

# Restrictions Review Committee (RRC) **Checklist** Steps for Improvements

All requests must be made in writing and sent ONLY to HOA Secretary(s). You will receive a reply acknowledging receipt. Secretary(s) will then disperse to RRC *and copy you*. Day 1 of the 30 day timeline will begin the day after your File is sent to RRC (copying you) via the Secretary(s). For example, if your File is sent to RRC on the 15th, day one is the 16th. RRC will clarify anything needed and render an Approval or Decline, allow 14-30 days to receive this. You will be sent an Official Approval or Denial Document (OADD). Decisions cannot be made individually, by RRC. All RRC members must collaborate, and a majority is required to agree with a decision. Any and all communication MUST go through the Secretary(s) for record keeping. DO NOT reach out, directly to any RRC, individually, without copying ALL AND INCLUDING the Secretary(s).

**Submit this checklist along with all info needed to create your File. The items, applicable, below must be included (checked off or NA) in your email submission for review to be considered. These steps apply no matter how small the improvement(s) may be and applies to ALL Reata Ranch members:**

☐ Check Box or Write NA (Not Applicable). EVERY LINE ITEM SHOULD PROPERLY BE MARKED:

- ☐ \_\_\_ Clearly state what improvement(s) you are planning
- ☐ \_\_\_ Provide as much detail as needed to explain the improvement(s)
- ☐ \_\_\_ Include dimensions of the improvement(s)
- ☐ \_\_\_ Include square footage
- ☐ \_\_\_ Include materials to be used in the construction and color(s) of the finished improvement(s). The RRC needs to be able to visualize your idea.
- ☐ \_\_\_ Include any sample pictures, if possible, of finished improvement(s). Does not have to be exact as materials utilized may vary for your specifics.
- ☐ \_\_\_ Provide a Site Plan. This is simply a survey or aerial pic (as needed, depending on improvement) with the improvement(s) hand drawn on it (dimensions only) and placed where you are wanting to put it. This enables the RRC to see the exact location of the improvement in relation to setbacks, easements and any possible obstruction of neighboring property views and enjoyment.
- ☐ \_\_\_ If a variance is being requested, state what it is and why it is being requested.
- ☐ \_\_\_ Building plans for home will need to include the elevation with roof pitches



**File will immediately be rejected if this form is not completed and the above items, applicable, are not included with your request for review.**

- Plan ahead. Allow 14-30 days for a decision. RRC will make every attempt to make a determination sooner, but all requests are subject to RRC availability to collaborate, clarify and research anything needed. A decision should be made within a week, but 30 day timeline, per CCRs, is allowed for RRC decision.
- Be patient. RRC has the best interest for our community. Sometimes additional information is needed or further clarification. This is not the RRC being difficult, it is them doing their job for you and others for Reata Ranch to remain the way we all want it to be.
- Be open minded. RRC may make suggestion(s) to you about your improvement(s) project. Please do not take it personally, again they are merely doing their job in protecting our community.