



Architectural Review Committee (ARC) Application

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

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 Name(s): _____

Address: _____

Email: _____

Phone: _____

Approval requested

- | | |
|--|---|
| <input type="checkbox"/> Fence Replacement (Exact) | <input type="checkbox"/> Pergola |
| <input type="checkbox"/> Fence - NEW | <input type="checkbox"/> Playscape |
| <input type="checkbox"/> Deck or patio | <input type="checkbox"/> Room/garage addition |
| <input type="checkbox"/> Landscape, walkways, planter beds | <input type="checkbox"/> Satellite dish |
| <input type="checkbox"/> Irrigation | <input type="checkbox"/> Storage building* |
| <input type="checkbox"/> Pool or spa | |

Please describe project, attaching additional pages if necessary:

Provide plans and specifications to illustrate the proposed work to be performed (Check & submit any applicable)

- REQUIRED: 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.*
 - REQUIRED: \$25.00 application fee for each architectural submittal*
 - Check must be made out to Serene Hills Homeowners Association and submitted with application - OR- submit fee via payment portal <https://pay.westernalliancebank.com/Home>*
 - 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.*
 - Copies of applicable permits required for project.*
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By submitting this form, the Applicant certifies that the information provided is true and correct to the best of their knowledge and belief.

Homeowners are encouraged to obtain any permits required by their applicable municipality before beginning construction of any structure. ARC approval does not replace or satisfy these permitting requirements; it remains the homeowner's responsibility to secure all necessary permits. Once the appropriate permits have been obtained, a copy must be sent to the Management Company, who will then notify the ARC.

Applicant Signature(s): _____

Date: _____

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Neighbor Notification

As a courtesy, please notify any neighbors who may have a line of sight to your project. This notification does not constitute neighbor approval, and a lack of initials will not result in denial of your application. All approvals are granted solely by the ARC. Providing this notification may help facilitate and expedite the review process.

Applicant Name(s): _____

Address: _____

Email: _____

Neighbors within line of sight of modification

Neighbors' initials	Address

Submission options

Mail	Fax	Email
Serene Hills HOA c/o Community Association Management 5900 Shepherd Mountain Cove, #2-275 Austin, TX 78730	512-288-2389	Scan and send to Lisa@camanagers.com

Your application will be routed to the Serene Hills HOA Architectural Review Committee for consideration.

If you are not contacted within five (5) working days from submittal, please send an email follow-up to Lisa Dory, CAM Community Manager. Please allow 2-4 weeks for processing applications.

For Serene Hills ARC Use Only

Approved

Approved with the following conditions:

Denied with the following comments:

ARC member signature(s): _____

ARC member printed name(s): _____

Date: _____