

**HIGHLAND MEADOWS ESTATES
HOMEOWNERS ASSOCIATION, INC.**

REQUEST FOR ARCHITECTURAL CONTROL COMMITTEE REVIEW and 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 the allowance of up to forty five (45) days to respond with a decision (following the receipt of this request).* Please forward this completed request form to:

SBB Management Company
Attn: Lora Compton
1670 Keller Parkway, Suite 170
Keller, TX 76248

OR
e-mail
Phone

Fax: 817-431-6412
l.compton@sbbmanagement.com
817-482-1547 x 407

NAME: _____

PRIMARY PHONE: _____

ADDRESS: _____

ALT. PHONE: _____

EMAIL: _____

FAX: _____

DETAIL OF WORK:

Change OR Addition

Please include, when appropriate, a copy of the plat 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: _____

DATE RECEIVED BY SBB MANAGEMENT/SENT TO ACC: _____

This application is reviewed for the limited purpose of determining the aesthetic compatibility of design with the various provisions of Highland Meadows Estates Homeowners Association, 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 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. The Committee expressly disclaims liability of any kind with respect to this request, the review thereof, or any structures built pursuant thereto.

HIGHLAND MEADOWS ESTATES 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 Lora Compton with SBB Management Company at (817) 482-1547 ext. 407 and she will be happy to assist you.

The *Declaration of Covenants, Conditions and Restrictions (DCC&R)* of *Highland Meadows Estates HOA* states: "...No structure shall be placed, no exterior alteration or modification of existing improvement, and no plantings or removal of plants, trees or shrubs shall take place..." without the approval of the ACC.

SBB Management Company is not the ACC and does not make ACC determinations. SBB acts as a liaison between the Board/ACC and the homeowners. SBB cannot fill out the ACC request form, plat, materials list, etc., for the homeowner. It is the homeowner(s) responsibility to obtain and complete these items. SBB will, however, assist in guiding you through this process.

1. 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.
2. Please be certain to include a **copy of the plat 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, SBB cannot obtain this item for you.)
3. 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 such as 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.**
4. Once you have filled out the paperwork completely, included your plat, and any other requirements according to the DCC&R, please mail (or fax, if no material samples are to be submitted) the application to the following address:

SBB Management Company
1670 Keller Parkway, Suite 170
Keller, Texas 76248

OR

Fax to 817-431-6412
l.compton@sbbmanagement.com

5. In accordance with the DCC&R guidelines, the ACC is allowed up to forty five (45) days in which to make and notify you of its' determination.

Once SBB Management Company receives the response from the ACC, the decision is logged and an e-mail notification is sent to the homeowner. Should you disagree with the determination by 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 SBB Management. It will be processed, sent to the ACC, and you will be notified of the ACC's determination. Please note that SBB does not have the ability to change a determination made by the *Architectural Control Committee*.

We hope this guideline helps you with any Architectural Requests you may wish to submit.