

MARINA CLUB HOMEOWNERS ASSOCIATION

ARCHITECTURAL REVIEW APPLICATION – IMPROVEMENT

All required items must be delivered with a completed application form in a portable document format (PDF) to the Architectural Control Committee (ACC) via email at admin@camanagers.com. A plan review fee of \$500 and a \$5,000 construction deposit must be received by the HOA prior to the application being considered complete and received by the ACC. Please mail separate checks made payable to Marina Club to 5900 Shepherd Mountain Cove, #2-275, Austin, TX 78730. For questions, contact Lisa Dory at Lisa@camanagers.com or 512-288-2376. Plans must be approved in writing by the ACC prior to commencement of construction. At no time will a verbal approval be issued.

What projects need to be submitted to the ACC?

All improvements, including, but not limited to, storage sheds, home additions and renovations, fencing and fence relocation, color changes to the exterior paint, decks, arbors, gazebos, walls, hardscape improvements and exterior alterations. Landscape improvements such as flowers and small plantings 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 lot without prior written approval of the ACC.

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.

1. The plans and specifications to be submitted will be incomplete and not accepted without all of the following items, unless waived by the ACC. **All required items must be delivered with a completed application form in a portable document format (PDF) to the ACC via email at admin@camanagers.com.**
2. Plot plan/survey showing the location (with measurements noted), dimensions, and elevations of all existing and proposed improvements.
3. Existing and finished grades shall be shown on lot corners and at corners of proposed improvements. Lot 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.
4. 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.
5. This form must be completed and signed by the owner of the lot.

Type and description of Improvement or alteration for which you are requesting approval:

Owner Name

Address of Proposed Improvement/Alteration

Mailing Address (if different from above)

Home Phone

Work Phone

E-mail Address

Owner Signature

Fees

The fee for plan review is \$500.00. If the application is resubmitted, a fee of \$100.00 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.

A deposit of \$5,000 will be required for certain types of construction projects.

Submit all required items to:

Marina Club HOA

admin@camanagers.com

Note property address in the subject line.

Submit plan review payment to:

Marina Club HOA

Attn: Architectural Control Committee

5900 Shepherd Mountain Cove, #2-275

Austin, TX 78730

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