

# COURTYARD AT THE PRESERVE HOA

## **Application for Architectural Committee Approval**

### **What projects need to be submitted to the AC?**

All improvements, including, but not limited to, storage sheds, home additions, fencing and fence relocation, color changes to the exterior paint, basketball goals, playscapes, decks, arbors, gazebos, swimming pools/hot tubs, playhouses, walls, hardscape improvements and exterior alterations. Landscape improvements such as trees, flowers, shrubs, and general landscaping which do not alter the architectural conformity and harmony of the neighborhood do not need to be approved.

### **Steps for Consideration**

Please complete this application and submit it with your plans and specifications of the proposed improvement. No additions, modifications or removal of any Improvement shall be made upon any unit without prior written approval of the AC.

### **What must be included with each submittal?**

Plans and specifications are defined as any and all documents designed to guide or control the construction, erection or maintenance of any Improvement, 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 Improvement.

The plans and specifications to be submitted will be incomplete and not accepted without all of the following items, unless waived by the AC. **All required items must be delivered with a completed application form in a portable document format (PDF) to the AC via email at [admin@camanagers.com](mailto:admin@camanagers.com). Original paint swatches must be mailed to the Association.**

1. Site Plan showing the location (with measurements noted), dimensions, and elevations of all existing and proposed improvements.
2. Existing and finished grades shall be shown on drawing and at corners of proposed improvements. Drainage provisions shall be indicated, as well as cut and fill details, if any appreciable change in the lot contour is possible due to the construction of the improvement.
3. The structural design, exterior elevations, exterior materials, colors, textures and shapes of all improvements 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 unit owner.

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

☐ Fence/Fence Modification

☐ Alteration of existing improvement

☐ Deck, Arbor, Gazebo

☐ Landscaping

☐ Exterior Color Change

☐ Trash Enclosure

☐ Removal of existing improvement

☐ Swimming Pool/Hot Tub

☐ Playscape

☐ Waterfall/Pond

☐ Other \_\_\_\_\_

COURTYARD at the PRESERVE HOA

Description of Improvement:

---

---

---

---

---

---

Owner Name

Address of Proposed Improvement

Mailing Address (if different from above)

Home Phone

Work Phone

E-mail Address

Owner Signature

**Architectural Review Fee:**

The AC review cost is **\$50** per application. Please make payment to:

The Courtyard at the Preserve and submit to the P.O. Box address below. We will hold your application until payment is received.

**Submit all required items to:**

The Courtyard at the Preserve Architectural Control Committee

admin@camanagers.com

Note property address in the subject line.

**Submit original paint swatches to:**

The Courtyard at the Preserve Architectural Control Committee

5900 Shepherd Mountain Cove, 2-275, Austin, TX 78730

Note property address in the subject line.