

# ESTATES OF LOMA VISTA HOMEOWNERS ASSOCIATION

## Architectural Control Committee Application

Article 3, Section 3 of the Declaration of Covenants, Conditions and Restrictions for Loma Vista specify that "No Improvements shall hereafter be constructed upon any of the Property without prior written approval of the Architectural Control Committee (ACC)." To assist in your compliance with this restriction, please complete the following form and submit it with your plans/specifications for the proposed Improvement. If you require a copy of the Declaration or other pertinent HOA information, please contact Community Association Management at 512-288-2376 or [stacy@camanagers.com](mailto:stacy@camanagers.com).

### What projects need to be submitted to the ACC?

All improvements, including, but not limited to, storage sheds, home additions, fencing and fence relocation, playscapes, decks, arbors, gazebos, swimming pools/hot tubs, playhouses, walls, hardscape improvements, and exterior alterations, such as paint and stain colors, need written approval from the ACC. Landscape improvements such as trees, flowers, shrubs, sprinkler systems, and general landscaping which does 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.

Owner Name:

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Address:

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Phone Number(s):

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Email Address(es):

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Owner Signature

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### What must be included with each submittal?

The plans and specifications to be submitted will not be considered complete 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 [stacy@camanagers.com](mailto:stacy@camanagers.com).**

**At a minimum you must submit each of the following items:**

- ☐ A plot plan/survey showing the location and dimensions (including elevation) of all existing and proposed improvements.
- ☐ Existing and finished grades shall be shown at 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 contemplated.
- ☐ 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.

- ☐ Initials of residents on either side and to the rear of the Lot indicating that they have been notified of the proposed Improvement (if necessary).
- ☐ Submit application review fee of \$25 per requested Improvement.

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

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|--|--|
| <input type="checkbox"/> Fence Building or Modification                        | <input type="checkbox"/> Playhouse                     |
| <input type="checkbox"/> Landscaping that includes hardscape (not just plants) | <input type="checkbox"/> Playscape                     |
| <input type="checkbox"/> Deck/Patio  | <input type="checkbox"/> Outdoor Storage Building      |
| <input type="checkbox"/> Constructing Additional Garage                        | <input type="checkbox"/> New Addition to House         |
| <input type="checkbox"/> Swimming Pool   | <input type="checkbox"/> Other (please describe below) |

Provide a description of Improvement(s) below. Add additional page if more space is required.

Notification of the proposed improvement(s) to owners of adjacent lots on all sides of applicant's lot is required. If the project affects any owners to the front of the applicant's lot, notification to these owners is also required. Signatures of the owners in the below signature line are confirmation that owners were notified of the proposed improvement(s). Signatures do not indicate consent or rejection of the proposed improvement(s). The Architectural Committee may accept written proof of notice to owners in lieu of signatures.

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Owner Signature

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Address

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Owner Signature

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Address

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Owner Signature

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Address

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Owner Signature

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Address

#### **Fees**

The fee for plan review is \$25.00. If the application is resubmitted, a fee of \$25.00 will be charged. Please send a photocopy of your check in the correct amount with this submittal. The original check must be received within five days of the application, plans and specifications or the application will be considered incomplete.

#### **Submit all required items to:**

Estates of Loma Vista HOA Architectural Control Committee

[stacy@camanagers.com](mailto:stacy@camanagers.com)

Note property address in the subject line.

#### **Submit plan review payment to:**

Estates of Loma Vista HOA

Attn: Architectural Control Committee

PO Box 92649, Austin, TX 78709-2649

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

**All submittals must be submitted at least 30 days prior to construction start date. All improvements must receive written approval from the ACC prior to commencement of construction**

