

**THE WOODS OF BRUSHY CREEK HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE - IMPROVEMENT REQUEST FORM**

Date \_\_\_\_\_

In accordance with the recorded covenants and restrictions of the association, any owner who is planning improvement of his property must receive approval of the plans from the WBCHOA Architectural Control Committee prior to initiating work on the planned improvements. Such improvements include, but are not limited to: satellite antennas, patios, patio covers, swimming pools, decks, outside buildings (including storage buildings), fencing, re-siding, re-roofing, re-painting of exterior, major front yard landscaping, walkways, building add-ons, or any other exterior change to the property or structure.

The owner must submit the following to the WBCHOA Architectural Control Committee:

- \_\_\_\_\_ (1) A completed Improvement Request Form
- \_\_\_\_\_ (2) Complete and detailed building plans (drawn to scale), material listing, and specifications
- \_\_\_\_\_ (3) A property site/plot plan drawn to scale showing property lines, easements, existing improvements, and the location of the proposed improvement.
- \_\_\_\_\_ (4) Color samples of exterior finishes (if applicable).

**FAILURE TO SUBMIT THE REQUIRED ATTACHMENTS PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his property.** Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request. The request for improvement is to be sent either by email to [bspencer@sgarch.com](mailto:bspencer@sgarch.com), or US Mail to Bo Spencer, WBCHOA-ACC, 1106 South Mays, Suite 220, Round Rock, Texas 78664, or by fax to Bo Spencer, 388-0752.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Austin, Texas 78717 Email: \_\_\_\_\_

Briefly describe the proposed improvement \_\_\_\_\_

Who will do the actual work on this improvement?  
\_\_\_\_\_  
\_\_\_\_\_

Location of improvement (check actual areas that apply):

\_\_\_\_\_ Front of dwelling \_\_\_\_\_ Back of dwelling \_\_\_\_\_ Side of dwelling  
\_\_\_\_\_ Roof of dwelling \_\_\_\_\_ Garage \_\_\_\_\_ Patio  
\_\_\_\_\_ Other (Describe) \_\_\_\_\_

Material to be used for the improvement (check applicable items):

\_\_\_\_\_ Brick - Color \_\_\_\_\_ Stucco- Color \_\_\_\_\_  
\_\_\_\_\_ Wood - Color \_\_\_\_\_ Roofing-Color \_\_\_\_\_  
\_\_\_\_\_ Siding Wood \_\_\_\_\_ Other \_\_\_\_\_ Fencing- \_\_\_\_\_  
\_\_\_\_\_ Paint - Color \_\_\_\_\_ Stain - Color \_\_\_\_\_

Other (Explain) \_\_\_\_\_

**I understand that the Architectural Control Committee will normally act on this request within 7 days of receipt and contact me in writing regarding their decision.** I agree not to begin property improvement without written approval from the Architectural Control Committee.

\_\_\_\_\_  
Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
Construction Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_  
\_\_\_\_\_  
WBCACC Member Initials / Date \_\_\_\_\_ Approved or Disapproved \_\_\_\_\_