

ACC - IMPROVEMENT REQUEST FORM

Subdivision: BROOKFIELD OWNERS ASSOCIATION

Date _____

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following to the ARCHITECTURAL CONTROL COMMITTEE prior to initiating work on the planned improvements:

- _____ (1) A completed Improvement Request Form
- _____ (2) Complete and detailed building plans, material listing and specifications
- _____ (3) A property site/plot plan showing the location of the proposed improvement.

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2 & 3) 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.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name _____

Address _____

Home Phone: _____

Pflugerville, Texas _____

Work Phone: _____

E-Mail address _____

Briefly describe the improvement, which you propose? _____

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 _____

_____ Cement _____ Stucco _____

_____ Wood - Color _____

_____ Electric _____

_____ Siding Wood _____ Aluminum _____

_____ Glass _____

_____ Paint - Color _____

_____ Stain - Color _____ Other _____

(Explain) _____

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 property improvement without written approval from the ACC. I understand that all construction will meet with BUILDING codes and that the ARC approvals do not override the BUILDING codes but rather, are intended to work with them.

NOTE: Confirmation of receipt of ACC submission via email from Goodwin & Company is required. The 30-day time period does not begin until the Homeowner has received the confirmation of receipt from the management company.

Homeowner Signature

Date

Construction Start Date

Estimated Completion Date

ARC Member Initials / Date

Approved or Disapproved

RETURN THIS COMPLETED FORM AND ATTACHMENTS TO

GOODWIN & COMPANY

11149 Research Blvd., Suite 100, Austin, TX 78759-5227

direct line (512) 502-7021

fax (512) 346-4873

email: ABOmanager@goodwintx.com