVISIONS OF HOMEOWNERS ASSOCIATION OF CARTER RANCH, INC. DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. NO REVIEW HAS BEEN MADE WITH RESPECT TO FUNCTIONALITY, SAFETY, COMPLIANCE WITH GOVERNMENTAL REGULATION, OR OTHERWISE AND ANY PARTY WITH RESPECT TO ANY SUCH MATTERS SHOULD MAKE NO RELIANCE ON THIS APPROVAL. THE ABOVE SIGNED EXPRESSLY DISCLAIMS LIABILITY OF ANY KIND WITH RESPECT TO THIS REQUEST, THE REVIEW THEREOF, OR ANY STRUCTURES BUILD PURSUANT THERETO. THE ARCHITECTURAL CONTROL COMMITTEE MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, OR ANY OF ITS MEMBERS AND NONE ARE TO BE INFERRED FROM APPROVING OR DISAPPROVING THIS APPLICATION.