



Cumberland Ridge Homeowners Association - Architectural Control Committee
Form A - Structural/Lot Modification/Small Project Request Form

This form must be submitted when exterior changes, covered by the CRHA ACC Building Guidelines, are made to your lot or the outside of your home. (see ACC Building Guidelines) Use this form for projects that do not require a permanent slab or concrete work. (see Project Types & Modifications list below)

- Please complete all items and provide all supporting data as requested. (Incomplete forms will require resubmission of your application and may result in delay for approval).
- The ACC has up to (15) fifteen days to respond with a decision following receipt of a complete request. (R.C. #3)
- **Residents shall not proceed on any improvements prior to receiving written ACC approval.** Fines of up to **\$100/day**, restoration to pre-construction state, and attorney's fees to enforce compliance may be levied under full force of CRHA governing documents. (CR ACC Policies & Procedures, Sec. II & IX)

Owner _____	Contractor/ Builder _____
Address _____	Address _____
Phone _____	Phone _____
Email _____	Email _____

- Project Type:** Exterior Modification Hardscape
 Live Tree Removal (larger than 8" near the base) Lot Clearing (requiring live tree removal over 8")

Lot Modification/Structures: Please check one or more below- (location drawing must be included)

<input type="checkbox"/> Fence/Wall (hardscape)	<input type="checkbox"/> Screening for A/C units/Pool equipment/other	
<input type="checkbox"/> Storage Building/Shed/Greenhouse (no slab required)	<input type="checkbox"/> Boathouse- (bldg. materials)	
<input type="checkbox"/> Paint/Siding (if changing color/materials)	<input type="checkbox"/> Roof (circle- residence/boathouse)	<input type="checkbox"/> Patio covers/awnings
<input type="checkbox"/> Gazebo/Arbor/Pergola	<input type="checkbox"/> Deck	<input type="checkbox"/> Hot tub
<input type="checkbox"/> Landscaping (for new constr. or if effecting drainage)		<input type="checkbox"/> Flag/Flagpole
<input type="checkbox"/> Yard decorations (over 36" tall)	<input type="checkbox"/> Play equipment- playscape/fort, tree house, swing set, etc.	
<input type="checkbox"/> Mailbox (requiring a concrete pad/hardscape installation)		<input type="checkbox"/> Satellite Dish
<input type="checkbox"/> Septic System	<input type="checkbox"/> Propane tank	<input type="checkbox"/> Other _____

Hardscape: If visible from the street, additions of non-living, "hard" elements, including masonry work & woodwork, and materials such as: stone, rock, brick, tile, concrete, metal, or a total landscape renovation, require a plan submission. Pre-fabricated concrete blocks/stone with interlocking lip, not exceeding 24" tall & general "soft" landscaping such as trees, flowers, shrubs & ground cover do not need to be approved. Please check/circle one or more below:

- Structures- walls/fences, fountains, arbors/pergolas/gazebos, decks, benches, brick/stone mailbox, etc.
- Structures- rock pools/waterfalls, paths/walkways (other than straight concrete- see Form B), etc.
- Other: _____

Exterior Lot Modification/Project Specifications: (location drawing required on all items, except paint/siding/roof)

Fence/Screen/ or Wall over 2' tall, not requiring concrete, (B.G. Sec. 3L) (if using concrete, fill out Lg. Proj.- Form B)

- Dimensions of Structure: Length _____ Width _____ Height _____
- Type (privacy, see-thru, decorative, screen) & Materials to be used: _____
- Landscape screening plan/materials: (B.G. Sec. 3P) _____

Storage Building/Shed/Greenhouse (no slab required), (B.G. Sec. 3X)

- Dimensions of Structure: Length _____ Width _____ Height _____ Sq.Ft. _____
- Exterior Materials to be used: (R.C. #9 & 10) _____
- Landscape screening plan/materials (if visible from the street): (B.G. Sec. 3P) _____

Exterior Paint/Siding/Roof (B.G. Sec. 3K, J)

- Color: (see submission checklist below) _____
- Materials to be used: (B.G. Sec. 3J, R.C. #10) _____

Gazebo/Pergola/Arbor/Deck/Patio Cover (B.G. Sec. 3O, F, R)

- Dimensions of Structure: Length _____ Width _____ Height _____ Sq.Ft. _____
- Materials to be used: _____

Hardscaping (as described above)/**Landscaping** (that may have an impact on drainage of any property- such as berms, fill dirt, turf removed, beds added, small walls) (B.G. Sec. 3P)

- Type of Improvement: _____
- Materials to be used: _____

Flagpole/Flag (B.G. Sec. 3M)

- Dimensions of Structure: **Pole:** Diameter _____ Height _____ **Flag:** _____
- Materials/style to be used: (B.G. Sec. 3M. 11) _____
- Type of flag mounts, lighting: (B.G. Sec. 3M. 11, 14) _____
- Landscape screening plan/materials: (if being used, B.G. Sec. 3M. 16) _____

Yard Decorations (structural) (B.G. Sec. 3AA)

- Type of Decoration & Dimensions: _____

Play Equipment/Mailbox (requiring concrete pad) (B.G. Sec. 3E, Q)

- Type & Dimensions of Structure: Type _____ Length _____ Width _____ Height _____
- Materials to be used: _____

Septic Systems (B.G. Sec. 3V)

- Submit certification of approved system to be installed.

Propane Tanks (B.G. Sec. 3S)

- Gallon capacity: _____
- Landscape screening plan/materials (if less than 250 gals. it must be screened) _____

Tree removal (live)/Lot clearing (requiring removal of live trees) (B.G. Sec. 3Z)

- Reason for removal _____

Estimated Start Date: _____ **Estimated Time to complete:** _____

(All projects on this form must begin within 1 month from approval date- see ACC Policies/Procedures Sec. V, 6)

CERTIFICATION AND AGREEMENTS: (Owner Affidavit)

I (We) hereby make application to the CRHA Architectural Control Committee for the above described project. I/We certify the following:

1. I/We are the owner(s) of (address or lot #) _____ in Cumberland Ridge.
2. I/We have a copy of the Restrictive Covenants (R.C. s) and Bylaws for this property, current ACC Policies & Procedures, Building Guidelines & have read, understand and agree to abide by my/our property’s Covenants and Restrictions, the conditions of this request and the Architectural Control Committee (ACC)’s approval.
3. The attached plan is being submitted for approval **prior** to the commencement of any changes to the property.
4. I/we agree that no construction or other work shall commence until I/we have received the written approval of the ACC, in accordance with CR Restrictive Covenant #3- Architectural Control Committee. Failure to do so, could result in fines of up to **\$100/day**, restoration to pre-construction state, and attorney’s fees to enforce compliance. (see CR ACC Policies & Procedures, Sec. II & IX)
5. The attached plan & proposed improvements are in compliance with the Restrictive Covenants, ACC Policies and Procedures, and ACC Building Guidelines.
6. The attached plan is an accurate readable drawing, showing the exact location of the proposed improvement(s). All information stated herein is true and correct. Where the above information conflicts with information on plans submitted in support of the application, the above information shall control.
7. I/We and our builder, agree to comply with all provisions of the current ACC Building Guidelines and the Covenants, including, but not limited to, construction of Improvements in accordance with ACC approved plans, control of trash, materials and debris during the construction process, and final inspection by the ACC upon completion.

8. I/We understand that once all required information has been submitted, the Architectural Control Committee has **15 days** to review and respond to this application, that no verbal approvals and/or disapprovals will be given by the CRHA management company, and that the Committee's decision will be mailed, emailed or hand delivered to me/us.
9. I/We agree that receiving approval for the submitted application and documentation is not the last step in the process. My/our construction will undergo a site review by the ACC on or around the date listed on page 3 of this form to show that construction has been done in compliance with the approved plans. Any failure of my/our construction to be in compliance with my approved plans may be met with a Court Order to stop work enforcing compliance with the Restrictive Covenants.
10. I/We understand that I/we are required, at all times during construction, to prominently display the **CRHA- ACC Approved Project** permit. A failure to display the permit will trigger an inquiry into the compliance of my plans with the Restrictive Covenants & ACC Building Guidelines.
11. I/We understand that approval by the ACC in no way relieves me/us from compliance with or otherwise acts as a waiver of the Cumberland Ridge Restrictive Covenants, or my/our responsibility for compliance with any local ordinances and other applicable codes and regulations.
12. I/We agree that if the plans are approved and the construction plans then change, I/we will **resubmit** plans for further/new approval **prior** to the commencement of any changes to the property. Failure to do this could result in the ACC, through the Board of Directors, initiating fines, liens, and other actions available to it under the CRHA ACC Policies and Procedures, ACC Building Guidelines, Restrictive Covenants, or the laws of the State of Texas, specifically including but not limited to taking action to halt the completion of any work not finished in accordance with submitted schedules and/or any construction in violation of these restrictions, and the removal, replacement, or return to original condition of any unapproved improvements, along with reasonable attorney's fees at my/our sole expense.
13. I/We understand any construction project applied for in this application must begin (1) one month from the *date of approval*.
14. I/we agree that HOA, Inc., and its Board of Directors, Officers and Architectural Control Committee members hereby expressly disclaim any representation, liability, obligation, or duty in connection with the proposed construction described herein, including without limitation any warranty, either expressed or implied, of habitability, suitability, fitness for purpose, safety, compliance with applicable laws and restrictive covenants, or the effect of the proposed construction upon any surrounding property. By the execution and delivery of this application, the owner and/or applicant expressly covenants and agrees to indemnify and hold Cumberland Ridge Homeowners Association, Inc., and its officers, directors, committee members, employees, agents, successors and assigns harmless from any cost, loss, claim liability, damage, expense, or other obligation arising from, related to, or any way connected with the construction proposed herein or the effects thereof, including without limitation any claim by any person or entity that such construction: (i) fails to meet the requirements of any applicable law or restrictive covenants, (ii) is unsafe or unsound, or creates a nuisance or other dangerous condition, or (iii) inversely of improperly affect the drainage of the water on, across, or under the property in question or any surrounding property.

Project Submission Checklist: All submissions must include the following information (*where applicable*) for ACC consideration:

- Completed Structural-Lot Modification/Small Project Request Form A- initialed, signed, and dated by the owner and general contractor. (if applicable)
- Site Survey/Plan- (to scale- showing house on lot, outside house dimensions, building setbacks & property lines, easements & locations of improvements on the Lot, any trees to be removed, patios, decks, sidewalks, driveways, pools)
- Floor Plans for outbuildings, gazebos, decks (scale drawings)
- Exterior elevations (scale drawings)
- For septic systems/OSSF's- Approved Septic Plan/Soil Test (Smith Co./Cherokee Co./UNRMWA)- verifying compliance with TCEQ rules and all local laws and ordinances. (*B.G. Sec. 3V*)
- Dimensions of improvements.
- Type of Materials and Finishes, Colors (attach samples, paint chips, etc.)
- Photos, brochures or other descriptive materials that describe the design of & materials to be used in the modification. (if available)
- Landscape screening materials (for fences, outbuildings, flagpoles) (*B.G. Sec. 3P*)
- Hardscape materials (include type, color, size, variety, etc.) (*B.G. Sec. 3P*)

OWNER'S SIGNATURE: _____ **Date:** _____

CONTRACTOR'S SIGNATURE: _____ **Date:** _____
(if applicable)

Submit Application by Email To: acc@cumberlandridge.net

Physical address for drop-off: 16080 Treasure Cove, Bullard, TX 75757 or deliver to the Chairman of the ACC.