

## Frost Farms II HOMEOWNERS ASSOCIATION, INC.

### ARCHITECTURAL CONTROL COMMITTEE IMPROVEMENT REQUEST FORM

**As stated in the Covenants Conditions and Restrictions, the Architectural Control Committee must approve certain modifications or additions. Requests for modifications must be submitted and approved by the ACC prior to any work being started.**

- (1) Complete this Improvement Request Form. If information is missing, your request can not be processed.
- (2) Include complete and detailed building plans and elevations, material listing and specifications, including colors.
- (3) If adding a new structure, moving an existing structure or installing concrete or other hardscape, you must include a copy of your property survey/plat showing the dimensions, setback measurements and location of the proposed improvement and of any utility (PUE) and/or drainage easements on the property.
- (4) If you are requesting approval for an existing improvement, you must include photos of the improvement from all sides.

Failure to submit the requested attachments or provide requested information may result in approval delay and/or denial of your request. If an improvement is made without prior approval, the Association may require that the improvement be removed and you may be fined.

**PLEASE PRINT THE FOLLOWING INFORMATION:**

Owner Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

**Improvement Description** (a separate form must be submitted for each improvement)    **Improvement Type:** ☐ Proposed   ☐ Existing

**Who will do the actual work on this improvement?**

☐ Homeowner   ☐ Contractor Name/Phone \_\_\_\_\_

**Location of improvement on your lot (check actual areas that apply):**

☐ Front   ☐ Back   ☐ Side   ☐ Roof   ☐ Other describe) \_\_\_\_\_

**List all materials to be used for the improvement (indicate items below or attach detailed materials list).**

- Please provide a link to the manufacturer's website for any new structures, replacement windows, doors, siding, shingles, etc.
- See the CC&R for more information.

**What are the dimensions (length, width, height)?** \_\_\_\_\_

**Where will construction debris and/or excavated materials be disposed?** \_\_\_\_\_

**Is this an emergency repair (e.g. storm damage) where you need expedited approval to prevent property damage?**   ☐ YES

**Planned Construction Start Date** \_\_\_\_\_ **Estimated Completion Date** \_\_\_\_\_

**I understand that the ACC will act on this request within 30 days of receipt and contact me in writing regarding their decision.** I agree not to begin this improvement without written approval from the ACC. I understand that this request may not be approved if my account is delinquent or I am in default of an approved payment plan. I understand that all construction must meet with City codes and that the ACC approvals do not override the City codes but, rather, are intended to work with them.

Homeowner's Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE SCAN AND EMAIL THIS FORM AND ATTACHMENTS TO: [frostfarms2ra@gmail.com](mailto:frostfarms2ra@gmail.com)**

If unable to email, please return completed form to an official Frost Farms II HOA Officer or Board Member.