

GARDENS AT COVERED BRIDGE HOA

Application for Architectural Approval

What projects need to be submitted to the Association?

Without the Architectural Reviewer's prior written approval, a person may not commence or continue any construction, alteration, addition, improvement, installation, modification, redecoration, or reconstruction or do anything that affects the appearance, use, or structural integrity of the Property.

Do I have to apply for approval to the Gardens HOA and Covered Bridge POA?

Yes. Each Gardens townhome is subject to two independent architectural controls as described in Article 9.1 of the Declaration of Gardens at Covered Bridge Condominium, which is administered by the board of directors of the Gardens at Covered Bridge HOA. By being located in the Covered Bridge Subdivision, each townhome is also subject to the architectural control provisions in Article IV of the Master Restrictions, which is administered by the architectural control committee of the Covered Bridge Property Owners Association. The two architectural control authorities are independent of each other and require the owner to submit independent applications. However, an email dated July 8, 2020, from the Covered Bridge POA board of directors served as official notice to not require any architectural committee response from Covered Bridge POA for any of the Gardens units.

Steps for Consideration

Please complete this application and submit it with your plans and specifications of the proposed project to the Gardens at Covered Bridge Homeowners Association Architectural Reviewer in care of the Association's managing agent, Community Association Management, Inc., stephanie@camanagers.com. Note property address in the subject line.

What must be included with each application?

Plans and specifications are defined as any and all documents designed to guide or control the construction, erection or maintenance of any alteration, including but not limited to, those indicating location, size, shape, configuration, materials, site plans, excavation and grading plans, foundation plans, drainage plans, landscaping and fencing plans, elevation drawings, floor plans, specifications on all building products and construction techniques, samples of exterior colors, plans for utility services, and all other documentation or information relevant to such alteration. *Please include with submittal set of plans and specifications detailing the nature, kind, shape, color, size, materials, and locations of the work to be performed. (See Declaration Section 9.6)*

The application, plans and specifications to be submitted will be incomplete and not accepted without all of the following items, unless waived by the Association. All required items must be delivered with a completed application form in a portable document format (PDF) via email at stephanie@camanagers.com.

1. Plot plan/survey showing the location (with measurements noted), dimensions, and elevations of all existing and proposed alteration.
2. Existing and finished grades shall be shown on unit corners and at corners of proposed improvements. Land drainage provisions shall be indicated, as well as cut and fill details, if any appreciable change in the land contour is possible due to the construction of the alteration.
3. The structural design, exterior elevations, exterior materials, colors, textures and shapes of all alterations shall be described, along with any diagrams or representations necessary to depict all proposed exterior illumination, including location and method, utility connections and fire protection systems.
4. This form must be completed and signed by the owner of the property.

Please indicate the type of improvement for which you are requesting approval.

☐ Alteration of existing improvement

☐ Removal of existing improvement

☐ Landscaping

☐ Deck or patio

☐ Satellite Dish

☐ Other _____

Description of Proposed Project:

Owner Name

Gardens Address of Proposed Project

Mailing Address (if different from above)

Home Phone

Work Phone

E-mail Address

Will the proposed changes modify the established drainage pattern or any part of the surface water drainage system on the property? ☐ Yes ☐ No ☐ Unsure

If yes or unsure, please provide as much information as possible about the anticipated effects of the proposed change to the established drainage pattern (please attach any additional pertinent information). :

ACKNOWLEDGEMENTS:

By signing below, I, _____ (Owner's name), acknowledge the following:

I also acknowledge that any approval I receive from the Association and/or its Board for improvements and changes I propose in no way makes the Association and/or the Board responsible for the soundness of the plan from an engineering or other perspective, or for any damages resulting from execution of any approved plan. (See Declaration Section 9.4)

Owner Signature: _____

Date: _____

NO CONSTRUCTION OR ALTERATION MAY COMMENCE WITHOUT RECEIVING WRITTEN APPROVAL FROM THE ASSOCIATION'S ARCHITECTURAL REVIEWER.

Fees

The fee for plan review is \$50.00. If the application is resubmitted, a fee of \$25.00 will be charged. The original check must be received within five days of the application, plans and specifications or the application will be considered incomplete.

Submit all required items to:

Gardens at Covered Bridge HOA Architectural Reviewer

greg@camanagers.com

Note property address in the subject line.

Submit plan review payment to:

Gardens at Covered Bridge HOA

PO Box 92649, Austin, TX 78709-2649

Note "Plan Review Fee" in the check memo line.