

Association Services BCS
Community Association Management

Please complete and submit this form along with any necessary plans, surveys, samples, or supporting documents, to Architectural Committee c/o Association Services BCS at help@associationservicesbcs.com. The subject line should be "HOA Architectural request – Property Address". The Architectural Control (Review) Committee, or ACC/ARC, will review your submission and issue an approval or denial within thirty (30) days of receipt of your request. The Committee's approval or denial will be sent via email and USPS first class mail if requested, at the expense of the homeowner.

Enforcement action may be taken against homeowners who:

1. Begin a project without prior approval from the ACC/ARC, regardless of whether the project is completed
2. Begin and/or complete a project that was approved by the ACC/ARC, BUT deviates from the ACC/ARC's approval specifications.

All Architectural request forms need to be completed in full and include the following:

- ☐ Site plan of your property showing the proposed work – examples would be documents from CAD, a survey, a screenshot of Google Maps, or a digital or hand rendering. Site plan must show setbacks, easements.
- ☐ Include all dimensions & specs on the site plan of current improvements and improvement you are requesting approval for (Remember: Size and Location on everything!)
- ☐ Paint or Stain color samples, material samples (shingle, fencing, brick, ect)
- ☐ Any building permits required by the City of Bryan
- ☐ OPTIONAL: Any additional details which you feel as if may be helpful to the ACC in determining an approval or denial for your project.

Please allow for up to two (2) business days of receipt of your request. An approval or denial determination will be issued within thirty (30) days of receipt of your request.

Name: _____

Address: _____

Phone: _____ **Email:** _____

Type of Project Request:

- | | | |
|---|---|--|
| ☐ Shed / Outbuilding | ☐ Landscaping | ☐ Solar Panels |
| ☐ Detached Garage / Carport | ☐ Pool / Hot Tub | ☐ Windows / Doors |
| ☐ Pergola | ☐ Patio/Home Extension | ☐ Other: _____ |
| ☐ Fence | ☐ Playset / Playscape | |
| ☐ Exterior Painting / Staining | ☐ Irrigation | |

Project Details (You may attach additional pages if needed):

Proposed Start Date: _____ **Proposed End Date:** _____

Contractor Name if applicable: _____

Phone: _____ **Email:** _____

Is a building permit required for your project? (If yes, it is your responsibility to obtain this from the city. Permits issued by the city does not equate project approval from the Architectural Control Committee.)

- ☐ Yes
- ☐ No

Homeowner Signature: _____ **Date:** _____



Architectural Control (Review) Committee:

☐ Approved

☐ Denied

☐ Approved with Modifications

Comments:

Committee or ASBCS Agent Signature: _____ **Date:** _____