

# SERENE HILLS HOMEOWNERS ASSOCIATION, INC.

## ARCHITECTURAL REVIEW COMMITTEE APPROVAL APPLICATION

Applicant Name: \_\_\_\_\_ Hm Ph: \_\_\_\_\_  
Address: \_\_\_\_\_ Wk Ph: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Ph: \_\_\_\_\_

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### **1. Approval Requested** *(Please check one)*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Fence Replacement (Exact) | <input type="checkbox"/> Landscape, Walkways, Beds | <input type="checkbox"/> Room/Garage Addition |
| <input type="checkbox"/> Fence - NEW               | <input type="checkbox"/> Irrigation                | <input type="checkbox"/> Satellite Dish       |
| <input type="checkbox"/> Deck or Patio             | <input type="checkbox"/> Pool or Spa               | <input type="checkbox"/> Storage Building*    |
| <input type="checkbox"/> Other: _____              | <input type="checkbox"/> Playscape                 |   |

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### **2. Please Describe Project - Attached additional pages, if necessary**

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### **3. Provide plans and specifications to depict the work to be undertaken** *(Submit all, as applicable):*

- A plot plan showing the location and dimensions of the existing and proposed improvements; Plans & specs; footprint of location on property survey; copy of contractor proposal, if applicable
- \$25.00 Application fee for each Architectural Submittal (Check must be made out to Serene Hills and submitted with Application.
- Structural design, exterior elevations, exterior materials, colors, textures, and shapes of all improvements to be made
- All exterior illumination including location and method of illumination - No "wash over" of lighting to adjoining property or common areas is permitted
- Existing and finished grades at lot corners and at corners of proposed improvements
- Provision for drainage with cut and fill detail if change in lot contour is involved
- Provide copies of Applicable Permits required for project

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SECTION 4 "Neighbors Initials" MUST BE PRINTED SEPARATELY AND MANUALLY SCANNED AND UPLOADED

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**5. Notice to Applicant:**

The authority of the Architectural Review Committee ("ARC") is derived from the Declaration of Covenants, Conditions and Restrictions ("CCRs").

**IMPORTANT: No work should be commenced until written approval is received from the ARC.**

Applicant acknowledges that all improvements must be constructed in accordance with the design guidelines contained in the CCRs in addition to any guidelines or rules adopted by the Association or ARC from time to time. All improvements must be constructed in accordance with the laws, rules, regulations, and building codes of governmental authorities having jurisdiction. Approval of this application does not constitute approval by any governmental authority, nor does it constitute a building permit.

Approval of this application does not give Applicant the right to enter upon the property of any other owner or the common area in order to perform the construction contemplated by this application.

Applicant certifies that the information contained herein is true and correct to the best knowledge and belief of Applicant. It is recommended that the homeowner seek any and all permits that may be required by the applicable municipality before constructing any structure. Aside from any approval from the ARC, it is still the homeowner's responsibility to obtain such permits. Once the proper permits have been attained, a copy will then need to be sent to the Management Company who will then notify the ARC.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**SUBMIT THIS APPLICATION TO:  
Serene Hills HOA**

**c/o Community Association Management  
PO Box 92649, Austin, TX 78709**

**Fax: 512-288-2389 or email to:**

**Madeline@camanagers.com**

**The application will be routed to the  
Serene Hills HOA Architectural Review Committee for consideration**

*Please allow 2-4 weeks for processing applications. If you are not contacted within 5 working days from submittal, an email follow-up to the property manager is recommended.*

***For ARC Use Only*** - \_\_\_\_\_

Signed

Print Name

\_\_\_\_\_ Application Approved – Date: \_\_\_\_\_

\_\_\_\_\_ Application Approved with the following conditions: Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Application Disapproved at this time with the following comments: Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_