

# Parks of Deer Creek HOA

## Architectural Alteration/Change Request Form

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### **ARCHITECTURAL ALTERATION/CHANGE REQUEST PROCEDURE:**

*The Declaration of Covenants, Conditions and Restrictions for Parks of Deer Creek Homeowners Association (CCR's) require all exterior alterations and changes to be approved by the Architectural Control Committee (ACC) of the Association. The following information is VERY IMPORTANT.*

- 1) **APPROVAL MUST BE OBTAINED BEFORE ANY WORK IS STARTED.** If you have any questions about an alteration you are planning, please review the CCR's. As an owner, you are responsible for abiding by the CCR's.
  
- 2) **An APPLICATION FOR ACC APPROVAL form MUST be completely filled out and signed and dated.** It should be mailed (or scanned and emailed) to Goodwin Harrison Management, who will forward it to the ACC committee for their consideration.
  
- 3) **Items REQUIRED MUST BE INCLUDED** with the form for the request to be considered. If mailing, please submit TWO SETS OF THE REQUEST AND ALL INFORMATION ADDITION to have a complete submission. Incomplete submissions will be returned to the owner prior to being reviewed by the committee for completion. You **MUST** include plans, specifications, building material samples, colors, roof types, requested colors, and any other pertinent information which helps the committee understand your modification. A site plan **MUST BE INCLUDED** with the location of the alteration indicated ON the site plan.
  
- 4) The owner submitting the plans should receive approval or disapproval within fifteen (15) days from the date a completed application, along with the required information was submitted to the ACC. If the ACC fails to approve or disapprove such request within fifteen (15) days after the date of the submission, such request shall be submitted by such owner to the Board of Directors of the Association for approval or disapproval. If the Board of Directors fails to approve or disapprove such request within fifteen (15) days, the ACC and Association approval may be presumed.  
**Work MUST NOT BEGIN UNTIL APPROVAL IS RECEIVED. ALL APPROVALS MUST BE IN WRITING.**
  
- 5) Any change or modification made in the originally submitted plans requires the same approval process as described above.
  
- 6) The ACC may examine the alteration upon completion to ensure its conformity as outlined in the approved ACC request. **Any changes made from the original approved request will be considered a violation.**
  
- 7) *It is VERY IMPORTANT that you read and acquaint yourselves with the Declaration of Covenants, Conditions and Restrictions for Parks of Deer Creek Homeowners Association.*

If you have additional questions, please **contact Jared Lacy, Goodwin Harrison Management, LLC @ 214-287-5056 or EM: [Jared.Lacy@goodwintx.com](mailto:Jared.Lacy@goodwintx.com).**

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## APPLICATION FOR ACC APPROVAL

Name(s):	
Address:	
Email Address:	
Phone Number:	Best time to Call:

Proposed Start Date:	Proposed Completion Date:
Describe the nature of the project (attach pages as necessary)	
Location of Project (attach drawing) :	
Dimensions:	Distance from Fences and Easements:
Colors:	Shape:
Materials being used:	
Builder:	
Other Information:	

**Important: Include plan view and elevation drawings (to scale) plus any other supporting documents indication project's location and its relationship to property lines, neighbors and easements.**

I understand until all of the plans, specifications and site plans are submitted in completion as required, my application will not be reviewed and will be deemed incomplete.

**List name, address and telephone number of contractors and architect you intend to use.**


**Please provide copies of your contractor's insurance information with your application. If a building permit is required, please submit with your request.**

Construction may not proceed until such permit is obtained and approval is made by the ACC.

City of Fort Worth building permit information may be found here:  
<http://fortworthtexas.gov/planninganddevelopment/permits/residential/>

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I/We, \_\_\_\_\_ do hereby acknowledge that we have received, read and understood the Declaration of Covenants, Conditions and Restrictions for the Parks of Deer Creek (CCR's) and do agree to abide by such CCR's. It is further understood that any approval of plans, specifications, and/or variances, if appropriate, in no way voids all or any part of the CCR's of Parks of Deer Creek, nor is it intended to replace or supersede any more restrictive ordinances or requirements of the City of Fort Worth, Tarrant County, Texas.

Unless an actual variance is specifically requested and such variance is specifically described in writing, the approval of the plan and/or plans of Owner shall not constitute a representation or warranty on the part of the ACC or the Parks of Deer Creek.

Residential HOAs require that the plans and specifications comply with applicable ordinances, rules and regulations, statutes or that they are fit for their intended purpose. Owner hereby jointly and severally indemnifies the ACC, the HOA and its members and directors, from all claims and causes of action, expenses (including attorney's fees) arising out of the ACC's approval of any plans and/or specifications.

To the best of the undersigned's knowledge and belief, upon satisfactory completion of these improvements, the existing improvements located on the property will be in compliance with the requirements of the Declaration. I/We \_\_\_\_\_, agree that neither the ACC, HOA nor any of their respective members, officers, directors or shareholders shall be liable to any Owner or other person claiming, by, through or on behalf of any Owner for any claims, causes of action or damages arising out of the granting or denial of, or failure to act upon, any alteration/modification/variance requested by an Owner.

*In addition to the foregoing, this application and the issuance thereof is expressly subject to any and all limitations of liability set forth in the Declaration.*

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Applicant's Signature

Date:

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Applicant's Signature

Date:

NOTE: IT IS HEREBY ACKNOWLEDGED THAT THE OWNER IS RESPONSIBLE FOR:

- 1) Keeping all construction on site and off site clean, safe and free of debris.
- 2) Maintaining erosion control barriers for the entire construction period.
- 3) No lot or property within the subdivision may be used for storage of construction materials.