

Oak Bluff Estates, Phase 2 Subdivision, Homeowners Association, Inc. Architectural Control Committee Approval Request Form

ARE YOU CHANGING THE TYPE OF MATERIALS AND/OR COLORS USED IN YOUR PROJECT?

___ **Yes.** Complete the rest of this application and provide the required **ACC Improvement Request Form**. Ensure you are following the DCCR requirements in your submission.

- Login to your account at: <https://spectrumam.com/homeowner-account/>
- Click on Submit an Improvement Request, then click on “Click Here” for the form.
- Supporting documents can be added at the bottom of that page.

___ **No.** There is no need to complete this application if you are simply maintaining your property by replacing worn and damaged materials with same or similar materials and color and following the DCCRs provided to you when you closed on your house.

The Declaration of Covenants, Conditions and Restrictions (the “Deed Restrictions”) for the Oak Bluff Estates, Phase 2 Subdivision, Homeowners Association, Inc. specifies that all improvements as defined in the Deed Restrictions must be approved in writing by the Architectural Control Committee before the improvement begins. To assist in your compliance with this restriction, please complete the following form and submit it with your plans and specifications for the proposed improvement.

Allow 15 business days for review. Each resubmission due to incomplete applications results in an additional 15 business days for review for! If you do not receive initial contact from Spectrum Association Management within 5 business days, please contact them directly.

The submission is incomplete without all of the following items.

- Check off each item below, demonstrating that you are including these items:*
- Illustration on a plot plan or survey showing the location and dimensions (including elevation) of all proposed Improvements. Setbacks, property lines, PUEs must be shown. The plot or survey is found among the documents you received at closing. You may draw on a copy of them but be accurate.
- Illustration of any changes in grade that may affect other property owners.
- Documentation, diagrams, and samples (where appropriate) of structural designs, exterior elevations, exterior materials, colors, textures and shapes, and lighting
- Signatures of adjoining neighbors affected by any protrusion above six feet or incursion into setback where there is a shared property line. If there are no signatures, state why you feel they are unnecessary:

If your project extends into the Public Utility Easement (PUE), have you discussed your project with the city of Round Rock and the utility providers? It is likely they will not consent to your project if your structure is in the PUE. If your diagram shows you are in the PUE, we will want to know that you have received permission to proceed.

Signatures of affected neighbors demonstrating approval of the proposed project (if relevant). Obtain the signatures of all property members (including spouses or others who have *purchased* the property) affected by objects over the 6-foot fence line, incursion into setback lines, etc.

Neighbors 1: Address _____ Signature: _____

Neighbors 2: Address _____ Signature: _____

Neighbors 3: Address _____ Signature: _____

Neighbors 4: Address _____ Signature: _____

Upload this form on the Spectrum AM site, or mail this form to:

Spectrum Association Management
8303 No Mopac Expy, Suite B120
Austin, TX 78759

Email: contact@spectrumam.com

NOTE – Inclusion of an e-mail address authorizes the Architectural Control Committee to use electronic mail for official responses on this request.

PROPERTY OWNERS SIGNATURES

