

Brookstone Estates Homeowners' Association, Inc.

**Property Modification Request Form**

Request must be submitted at least 30 days prior to beginning construction or improvement.

**Owner Name:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

*The inclusion of an e-mail address authorizes the Architectural Committee to use electronic mail for official responses to this request.*

The **Declaration of Covenants, Conditions and Restrictions** (the "Deed Restrictions") for Brookstone Estates Homeowners' Association, Inc. specifies that all improvements as defined in the Deed Restrictions must be approved in writing by the Architectural Committee before the improvement begins. To assist in your compliance with this restriction, complete this form and submit it with your plans and specifications for the proposed improvement. Committee has sixty (60) days to respond.

**The plans and specifications will not be considered complete without the following items:**

A **plot plan** or **survey** showing the location and dimensions of all existing and proposed improvements.

Existing and finished **grades** and lot **drainage provisions** shall be indicated.

The **structural design, exterior elevations, exterior materials, colors, textures and shapes** of all improvements described.

Sketch or photograph of a manufacturers' product

Statements from adjacent property owners, if appropriate

Modifications that require digging call DIG-TESS at 811 to locate utility lines

Owners are responsible for damage or consequential damage to utility lines

Copy of City Permits if required by City

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**APPROVAL REQUESTED FOR :**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> BASKETBALL GOAL   | <input type="checkbox"/> FENCE           | <input type="checkbox"/> LANDSCAPING        | <input type="checkbox"/> PLAYSCAPE     |
| <input type="checkbox"/> IRRIGATION SYSTEM | <input type="checkbox"/> DECK            | <input type="checkbox"/> DRIVEWAY EXTENSION | <input type="checkbox"/> EXT. PAINTING |
| <input type="checkbox"/> STORAGE SHED      | <input type="checkbox"/> EXT. REMODELING | <input type="checkbox"/> SWIMMING POOL      | <input type="checkbox"/> OTHER         |
| <input type="checkbox"/> ROOF              | <input type="checkbox"/> PATIO COVER     | <input type="checkbox"/> PERGOLA            |  |

**DESCRIPTION OF IMPROVEMENT**

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

**Required: I (the homeowner) have reviewed Brookstone Estates HOA architectural guidelines per the Covenant and Deed Restrictions.**

**Owner Signature:** \_\_\_\_\_

**FOR ARCHITECTURAL COMMITTEE USE ONLY:**

- Approved** – Contingent upon the following criteria:     **Not Approved** - Based on the following criteria:

Submit your request to  
P. O. Box 702548 • Dallas, Texas 75370-2548 • Fax: 866-919-5696 • Email: BROESTAT@ciramail.com

## Brookstone Estates Homeowners' Association, Inc.

### APPLICATION PROCEDURE:

Applications may be obtained from RealManage. Please be sure to adequately describe the work you are proposing to do. If you have any questions, feel free to contact RealManage or any member of the ACC directly. If your request is not clear, the ACC may deny your request pending submittal of clarifying information. Please follow the instructions on the Property Modification Form and sign the Acknowledgement of Applicant on form.

### INSTRUCTIONS:

For specific information, refer to the section pertaining to the type of work you are proposing. In addition to this application, it is recommended you submit the following attachments as they pertain to your project:

- 1) A site plan with the location of the proposed work drawn to scale with exact dimensions shown. Note distances from property lines and show relationship of proposed work to neighboring homes and open spaces.
- 2) Drawing or illustrations of the proposed work showing the design.
- 3) Description of materials to be used and include all samples i.e. paint chips
- 4) Color: Note whether the color will match the existing house or trim of house, or attach a color chip for other color.
- 5) Grading plan if changes in grade or other conditions will affect drainage. Note: if your work will alter drainage patterns of adjacent properties, you must obtain the signature of the owner(s) who will be affected.

### ACKNOWLEDGEMENT OF APPLICANT: (SIGNATURE REQUIRED)

- 1) I understand that construction of certain projects requires that I obtain a City (and possibly other governmental jurisdiction) building permit(s). Approval of the proposed work by the ACC does not affect or remove that requirement.
- 2) I understand that starting any work prior to written ACC approval is not allowed and that if alteration or construction is done and this application is not approved, I may be required to return the property to its former condition at my own expense and that I may be required to pay all legal expenses incurred by myself and/or by the Brookstone Estates HOA if legal action becomes necessary.
- 3) I am aware of the Brookstone Estates HOA Covenants, Conditions, Restrictions, Architectural Controls and Guidelines in regard to the review process.
- 4) The proposed work must be completed within a reasonable period of time generally 90 days.
- 5) I understand that approval is contingent upon all work being completed in a workman-like manner with quality equal to or better than the original home construction.
- 6) I understand that if I disagree with the ACC ruling, I may appeal the decision as outlined in the guidelines.

Owner's Signature: \_\_\_\_\_ Date \_\_\_\_\_