

Hilltop Homeowners Association

Architectural Control Committee Improvement Request Form

Date Received by the HOA : _____

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual owner's property rights and values, it is required that any owner who is considering exterior improvements of his property, to include, but not be limited to patio covers, carports, outside buildings, sheds, fencing, walls, building add-ons, solar panels, walkways etc., submit the following to the Architectural Control Committee Prior to initiating work on the planned improvements:

- 1) **Completed ACC Improvement Request Form**
- 2) **Complete and detailed building plans, material listing and specifications**
- 3) **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/Board has the right to file suit to enjoin the construction. Owners are responsible for ensuring that all work on there property is in compliance with city and state laws. Any homeowner considering any exterior improvement or modification to the property is urged to review recorded deed restrictions and Hilltop HOA Protective Covenants.

PLEASE COMPLETE THE FOLLOWING INFORMATION

Owner Name _____ Address _____

Home/Work Phone _____ Cell Phone _____

Email Address _____

Briefly describe the improvement which you propose: _____

Who will do the actual work on this improvement? _____

Location of improvement (check all areas that apply):

Front of home Back of home Side of home Roof of home Garage Patio Other

(Describe) _____

Material to be used for the improvement (brick, wood, stucco, shingles, etc.): _____

I understand that the Architectural Control Committee (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 Architectural Control Committee. I understand that all construction will meet with City codes and that the Architectural Control Committee approvals do not override the City codes but rather, are intended to work with them.

Homeowner Signature

Date

Construction Start Date

Estimated Completion

Comments: _____

RETURN THIS COMPLETED FORM AND ATTACHMENTS TO:
Hilltop Homeowners Association, P.O. Box 800783, Balch Springs, TX 75180;
OR EMAIL TO: hilltop.hoa1993@gmail.com