

Westminster Glen Estates Architectural Modification Request

The Architectural Control Committee must approve any modifications to the exterior of your property according to the Westminster Glen Estates Covenants, Conditions and Restrictions. Requests for modifications are to be submitted to the Architectural Control Committee through the Management Company. The ACC will review and respond to this Request within 30 days and you will receive a letter confirming approval, denial or request for additional information.

Homeowner's Name: _____	Phone: _____
Address: _____	E-mail: _____

1. Approval requested for (please check as appropriate):

- | | | |
|---|--|---|
| <input type="checkbox"/> Home or Addition | <input type="checkbox"/> Pool House/Cabana | <input type="checkbox"/> Landscaping/Walkways |
| <input type="checkbox"/> Deck or Patio | <input type="checkbox"/> Auxiliary Building | <input type="checkbox"/> Driveway/Parking |
| <input type="checkbox"/> Deck/Patio Cover | <input type="checkbox"/> Playscape/Sport Court | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Pool | <input type="checkbox"/> Fence/Wall | <input type="checkbox"/> Other |

2. Brief description of proposed modifications: _____

3. Work to be performed by: _____

4. Project start date: _____ **Expected completion date:** _____

5. Provide plans and specifications to fully describe the work to be undertaken. Submit PDF-format files by email or two hardcopy sets by mail. Include all, as applicable:

- A plot plan showing the location and dimensions of the existing and proposed improvements.
- Structural design, exterior elevations, exterior materials, colors, textures, and shapes of all improvements to be made.
- Exterior illumination plan including location and method of illumination.
- Provisions for drainage with cut and fill detail if change in lot contour is involved.

Any improvements, including landscaping, located in the county right-of-way or easements may be removed by the county or utility at any time. Check your survey for locations.

6. Fee schedule: The Architectural Control Committee may utilize the services of a professional architect to evaluate modification requests and therefore a fee is required, below:

a. New homes and detached buildings.	\$300.00
b. Any other improvement, in any combination, including but not limited to, attached building additions, swimming pools and major landscaping.	\$250.00
c. Walls, fences, playscapes and sport courts.	\$150.00
d. Minor modifications.	No fee
e. Resubmittal of incomplete ACC Modification Requests.	\$50.00

Homeowner's Signature

Date

SUBMIT THIS MODIFICATION REQUEST

by email to

Westminster Glen ACC

acc@wmghoa.org

or by mail to

Westminster Glen Homeowners Association

c/o Goodwin Management, Inc.

11149 Research Blvd., Suite 100

Austin, TX 78759-5227

karen.vaughn@goodwintx.com

Tel: (512)-852-7935 or FAX: 512-346-4873

=====Below For ACC Use Only=====

___ Application Received Date: _____

___ Application Approved Date: _____

___ Application Approved with the following conditions: Date: _____

___ Application denied because of the following: Date: _____

Signature of Architectural Control Committee Representative:

Name (Printed or Typed)

Signed: _____

Copy to Homeowner

Copy for Association file